



Municipality of Mississippi Mills

COUNCIL AGENDA

**Tuesday, September 4, 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 (5:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Update on Road Allowances in Burnside Subdivision - proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act s. 239 (c)*)
2. Update on HR Matter - Personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

G. APPROVAL OF MINUTES

Council Minutes dated August 28, 2018

Pages 5-13

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Randy Hillier, MPP
Re: New Government Priorities

Recommendation:

That the delegation by Randy Hillier, MPP, re: New Government Priorities, be received.

2. Fire Marshal's Public Fire Safety Council & Enbridge Gas Distribution Inc.
Re: Zero Campaign

Recommendation:

That the delegation by the Fire Marshal's Public Fire Safety Council & Enbridge Gas Distribution Inc., re: Zero Campaign, be received.

3. Alex Gillis, Chair of the Riverwalk Advisory Committee Pages 14-27
Re: Update on the Riverwalk Project

Recommendation:

That the deputation by Councillor Gillis, Chair of the Riverwalk Advisory Committee, re: Update on the Riverwalk Project, 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:

- Financial Report to July 31, 2018 Pages 28-39

Minutes

Motion to receive:

- Heritage Advisory – June 27 and August 22, 2018 Pages 40-43

(J.2) REPORTS

Planning and Development

- a. **Zoning Amendment – Zieview Farms Inc.,** Pages 44-52
264 Ryan-Duncan Side Road Pakenham Ward

Recommendation:

That Council approve the necessary Zoning By-law Amendment to change the zoning of the retained agricultural parcel from Consent application B17/053 for part of the lands legally described as Concession 12, West Part Lot 24 & West Part Lot 25, Pakenham Ward, Municipality of Mississippi Mills from the "Agricultural (A)" Zone to the "Agricultural Exception 31 (A-31)" Zone to prohibit the construction of a residential use.

Recreation and Culture

b. Road Closure Request - Getaway Productions Inc.

Pages 53-56

Recommendation:

That Council approve the closure of Mill St. from Bridge St. to Brae St. as well as Little Bridge St. from Bridge St. to Mill St. on Saturday, September 8th from 7:00PM to 4:00AM to allow an Ottawa production company Getaway Films to film a movie scene that takes place in front of Baker Bobs & Tin Barn Market;

And that Council approve the closure of Mill St. from Bridge St. to Brae St. on Saturday, September 16th from 4:00PM to 2:00AM to allow an Ottawa production company to film a movie scene that takes place in front North Market and Couple's Corner.

Public Works

c. Minimum Maintenance Standards – Class 3 Sidewalks & Bike Lanes Pages 57-60

Recommendation:

That Council enact the necessary by-laws to close Class 3 sidewalks and all bicycle lanes within the Municipality from November 1st of the year to April 15th of the following year as outlined in the Director of Roads and Public Works' report dated September 4, 2018.

d. OVRT Follow-up Items

Pages 61-65

Recommendation:

Council receive the Director of Roads and Public Works' report dated September 4, 2018, as information.

Finance and Administration

e. Policies relating to *Bill 68 Modernizing Ontario's Municipal Legislation Act*

Pages 66-101

Recommendation:

That Council approve the Council Code of Conduct, Employee Code of Conduct and Council Staff Relations policies;

And that the Clerk be authorized to prepare the necessary by-law to repeal By-law 07-79 Council Code of Conduct.

f. Advisory Committee Review

Pages 102-105

Recommendation:

That Council approve the proposed advisory committee structure;

And that staff be directed to prepare the terms of reference for the new advisory committees.

(J.3) INFORMATION ITEMS

- Mayor's Report None
- County Councillors' Report Page 106-109
- Mississippi Valley Conservation Authority None
- Information List None
- Meeting Calendar (*September/October*) Pages 110-111

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of September 4, 2018 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 18-84 to 18-87 be taken as read, passed, signed and sealed in Open Council.

- | | |
|---|---------------|
| 18-84 Seasonal Bicycle Lane and Sidewalk Closures | Pages 112-114 |
| 18-85 Zoning Amendment Zieview Farms - 264 Ryan Duncan Side | Pages 115-116 |
| 18-86 Assumption of Roadway Part of Indian Hill Road | Page 117 |
| 18-87 Council Code of Conduct, Employee Code of Conduct,
and Council Staff Relations | Pages 118-151 |

M. OTHER/NEW BUSINESS**1. Appointment to the Property Standards Ad-hoc Committee**Recommendation:

That Mayor McLaughlin, Councillor Gillis and Councillor Wilkinson be appointed to the Property Standards Ad-hoc committee.

N. NOTICE OF MOTION**O. ANNOUNCEMENTS AND INVITATIONS****P. CONFIRMATORY BY-LAW – 18-88****Q. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #20-18

MINUTES

A regular meeting of Council was held on Tuesday, August 28, 2018 at 5:00 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 392-18

Moved by Councillor Ferguson

Seconded by Councillor Watters

THAT Council enter into an in camera session at 5:00 p.m. re: proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act s. 239 (c)) – Update on Road Allowances in Burnside Subdivision; personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s. 239 2(b)) – Tax Account; personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s. 239 2(b)), labour relations or employee negotiations (Municipal Act s. 239 2(d)) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Municipal Act s. 239 2(f)).

CARRIED

Resolution No. 393-18

Moved by Councillor Edwards

Seconded by Councillor Abbott

THAT Council return to regular session at 5:56 p.m.

CARRIED

Rise & Report

1. Update on Road Allowances in Burnside Subdivision

Staff direction was provided in camera.

2. Tax Account

Staff direction was provided in camera.

3. HR Matters

Staff direction was provided in camera.

C. O CANADA

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

D. ATTENDANCE**PRESENT:**

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

ABSENT:

Shawna Stone, Clerk
Jeanne Harfield, Deputy Clerk
Niki Dwyer, Director of Planning (left at 8:15 pm)
Rhonda Whitmarsh, Treasurer
Tiffany MacLaren, Community Cultural Economic Coordinator (left at 6:38 pm)
Calvin Murphy, Recreation Manager (left at 6:38 pm)

E. APPROVAL OF AGENDA

Resolution No. 394-18
Moved by Councillor Ferguson
Seconded by Councillor Gillis
THAT the agenda be approved as presented.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST

[None]

G. APPROVAL OF MINUTES

Resolution No. 395-18
Moved by Councillor Lowry
Seconded by Councillor Torrance
THAT the Council Minutes dated August 14 and 21, 2018 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. The Mayor introduced the new CEO/Chief Librarian, Christine Row.
2. Art Corridor Appreciation

The Mayor recognized Barbara Cotterill and Ann Jezewski for 20 years volunteer work coordinating the art exhibits in the Municipal Office corridor. Both are retiring from their roles.

3. John Naas, Blackline Consulting
Re: Service Delivery Review of Recreation and Culture Services

Mr. Naas provided an overview of observations and recommendations of the Service Delivery Review and addressed questions from Council.

Resolution No. 396-18

Moved by Councillor Gillis

Seconded by Councillor Ferguson

THAT the deputation by John Nass, Blackline Consulting, re: Service Delivery Review of Recreation and Culture Services, be received;

AND THAT the final report be referred to staff to review, prioritize, and make recommendations.

CARRIED

I. PUBLIC MEETINGS

1. Zoning Amendment: Pakenham Golf and Country Club Estates

The Director of Planning provided an overview of the proposed amendment. She advised that written comments were received from Joe Moore and Mike Connolly in support of the application.

The Chair invited members of the public to comment. Joe Moore spoke on behalf of 12 subdivision residents in support of application.

2. Zoning Amendment: Lots 26, 27, 28 Almonte Business Park

The Director of Planning provided an overview of the proposed amendment. The Chair invited members of the public to comment. Steve Maynard asked if an EIS had been completed; the Director indicated it is not required as part of the application.

3. Zoning Amendment: Zieview Farms Inc.

The Director of Planning provided an overview of the proposed amendment. The Chair invited members of the public to comment. No one spoke.

J. COMMITTEE OF THE WHOLE**Resolution No. 397-18****Moved by Councillor Watters****Seconded by Councillor Pulker-Mok****THAT** Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.**CARRIED****J.1 CONSENT ITEMS**

Building Permit Activity Report

Resolution No. 398-18**Moved by Councillor Ferguson****Seconded by Councillor Pulker-Mok****ThAT** the Building Permit Activity Report be received.**CARRIED**

2018 Municipal Emergency Control Group

Resolution No. 399-18**Moved by Councillor Ferguson****Seconded by Councillor Pulker-Mok****THAT** Council confirm the following members of the Mississippi Mills Municipal Emergency Control Group for 2018 and that this information be forwarded to the Office of the Fire Marshall and Emergency Management Ontario:

Mayor Shaun McLaughlin; Councillor Jane Torrance; Bruce Toshack, Acting Fire Chief/CEMC; Shawna Stone, Clerk; Guy Bourgon, Director of Public Works; Tiffany MacLaren, Public Information Officer; Derek Needham, OPP; Ed McPherson, Lanark County Ambulance; Garry Welsh, Lanark County Emergency Management; Nancy Green, Lanark County Social Services; Jody Metcalf, Ottawa River Power Corp; Randy Shaw and Linda Duncan, Almonte General Hospital; Robin Webb and John Christensen, ARES; Theresa Clow, Lanark Leeds & Grenville Public Health Unit; Philippe Geoffrion, OFMEM.

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

a. Zoning Amendment – Housekeeping, All Wards

Moved by Councillor McCubbin**Seconded by Councillor Pulker-Mok**

THAT Council approve the necessary Housekeeping Zoning By-law Amendment to address redundancies and discrepancies; revise language to add clarity; and realign provisions with their original intent to facilitate a new consolidated copy of the Comprehensive Zoning By-law #11-83.

Motion to amend

Resolution No. 400-18

Moved by Councillor Abbott

Seconded by Mayor McLaughlin

Strike out #19 – definition of lot

CARRIED

Resolution No. 401-18

THAT Council approve the necessary Housekeeping Zoning By-law Amendment to address redundancies and discrepancies; revise language to add clarity; and realign provisions with their original intent to facilitate a new consolidated copy of the Comprehensive Zoning By-law #11-83, as amended.

CARRIED

- b. Zoning Amendment - ZanderPlan Inc. 4620 Appleton Side Road

Resolution No. 402-18

Moved by Councillor Wilkinson

Seconded by Mayor McLaughlin

THAT Council approve the necessary Zoning By-law Amendment to change the zoning of the retained agricultural parcel from Consent application B18/005 for part of the lands legally described as Concession 11, Part Lot 8 and Concession 11, West Part Lot 8, Ramsay Ward, Municipality of Mississippi Mills from the “Agricultural (A)” Zone to the “Agricultural Exception 30 (A-30)” Zone in order to reduce the minimum lot area requirement from 40ha (98.8ac) to 36.7ha (90.7ac) and to prohibit the construction of a residential use.

CARRIED

Finance and Administration

- c. Water and Sewer Rate By-law – Administrative Revisions - Continuous Water Running

Resolution No. 403-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT Council amend By-law 18-58 by deleting Section 9 in its entirety and replacing it with the following:

When the Municipality's officials have requested an owner continuously run their water, an owner will be charged their Water and Sewer Services Base Charge in accordance with article 2 above plus a consumption charge of \$11.71/1,000 gallons of water based on the lowest of 1) actual consumption 2) an average of the last three years meter readings for May to August and 3) 7,000 gallons.

CARRIED

d. 2018 Development Charges Study and By-Law

Council discussed the following items in the Development Charges Study as per the Treasurers report:

- Growth Projections:
 - Treasurer to verify with consultant that growth projections are in keeping with the COP

- Section 5 – Projects:
 - Roads - North Collector (keep in), South Collector (remove)
 - Active Transportation Master Plan – The Treasurer to consult if portions of the AT Master Plan is applicable
 - Ottawa Street Landscape Plan (keep in)
 - White Tail Ridge Park – allocate money for study and ¼ of the 10.6 acres allocated for the park
 - OVRT (remove)
 - Library (keep in)
 - Water and wastewater (keep in)

- Section 7 - Policies
 - All industrial exempt
 - Non-residential farm buildings (apply exemption)
 - exempt all charges for coach house/granny suite except water, sewer and storm; consistency for this type of development whether built at same time as new home or later

- Treasurer to follow up on the following items:
 - Broadband internet service (MM2020)
 - Fire Master Plan

Resolution No. 404-18

Moved by Councillor Gillis

Seconded by Councillor Abbott

THAT Council recommend Watson and Associates Economists Ltd. amend the development charges background study and prepare the necessary by-law to impose Development Charges for the Municipality of Mississippi Mills.

CARRIED

J. 3 INFORMATION ITEMS

- **Mayor's Report**
[None]
- **County Councillors' Report**
[None]
- **Mississippi Valley Conservation Report**
[None]
- **Information List**

Resolution No. 405-18
Moved by Councillor Abbott
Seconded by Councillor Edwards
THAT Information List 11-18 be received.

CARRIED

- **Meeting Calendars**
September

K. RISE AND REPORT

Resolution No. 406-18
Moved by Councillor Ferguson
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. 407-18
Moved by Councillor Lowry
Seconded by Councillor Wilkinson
THAT the recommendations of the Committee of the Whole for the meeting of August 28, 2018 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 408-18
Moved by Councillor Wilkinson
Seconded by Councillor Ferguson
THAT By-laws 18-76 to 18-82 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 18-76

Resolution No. 409-18

THAT By-law 18-76, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for the lands described as Concession 11, Part Lot 8 and Concession 11, West Part Lot 8, Ramsay Ward, municipally known as 4620 Appleton Side Road.

CARRIED

By-Law 18-77

Resolution No. 410-18

THAT By-law 18-77, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills, for administrative housekeeping for all wards, as amended.

CARRIED

By-Law 18-78

Resolution No. 411-18

THAT By-law 18-78, being a by-law to amend By-law No. 14-45, being an amending to the Zoning By-law No.11-83 for the Municipality of Mississippi Mills, for the lands described as Concession 10, East Part of Lot 14, Almonte Ward, municipally known as Riverfront Estates Phase 3.

CARRIED

By-Law 18-79

Resolution No. 412-18

THAT By-law 18-79, being a by-law to amend By-law No. 16-74, being an amending to the Zoning By-law No.11-83 for the Municipality of Mississippi Mills, for the lands described as Concession 10, East Part of Lot 14, Almonte Ward, municipally known as Riverfront Estates Phase 4.

CARRIED

By-Law 18-80

Resolution No. 413-18

THAT By-law 18-80, being a by-law to repeal By-law No. 18-10 and amend Zoning By-law No.11-83 for the Municipality of Mississippi Mills, for the lands described as East Part of Lot 14, Concession 10, Almonte Ward, municipally known as Riverfront Estates Phase 5.

CARRIED

By-Law 18-81

Resolution No. 414-18

THAT By-law 18-81, being a by-law to remove certain lands from the Part Lot Control Provisions of the Planning Act, R.S.O. 1990, Chapter P. 13 (the 'Act'), municipally known as Plan 6262 Jamieson Section, Lot 9.

CARRIED

By-Law 18-82

Resolution No. 415-18

THAT By-law 18-82, being a by-law to amend the Water and Sewer Rates By-law 18-58.

CARRIED

M. OTHER/NEW BUSINESS

[None]

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

Highland Games; Youth Centre Canteen Project

P. CONFIRMATORY BY-LAW

By-law 18-83

Resolution No. 416-18

Moved by Councillor Lowry

Seconded by Councillor Pulker-Mok

THAT By-law 18-83, 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 28th day of August 2018, be read, passed, signed and sealed in Open Council this 28th day of August 2018.

CARRIED

Q. ADJOURNMENT

Resolution No. 417-18

Moved by Councillor Lowry

Seconded by Councillor Watters

THAT the meeting be adjourned at 8:20 p.m.

CARRIED

Shaun McLaughlin
MAYOR

Shawna Stone
CLERK

Riverwalk Advisory Committee

Riverwalk
Presentation
to Mississippi
Mills Council
Sep 4, 2018



1

Riverwalk Phase One

1. **Lookout at Victorian Woolen Mill - 2002**
2. **Bridges - 2005**
3. **Downtown Path - 2010**
4. **Metcalf Park Extension - 2010 & 2014**



Riverwalk Bridge continuing under Railway Trestle

2

Riverwalk Advisory Committee (RAC)

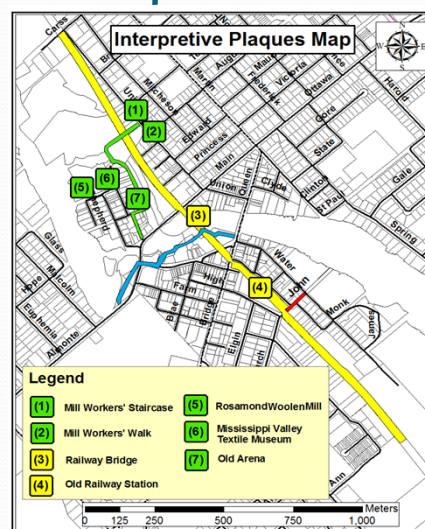
- Reactivated in 2015, to action:
 - Exciting Phase Two expansion opportunities
 - Issues: Donor Recognition for Phase One, Maintenance

- RAC Membership:
 - Mayor Shaun McLaughlin (ex-officio)
 - Councillors Alex Gillis & Paul Watters
 - Michael Rikley-Lancaster, Nancy Scott, Eric Shultz, Lea-Anne Solomonian, Joy Stratford
 - Staff: Tiffany MacLaren, Guy Bourgon

- Reporting Relationship:
 - Direct to Council since 2015
 - TBD for new Council

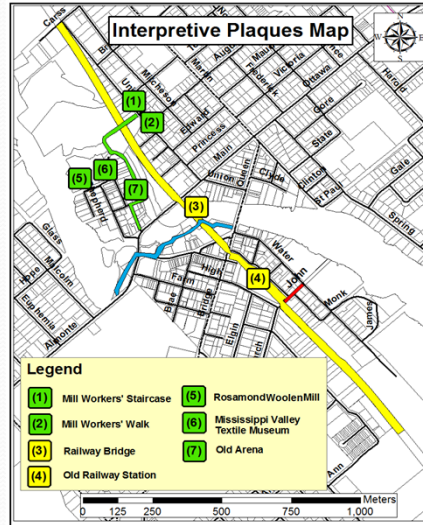
Riverwalk Phase 2 Expansion

- **Coleman Island Trail** - Union St to Main St
- **OVRT - CPR Line** Essentially Lanark County
- **Riverwalk Phase One**



Phase 2 Coleman Island Expansion

- **Coleman Island Trail** - Union St to Main St
- Includes:
 - Mill Workers' Staircase
 - Mill Workers' Walk
 - North Channel Trail on Island
- Features Riverscapes & Heritage
- Warrants at least 5 Interpretive Plaques



5

Views through Coleman Island Park



6

MRPC & Mississippi Mills Area of Interest



Bridge & Earthen Dam Sites



8

Mill Workers' Walkway & Staircase

- Access from MRPC earthen dam & Dupuis bridge
- Staircase Picture – Important Heritage



Mill Workers Walkway (aka Bank Street), connecting Union Street to Rosamond Mill on Coleman Island.

9

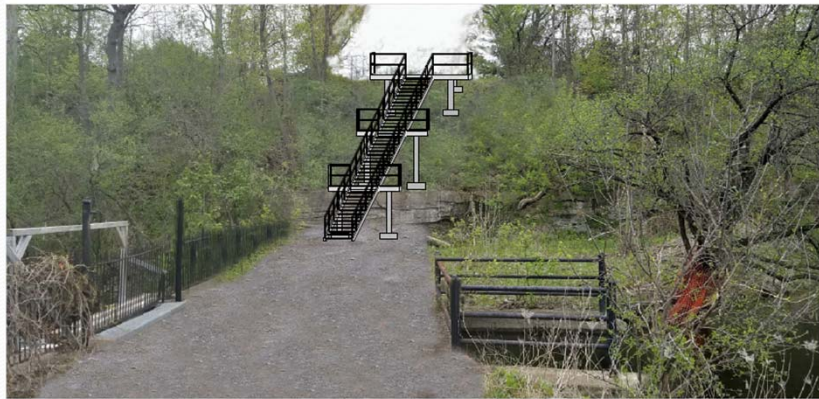
Mill Workers Walk

- Walk is from Union St, near Thomas St, to CPR line
- Collaboration with Mr. Mike Dupuis
 - Council approved work to be completed 'pro bono' by Mr. Dupuis
 - Property owners were advised and concerns addressed
- Clean-up completed in the fall, 2015



10

Proposed Mill Workers' Staircase Design is Tender Ready



Bank & 3 D Workers' Staircase



Coleman Island Trail Progress

- Conceptual Design of Trail & Workers' Staircase Area – Completed
- Conceptual Design has been presented at Open House to Public: Strong Support; Concerns are cleared and have simplified Project
- Detailed Staircase Design & Costing – Completed
- Geo-technical work completed
- MRPC & OVRT work now clarified
- Project endorsed by MM Accessibility Committee
- Budget updated including necessary Fund-Raising

13

Revised Concept Plan



MRPC Contribution to Walk



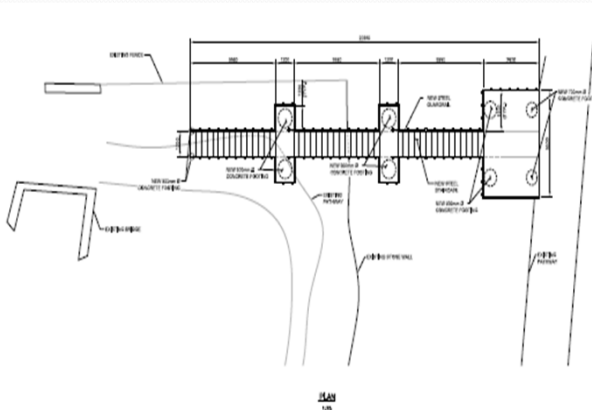
MRPC will greatly help Walk by providing:

- Stone dust path over earthen dam
- Lookout at sluice gate
- Lookout at bridge

Resulting in large cost reduction

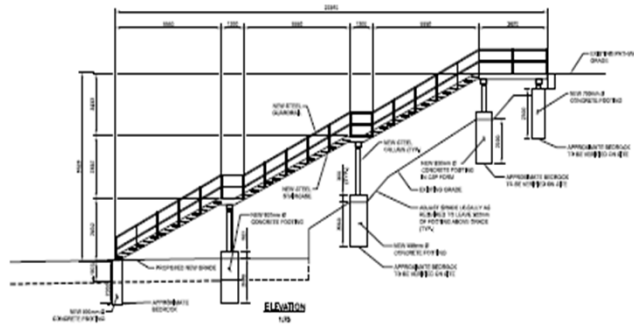
15

Plan View of Staircase



- Structural Steel
- Steel Plate Sections
- Steel Guardrails
- Concrete Footings
- Upper Landing 3.6 m
- Stair Landings 1.2 m

Right Elevation of Staircase



Estimated Costs

- **Coleman Island Trail & Bank St Walk** ~\$80,000
 - Hardscape (stone dust path, sidewalk from Union St)
 - Furniture (benches, garbage containers)
 - Lighting as required
 - Softscape (landscaping, trees)
- **Mill Workers' Staircase** ~\$100,000
- **Total (Revised)** ~\$180,000

Funding Plan

- Project will be completed in Parts: 1st Concept (Done), 2nd Staircase, 3rd Bank St -Workers' Walk, 4th Trail, etc
- Fundraising is critical to start of project - valued \$ & substantiates grants and MM funding
- MM to match \$ Donations and to provide tax receipts for donations over \$20.00
- Funding to include, \$ donations, grants, taxes, memorial trees & benches, in-kind help, events, other
- Brochures & briefings are available

Fundraising Results

- Directed Letter July 2017 was quite successful;
 - Individual Donors - 51
 - Business Donors - 5
 - New Directed Letter August 2018 – promising start
- | | | |
|---|-------|-------------------------|
| • | 2016 | \$ 1,100 |
| • | 2017 | \$13,837 |
| • | 2018 | \$ 2,540 (tax receipts) |
| • | 2018 | ~ 750 (in process) |
| • | Total | \$ 18,227 |

Fall 2018 Fundraising Activities

- Directed Letter Campaign
- Presentations to Community Groups,
- Two Grant Applications
- Three Events

Grant Applications in Sep, 2018

- **Ontario Trillium Foundation Capital Grant: (Michael to Lead)**
Broadening access to & improving community spaces
 - Activities funded include:
 - Buying and installing equipment
 - Doing renovations, installations and repairs
 - Building structures or spaces
 - Making better use of technological resources
 - AMOUNT: From \$5,000 to \$150,000
- **Lanark County Community Grant (Tiffany to lead)**
 - Grant applications will be evaluated by the Lanark County Community Services Committee and may be awarded to local projects that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organization to initiate and sustain local projects.

Events at AOTH Sep –Dec 2018

- Paddling Film Festival – Oct 28
 - Series of films over an afternoon celebrating paddling; part of series of events to be promoted across Ontario
 - Sponsors Mill Street Books and Vamos Outdoors; covering cost to screen movies
- Sean McCann Concert- Nov 10
 - Séan McCann "The Shantyman" - singer/musician- former member of "Great Big Sea"
- Holiday Event – Dec 15
 - Music, refreshments and silent auction
 - Coordinated by Nancy Scott

Paddling Film Festival

- Almonte Old Town Hall
- Sunday October 28th
- Series of films over an afternoon celebrating the sport of paddling. Event will be part of a longer series of events promoted across Ontario
- All proceeds towards the Almonte Riverwalk Phase 2 project
- Sponsors Mill Street Books and Vamos Outdoors are covering cost to screen movies
- Mississippi Valley Field Naturalist to be invited to participate in some way.



Sean McCann Concert

- Almonte Old Town Hall
- November 10th

Sean McCann

- Gull Island, Newfoundland, Canada
Genres Folk-Rock
- www.seanmccannsings.com
- Séan McCann "The Shantyman" is a singer and musician (playing bodhran, shakers, tin whistle and guitar) formerly known from band Canadian Band Great Big Sea.



Holiday Event

- Saturday December 15th
- Almonte Old Town Hall
- Details to follow
- Music, refreshments and silent auction
- *Coordinated by
Committee member
Nancy Scott*



Our Next and Most Important Goal Construct New Staircase

- Tender Ready
- MRPC Work TBC in Nov, 2018
- Construction could start in Apr 2018
- Need ~\$65 k:
 - \$32.5 K more in fundraising
- Optimistic!



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: September 4, 2018
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: Financial Report to July 31, 2018

RECOMMENDATION:

THAT Committee of the Whole accepts the financial report to July 31, 2018 as information.

BACKGROUND:

A financial report is prepared periodically for Council's review.

DISCUSSION:

The total levy for 2018 is 21,070,127. The following table represents the tax arrears at July 31, 2018:

	Taxes	Interest	Total	% of Total
3 Yrs & Prior	121,348	45,480	166,828	8.79
2 years	163,089	25,445	188,534	9.93
1 year	402,406	34,706	437,112	23.03
Current	923,012	23,648	946,660	49.87
NSF Charges	960		960	.05
O/S Invoices	62,708		62,708	3.30
Water Tsf to taxes	95,490		95,490	5.03
Total	1,769,013	129,279	1,898,292	100.00
% of 2017 Levy	8.39	.61	9.00	

2018 final tax bills have been issued with due dates of July 30th and September 27th. Following the July due date, reminder notices were mailed and payment options continue to be promoted such as making payments online or signing up for the Municipality's pre-authorized payment plan. Currently, there are 4 properties tax registered.

Operating

There are a few operational issues to bring to Council's attention at this time as follows:

- Planning revenues are at \$49,325 with a budget of \$100,000 with 5 months of the year remaining. I will continue to monitor this revenue line and report to Council as we move towards year end.
- Penalties & Interest on taxes is at \$139,604 with a budget of \$280,000. Collection efforts have resulted in a decrease in tax arrears which translates to a decrease in penalties and interest.
- Other professional fees within the Admin budget is at \$63,466 with a budget of \$30,000. The overage is due to the contract with Ravenhill Consulting for the recruitment of a CAO (Resolution 94-18). This budget line also represents costs related to the sale of land and will be partially offset by this revenue.
- Other professional fees with the Planning budget is at \$83,362 with a budget of \$12,500. This overage is made up of additional planning assistance from JL Richards and OMB costs.
- The library has a deficit of \$16,740 however Provincial operating grants have not yet been received for the year which will address the shortage.

Capital

The capital program is under way for the year. The only issue is within the Planning budget - Community Official Plan Review costs are at \$61,594 with no budget. This project is not yet finished so additional costs will be incurred.

I will continue to monitor the above issues over the next several months and report back to Council. Attachment 1 includes details of financial results to July 31, 2018.

FINANCIAL IMPLICATIONS:

In addition to what is noted above, unexpected expenditures/savings not included in the 2018 budget to date are as follows:

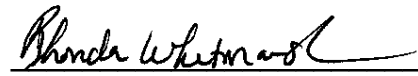
- OPP rebate for 2017 in the amount of \$11,535
- Main Street Revitalization grant in the amount of \$49,290 to procure new benches, bike racks and waste receptacles for the downtowns of Almonte and Pakenham (Resolution 186-18)
- Sale of Business Park Lands for \$195,000 (By-law 18-26)
- Sale of Business Park Lands for \$92,000 (By-law 18-45)
- Sale of Business Park Lands for \$250,000 (By-law 18-57)
- A grant to The Hub equal to their building permit fees to a maximum of \$5,000 to be funded from reserves (Resolution 292-18)
- Support for MM2020 to complete a business plan and financial plan to a maximum of \$10,000 (Resolution 336-18)

SUMMARY:

There are no additional issues to bring to the Committee's attention at this time other than what is noted above.

Respectfully submitted,

Reviewed by,



Rhonda Whitmarsh,
Treasurer



Shawna Stone,
Clerk

Attachments:

1. Financial Statement ending July 31, 2018

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2018**

	<i>2018 Budget</i>	<i>YTD 2018</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2017 YTD</i>
GENERAL FUND					
REVENUE					
General Taxation	\$20,884,000.00	\$20,967,194.00	(\$83,194.00)	(0.40%)	\$20,054,794.00
Federal Government Grants	0.00	0.00	\$0.00	0.00%	0.00
Provincial Government Grants	912,938.00	653,532.00	\$259,406.00	28.41%	625,323.00
Municipal Grants	26,700.00	17,836.00	\$8,864.00	33.20%	17,521.00
Fees & Service Charges	1,744,812.00	1,704,084.00	\$40,728.00	2.33%	1,635,015.00
Grant In Lieu	262,252.00	41,436.00	\$220,816.00	84.20%	132,579.00
Other Revenue	978,720.00	704,783.00	\$273,937.00	27.99%	497,284.00
Total General Revenue	24,809,422.00	24,088,865.00	720,557.00	2.90%	22,962,516.00

	<i>2018 Budget</i>	<i>YTD 2018</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2017 YTD</i>
EXPENDITURES					
Council	281,525.00	138,760.00	\$142,765.00	50.71%	136,310.00
General Administration	1,202,045.00	688,584.00	\$513,461.00	42.72%	580,391.00
General Admin. Buildings	463,417.00	246,712.00	\$216,705.00	46.76%	240,596.00
Fire Department	852,530.00	383,178.00	\$469,352.00	55.05%	312,145.00
Police	1,874,320.00	783,201.00	\$1,091,119.00	58.21%	764,090.00
Protection to Persons/Property	294,040.00	176,636.00	\$117,404.00	39.93%	161,164.00
Transportation	4,629,491.00	1,921,390.00	\$2,708,101.00	58.50%	1,911,605.00
Environmental Services	1,569,602.00	749,278.00	\$820,324.00	52.26%	718,070.00
Septage	27,000.00	0.00	\$27,000.00	100.00%	0.00
Day Care	57,587.00	7,926.00	\$49,661.00	86.24%	5,573.00
Recreation	1,352,716.00	670,491.00	\$682,225.00	50.43%	583,407.00
Library	631,974.00	333,964.00	\$298,010.00	47.16%	301,543.00
Heritage Committee	48,775.00	1,447.00	\$47,328.00	97.03%	2,142.00

Other Cultural	30,500.00	34,000.00	(\$3,500.00)	(11.48%)	27,200.00
Planning and Zoning	268,358.00	188,536.00	\$79,822.00	29.74%	142,170.00

	<i>2018 Budget</i>	<i>YTD 2018</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2017 YTD</i>
Economic Development	276,590.00	117,486.00	\$159,104.00	57.52%	128,268.00
Agriculture & Drainage	19,710.00	10,074.00	\$9,636.00	48.89%	8,288.00
County & School Requisitions	10,929,242.00	5,660,282.00	\$5,268,960.00	48.21%	5,504,078.00
Total General Expense	24,809,422.00	12,111,945.00	12,697,477.00	51.18%	11,527,040.00
BUILDING DEPARTMENT					
Building Dept. Revenues	400,353.00	333,172.00	\$67,181.00	16.78%	247,249.00
Building Dept. Expenses	400,353.00	183,721.00	\$216,632.00	54.11%	200,558.00
Net Building Dept.	0.00	149,451.00	(149,451.00)	0.00%	46,691.00
WATER & SEWER					
Water & Sewer Revenues	3,496,812.00	1,635,655.00	\$1,861,157.00	53.22%	1,517,855.00
Water & Sewer Expenses	3,496,812.00	1,367,447.00	\$2,129,365.00	60.89%	1,508,055.00
Net Water & Sewer	0.00	268,208.00	(268,208.00)	0.00%	9,800.00
Net General Fund	0.00	4,947,267.00			3,191,613.00

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2018**

	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
CAPITAL FUND					
Council	\$27,500.00	\$2,569.00	\$24,931.00	90.66%	\$2,269.00
Administration	165,000.00	83,874.00	\$81,126.00	0.00%	2,805.00
Administration Buildings	75,000.00	7,027.00	\$67,973.00	90.63%	0.00
Fire Department	326,800.00	536,557.00	(\$209,757.00)	0.00%	59,910.00
Building Department	0.00	0.00	\$0.00	0.00%	0.00
Protection to Persons/Property	21,000.00	14,740.00	\$6,260.00	0.00%	10,095.00
Transportation	6,931,890.00	2,142,466.00	\$4,789,424.00	69.09%	1,233,180.00
Sewer & Water (Non Area Rated)	0.00	0.00	\$0.00	0.00%	0.00
Waste Managment	101,100.00	33,658.00	\$67,442.00	66.71%	17,682.00
Daycare	85,500.00	11,395.00	\$74,105.00	86.67%	10,852.00
Recreation	1,853,623.00	128,835.00	\$1,724,788.00	93.05%	727,596.00
Library	170,800.00	30,464.00	\$140,336.00	82.16%	389,058.00
Planning and Zoning	0.00	61,594.00	(\$61,594.00)	0.00%	23,031.00
Community Economic Development	111,550.00	21,556.00	\$89,994.00	80.68%	14,234.00
Agricultural & Drainage	0.00	0.00	\$0.00	0.00%	0.00
Total Capital Fund	9,869,763.00	3,074,735.00	6,795,028.00	68.85%	2,490,712.00
WATER & SEWER CAPITAL					
Water & Sewer Capital	1,771,000.00	486,231.00	\$1,284,769.00	72.54%	843,963.00
Total Water & Sewer Capital	1,771,000.00	486,231.00	1,284,769.00	81.18%	843,963.00

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2018**

	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
DAYCARE					
REVENUE					
Fees & Service Charges	\$1,524,195.00	\$1,068,172.00	\$456,023.00	29.92%	878,959.00
Municipal Grant	\$13,587.00	\$7,926.00	\$5,661.00	41.66%	5,573.00
TOTAL REVENUE	\$1,537,782.00	\$1,076,098.00	\$461,684.00	30.02%	884,532.00
EXPENDITURES					
Salaries & Benefits	1,404,332.00	843,658.00	\$560,674.00	39.92%	737,477.00
Supplies	93,300.00	62,490.00	\$30,810.00	33.02%	43,002.00
Service/Rent	40,150.00	22,193.00	\$17,957.00	44.72%	23,611.00
Total Daycare Expenses	1,537,782.00	928,341.00	609,441.00	39.63%	804,090.00
Net Daycare Fund	0.00	147,757.00	(147,757.00)	0.00%	80,442.00
=====					
LIBRARY					
REVENUE					
Federal Gov't Grants	\$12,000.00	\$0.00	\$12,000.00	100.00%	\$0.00
Provincial Gov't Grants	31,848.00	11,554.00	\$20,294.00	63.72%	3,161.00
Municipal Grants	607,924.00	337,464.00	\$270,460.00	44.49%	301,543.00
Fees & Service Charges	18,150.00	11,442.00	\$6,708.00	36.96%	11,606.00
Total Revenue	669,922.00	360,460.00	309,462.00	10.58%	316,310.00

	<i>2018 Budget</i>	<i>YTD 2018</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2017 YTD</i>
EXPENDITURES					
Salaries & Benefits-Almonte	351,212.00	212,328.00	\$138,884.00	39.54%	186,549.00
Salaries & Benefits-Pakenham	109,879.00	59,509.00	\$50,370.00	45.84%	28,021.00
Administration-Almonte	24,355.00	15,801.00	\$8,554.00	35.12%	15,999.00
Administration-Pakenham	12,275.00	4,782.00	\$7,493.00	61.04%	1,593.00
Materials & Supplies-Almonte	46,800.00	25,399.00	\$21,401.00	45.73%	27,964.00
Materials & Supplies-Pakenham	19,383.00	10,047.00	\$9,336.00	48.17%	11,268.00
Building Operations-Almonte	22,000.00	13,914.00	\$8,086.00	36.75%	10,894.00
Building Operations-Pakenham	31,108.00	10,693.00	\$20,415.00	65.63%	1,951.00
Other Expenditures	52,910.00	24,730.00	\$28,180.00	53.26%	27,082.00
Total Library Expenses	669,922.00	377,203.00	292,719.00	43.69%	311,321.00
Net Library Fund	0.00	(16,743.00)	16,743.00	0.00%	4,989.00

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2018**

	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$2,800.00	\$0.00	\$2,800.00	100.00%	\$3,200.00
Municipal Grants	1,152,813.00	670,491.00	\$482,322.00	41.84%	583,407.00
Fees & Service Charges	511,050.00	220,659.00	\$290,391.00	56.82%	276,125.00
Total Revenue	1,666,663.00	891,150.00	775,513.00	46.53%	862,732.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	157,000.00	82,886.00	\$74,114.00	47.21%	78,146.00
Other Payroll Expenses-F/T	217,100.00	103,203.00	\$113,897.00	52.46%	113,693.00
Other Payroll Expenses-P/T	24,700.00	18,048.00	\$6,652.00	26.93%	11,268.00
Total Expense	398,800.00	204,137.00	194,663.00	48.81%	203,107.00
GENERAL EXPENSES					
General Rec. Expenses	342,221.00	108,853.00	\$233,368.00	68.19%	96,510.00
Total General Expenses	342,221.00	108,853.00	233,368.00	68.19%	96,510.00
Almonte Arena Expenses	281,665.00	152,213.00	\$129,452.00	45.96%	152,343.00
SCC Arena Expenses	218,995.00	113,429.00	\$105,566.00	48.20%	130,946.00
Sports Fields & Parks	161,840.00	80,629.00	\$81,211.00	50.18%	82,644.00
Vehicles & Equipment	27,750.00	9,908.00	\$17,842.00	64.30%	12,499.00
Programs	21,525.00	3,934.00	\$17,591.00	81.72%	4,058.00
Events	53,550.00	33,056.00	\$20,494.00	56.32%	32,369.00
Other Recreation	147,787.00	132,168.00	\$15,619.00	10.57%	202,054.00
Total Expense	913,112.00	525,337.00	387,775.00	42.47%	616,913.00

Total Recreation Expense	1,654,133.00	838,327.00	815,806.00	21.64%	916,530.00
Net Recreation Fund	12,530.00	52,823.00	(40,293.00)	0.00%	(53,798.00)

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2018**

	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
CURLING FUND					
FUNCTIONAL REVENUE					
Fees & Service Charges					
Beverage Sales	\$30,000.00	\$29,156.00	\$844.00	2.81%	\$16,845.00
Food Sales	3,500.00	0.00	\$3,500.00	100.00%	1,645.00
Curling Lounge Rental	2,500.00	2,811.00	(\$311.00)	(93.32%)	68.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	0.00
Curling Surface Bar Proceeds	2,000.00	0.00	\$2,000.00	100.00%	0.00
Curling Ice Rental-Curling Club	31,315.00	15,657.00	\$15,658.00	50.00%	15,201.00
Curling Advertising	0.00	0.00	\$0.00	#DIV/0!	0.00
Total Revenue	69,815.00	47,624.00	22,191.00	31.79%	33,759.00
EXPENDITURES					
Insurance	5,095.00	5,242.00	(\$147.00)	(2.89%)	7,018.00
Utilities	35,000.00	22,886.00	\$12,114.00	34.61%	22,682.00
Misc. Expense	500.00	78.00	\$422.00	84.40%	0.00
Lounge Setup/Cleanup	0.00	0.00	\$0.00	0.00%	76.00
Lounge Bar Expenses	0.00	0.00	\$0.00	0.00%	0.00
Lounge Cleaning	0.00	0.00	\$0.00	0.00%	0.00
Surface Rental Setup/Cleanup	0.00	0.00	\$0.00	#DIV/0!	0.00
Surface Rental Bar Expenses	0.00	0.00	\$0.00	0.00%	0.00
Surface Rental Cleaning	0.00	0.00	\$0.00	0.00%	0.00
Surface Rental Misc. Maint.	0.00	0.00	\$0.00	0.00%	0.00
Ice Rental Lounge Maint.	7,500.00	6,457.00	\$1,043.00	13.91%	3,861.00
Ice Rental Locker Maint.	2,000.00	1,765.00	\$235.00	11.75%	1,582.00
Ice Rental Surface Maint.	4,250.00	0.00	\$4,250.00	100.00%	773.00

Equipment Maintenance- Ice Plant	4,600.00	2,207.00	\$2,393.00	52.02%	4,951.00
Equipment Maintenance-Ice Scraper	250.00	0.00	\$250.00	100.00%	0.00
	<i>2018 Budget</i>	<i>YTD 2018</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2017 YTD</i>
Curling Bar	23,150.00	20,288.00	\$2,862.00	12.36%	16,967.00
Total Expense	82,345.00	58,923.00	23,422.00	28.44%	57,910.00
Net Curling Fund	(12,530.00)	(11,299.00)	(1,231.00)	9.82%	(24,151.00)

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
HERITAGE ADVISORY COMMITTEE
MINUTES**

Wednesday, June 27, 2018 @ 7:00 P.M.

Council Chambers, Municipal Office

PRESENT: Jason Gilmore, Chair
Harold McKay
Al Jones
Michael Rikley-Lancaster
David Thomson
Councillor John Edwards
Sarah More

ABSENT: Fred Dennis

STAFF: Roxanne Sweeney, Recording Secretary

Chair Jason Gilmore called the meeting to order at 7:00 p.m.

A. APPROVAL OF AGENDA

Moved by Michael Rikley-Lancaster

Seconded by David Thomson

THAT the Agenda dated June 27, 2018, be accepted as amended with the following changes:

E. 2 Council Update – Signs

E. 3 Old Post Office, 77 Mill Street – Building Conditions

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

Moved by Al Jones

Seconded by Harold McKay

THAT the Minutes dated May 30, 2018 be accepted as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS

1. Aselford Development, 36 Main Street

Moved by Councillor John Edwards

Seconded by Al Jones

MOTION that the Heritage Committee fully endorses the Heritage Impact Assessment provided by Aselford Development.

CARRIED

Harold McKay declared a pecuniary interest on the following matter. He did not participate in discussions or vote on the matter.

E. NEW BUSINESS

1. Ontario Heritage Conference Update
Ian MacLean provided an overview of the Ontario Heritage Conference Update that took place in Sault Ste. Marie on June 7-9, 2018.
2. Council Update – Signs.
Council approved the installation of 12 historical signs and four settlement area signs. Mississippi Mills Public Works will install the signs.
3. Old Post Office, 77 Mill Street
The owners will be contacted to discuss required repairs.

F. INFO/CORRESPONDENCE

G. BUSINESS ARISING FROM MINUTES

1. Almonte Old Hospital – deferred to August 22, 2018 meeting.

H. ANNOUNCEMENT

Next meeting: Wednesday, August 22, 2018

I. ADJOURNMENT

Moved by Al Jones

Seconded by David Thomson

THAT there being no further business before the Committee, the meeting adjourned at 8:10 p.m.

CARRIED

Roxanne Sweeney, Recording Secretary

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
HERITAGE ADVISORY COMMITTEE
MINUTES**

Wednesday, August 22, 2018 @ 7:00 P.M.

Council Chambers, Municipal Office

PRESENT: Jason Gilmore, Chair
Harold McKay
Al Jones
Michael Rikley-Lancaster
David Thomson
Fred Dennis (arrived @ 7:40 pm)

ABSENT: Councillor John Edwards

STAFF: Roxanne Sweeney, Recording Secretary

Chair Jason Gilmore called the meeting to order at 7:07 p.m.

A. APPROVAL OF AGENDA

Moved by Michael Rikley-Lancaster

Seconded by Harold McKay

THAT the Agenda dated August 22, 2018, be accepted as amended with the following change:

G. 3 Cedar Hill School House

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

Moved by Al Jones

Seconded by Michael Rikley-Lancaster

THAT the Minutes dated June 27, 2018 be accepted as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS

E. NEW BUSINESS

1. Renovations to the St. Paul's Rectory – Rev. Karen Coxon, Sarah More and Ian MacLean were in attendance.

Motion

Moved by Al Jones

Seconded by David Thomson

That based on discussions with members of the St. Paul's Anglican Church, the Heritage Committee recommends the following for the St. Paul's Rectory (BP#38-1987) proposed renovations: scrape, paint, caulk and repair the windows; repair and cap chimneys; roof shingles removed, repairs to the roof be completed, and ice shield be installed over the entire roof surface prior the installation of the new metal roofing.

And That the St. Paul's Anglican Church come back to the Heritage Committee with the revised plan and costs prior to obtaining Council approval, building permits and commencing the work.

CARRIED

F. INFO/CORRESPONDENCE

G. BUSINESS ARISING FROM MINUTES

1. Almonte Old Hospital – Harold McKay to follow-up. Deferred to September 26, 2018 meeting.
2. Old Post Office, 77 Mill Street
The owners will be contacted to discuss required repairs. Deferred to September 26, 2018 meeting.
3. Cedar Hill School House
The Heritage Committee would like to be more involved in the tender process for municipally owned heritage properties in the future and look forward to working with all relevant staff.

H. ANNOUNCEMENT

Next meeting: Wednesday, September 26, 2018

I. ADJOURNMENT

Moved by Al Jones

THAT there being no further business before the Committee, the meeting adjourned at 8:20 p.m.

CARRIED

Roxanne Sweeney, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie, Junior Planner

SUBJECT: **ZONING BY-LAW AMENDMENT Z-04-18**
Concession 12, West Part Lots 24 & 25
Pakenham Ward, Municipality of Mississippi Mills

KNOWN AS: 264 Ryan-Duncan Side Road

OWNER: Zieview Farms Inc.

RECOMMENDATION:

THAT Council approve the necessary Zoning By-law Amendment to change the zoning of the retained agricultural parcel from Consent application B17/053 for part of the lands legally described as Concession 12, West Part Lot 24 & West Part Lot 25, Pakenham Ward, Municipality of Mississippi Mills from the “Agricultural (A)” Zone to the “Agricultural Exception 31 (A-31)” Zone to prohibit the construction of a residential use.

BACKGROUND

In early Fall 2017, a surplus-farm dwelling consent application – B17/053 – was submitted to Lanark County and the Municipality of Mississippi Mills for the property legally known as the Concession 12, West Part Lots 24 & 25, Pakenham Ward, Municipality of Mississippi Mills. The surplus dwelling severance request was for ±6.45ha (15.94ac). The requested size was provisionally approved in November 2017, with a requirement that the landowners fulfil conditions set by the Municipality, one of which is to amend the zoning of the now vacant agricultural parcel to prohibit the construction of a dwelling. The associated Community Official Plan policy (Section 3.2.7) states the following:

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

Consequently, the zoning of the property must be amended from “Agricultural (A)” to “Agricultural Exception 31 (A-31).”

PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to change the zoning from Agriculture (A) to Agriculture Exception 31 (A-31) to fulfil a condition for the severance of a surplus farm-dwelling property. As per the Community Official Plan, the rezoned property – vacant agricultural land – would not be permitted to construct a new dwelling.

DESCRIPTION OF SUBJECT LANDS

The subject lands are located near the northeast corner of the Municipality within one-kilometre of the City of Ottawa, McNab Braeside, and Arnprior boundaries. The lands are described as Concession 12, West Part Lots 24 & 25 and are known locally as 264 Ryan-Duncan Side Road. The surplus farm dwelling lot size is $\pm 6.45\text{ha}$ (15.94ac) and the retained property, to be rezoned, is $\pm 42.07\text{ha}$ (103.96ac). Each lot would have $\pm 66\text{m}$ (216.5ft) and $\pm 279\text{m}$ (915.4ft) of frontage, respectively, along Ryan-Duncan Side Road. Neighbouring lands are predominantly agricultural. The location of the subject lands is depicted in the following Aerial Photo:

Figure 1 – Aerial Photo (2017)



SERVICING & INFRASTRUCTURE

The properties, severed and retained, are exterior of the Almonte Ward's municipal services boundary. Consequently, the farm dwelling utilizes private water and septic. The subject lands are accessed from Ryan-Duncan Side Road, a municipally owned and maintained road. Furthermore, the retained agricultural lands can also be accessed from 12th Concession Pakenham North, also a municipally owned and maintained road.

COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No comments received.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No comments received.

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

Recreation Coordinator: No concerns or objections.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION

No objections were received from external agencies as of the date this report was prepared.

COMMENTS FROM THE PUBLIC

The Municipality held a Public Meeting on August 28th, 2018 to provide an opportunity for the public to comment on the application. During the Public Meeting, no one spoke in support of or in opposition to the proposal. No comments have been received as of the date this report was prepared.

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2014

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, all planning decisions must be consistent with the PPS. The following is a list of applicable sections of the PPS as well as a review of the proposal against these policies:

2.3.4 *Lot Creation and Lot Adjustments*

Lot creation in prime agricultural areas is discouraged and may only be permitted for:

c) a residence surplus to a farming operation as a result of farm consolidation, provided that:

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*

2. *the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.*

The proposed severed lot size was ±6.45ha (15.94ac), which is sufficient size to accommodate the home, well and septic, and all accessory shed/storage structure. Staff supported the creation of a larger than typical non-farm residential lot since the land on which the surplus-farm dwelling is located is either bedrock or used as for laneways. The remaining land to the rear, which is covered by forest, is not agriculturally viable. Thus, although the proposed lot boundaries are not kept to a minimum, no agriculturally viable land would be impacted.

The subject Zoning By-law Amendment would rezone the consolidated agricultural parcel to prohibit a residential dwelling on the lands in order to ensure that the proposal would not result in the creation of an additional residential building lot.

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated as “Agriculture” in the Municipality’s Community Official Plan (COP). The Agriculture designation permits agricultural operations and accessory residential dwellings, non-farm residential dwellings, and home-based businesses (among others), set out in and subject to the Zoning By-law.

Agriculture Consent Policies

Section 3.2.7 of the COP provides the policies for Consents related to surplus farm dwelling severances in the Agriculture designation. The following are those relevant to this application:

- 3.2.7.1 *Farm-related severances may be considered for a farm dwelling, built prior to the adoption of the Community Official Plan (December 13, 2005), made surplus to a farming operation as a result of farm consolidation. [...] The lot area and frontage for surplus farm dwelling lots should be kept to a minimum in order to keep as much land in agricultural production as possible, but generally should not be less than 0.4 ha in size.*
- 3.2.7.2 *Farm consolidation severances on undersized agricultural properties may be considered provided the severed agricultural lands are consolidated with an abutting agricultural property.*
- 3.2.7.3 *Farm-related severances may be considered for the creation of a new agricultural holding provided that:*
 - i. *Generally, the minimum lot area for agricultural parcels shall be approximately 100 acres.*
 - ii. *The size of the parcels to be severed and retained is appropriate for the type of agriculture being carried out in the area.*

- iii. *The minimum lot area shall be sufficiently large to ensure the long-term flexibility of the land to accommodate future agricultural uses.*

The subject farm dwelling was built around 1980 according to the Municipal Property Assessment Corporation (MPAC). MPAC also identifies multiple accessory structures and a mobile home dating from 1960 or earlier which are grandfathered uses. The amendment, which would prohibit a residence on the retained lands, would not legalize said uses in the eyes of the current by-law; rather, it ensures that the retained agricultural use remains unhindered. As such, the zoning amendment application meets the intentions and requirements of a surplus farm dwelling severance. Furthermore, those remaining agricultural lands are greater than 100 acres, exceeding the general requirements of 3.2.7.3(i) and ensuring there is sufficient land for the long-term agricultural flexibility of the land.

The subject Zoning By-law Amendment application would, as required by provincial and municipal policy, prohibit a residential use on the agricultural parcel. Based on the above, Staff views the proposal to meet the relevant policies of the COP.

ZONING BY-LAW #11-83

The subject properties are currently zoned “Agricultural (A)” by the Municipality’s Comprehensive Zoning By-law #11-83. The “A” Zone permits agricultural and non-farm residential uses.

Agricultural (A) Zone

As noted, the severance is for a surplus farm dwelling, thus the severed land would include the non-farm residential building; whereas, the retained parcel would be used strictly for agriculture. The following table outlines the minimum lot area and lot frontage requirements of the A Zone against the dimensions of the proposed lots:

Table 1: RU Zone Development Standards vs. Proposed Lot Dimensions

12.2 ZONE PROVISIONS	MINIMUM LOT AREA (ha)	MINIMUM LOT FRONTAGE (m)
By-law requirement (non-farm residential lot)	0.4	45
Non-Farm Residential Lot (severed)	6.45	66
By-law requirement (agricultural)	40	150
Agricultural Lot (retained)	42.07	279

The lot to be severed would meet the minimum lot requirements, exceeding the minimum area by 6.05ha and the frontage by 11m. Agricultural severance policies encourage small lots to ensure the maximum quantity of workable land remains under

production. In this particular case, the laneways on the property and the clear presence of bedrock supported an increase lot size, as approved by the County of Lanark.

The purpose of the prohibition of a new residential dwelling is to satisfy Subsection 2.3.4(c)(2) of the PPS, which states that new residential dwellings are prohibited on the farmland parcel. The COP and the Ontario Ministry of Agriculture, Food and Rural Affairs' (OMAFRA) draft "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas" generally recommend 40.5ha (100ac) as the minimum size for new parcels where livestock and cash cropping operations are the dominant forms of agriculture, but also state that these parcels be sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. The lot to be retained will meet this recommended minimum lot area with 42.07ha.

Thus, to meet PPS requirements, the applicant proposes to rezone the property from the "Agricultural (A)" Zone to the "Agricultural Exception 31 (A-31)" Zone in order to prohibit the construction of a new residential dwelling.

CONCLUSION

Overall, Staff supports the subject Zoning By-law Amendment application. As the purpose of rezoning the new agricultural parcel is to prohibit a new residential dwelling, the proposal is consistent with both Provincial and local policy regarding the long-term protection of prime agricultural land. Staff views the proposal to conform to the agricultural policies of the Community Official Plan, to be consistent with the PPS, and to generally satisfy the development standards of Zoning By-law #11-83. Therefore, Staff recommends that the subject Zoning By-law Amendment application be approved.

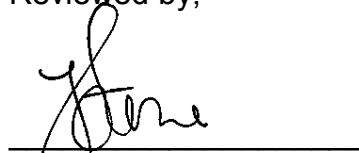
All of which is respectfully submitted by,


Andrew Scanlan Dickie
Junior Planner

Reviewed by,


Niki Dwyer, MCIP, RPP
Director of Planning

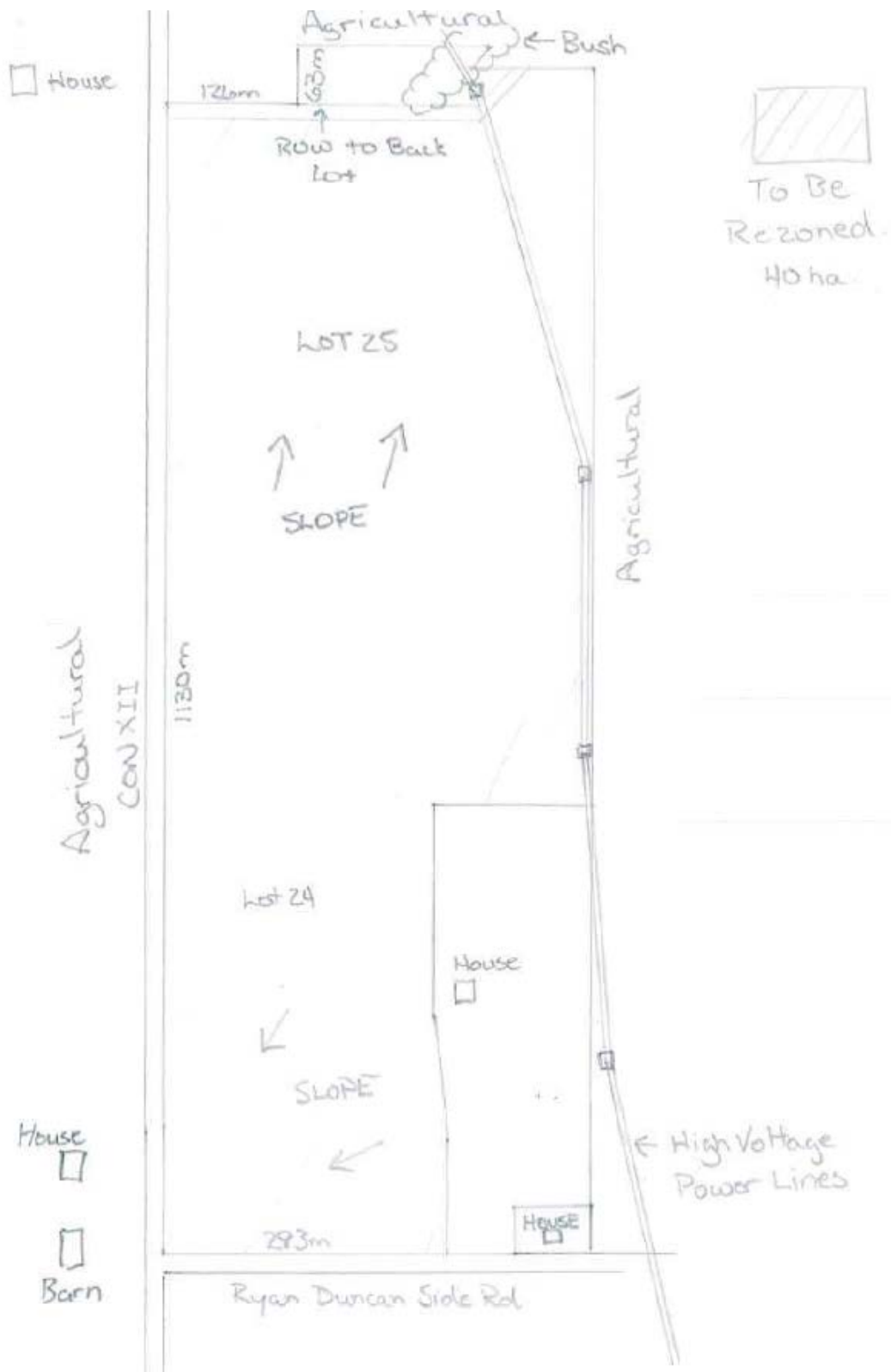
Reviewed by,


Shawna Stone
Clerk

Attachments:

1. Schedule A – Consent & Zoning Site Plan
2. Schedule B – Draft By-law

SCHEDULE A – Consent & Zoning Site Plan



SCHEDULE B – Draft By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-XX

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

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

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

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Agricultural (A)" Zone to "Agricultural Exception 31 (A-31)" Zone for the lands identified on the attached Schedule 'A', which is described as part of the lands legally described as Concession 12, West Part Lot 24 & West Part Lot 25, Pakenham Ward, Municipality of Mississippi Mills.
2. That By-law No. 11-83, as amended, is hereby further amended by adding the following subsection to Section 11.3:

11.3.30 *Notwithstanding their 'A' zoning designation, lands designated as 'A-31' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:*

 - i) *all residential uses are prohibited*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **4th day of September, 2018.**

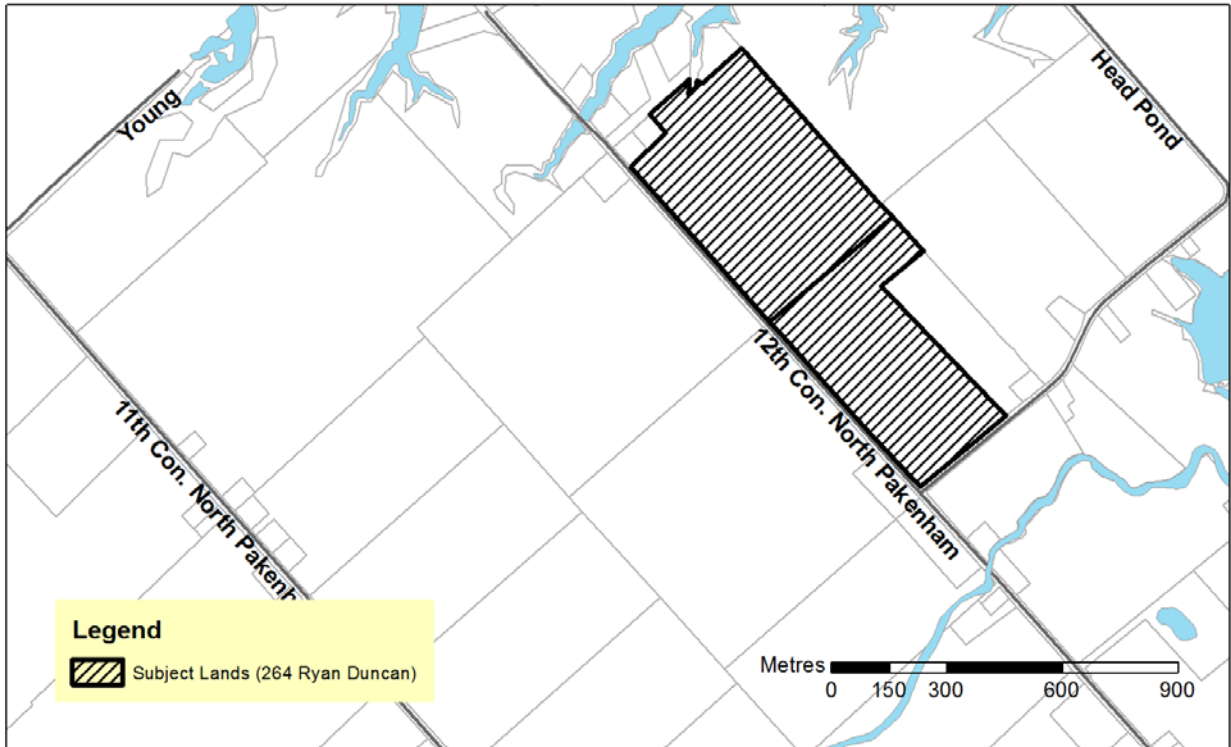
Shaun McLaughlin, Mayor

Shawna Stone, Clerk

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



Zoning By-law Amendment Application D14-ZIE-18; Z-04-18
Concession 12, West Part Lots 24 & 25
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 264 Ryan Duncan Side Road



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018
TO: Committee of the Whole
FROM: Tiffany MacLaren, Community Economic and Cultural Coordinator
SUBJECT: Road Closure Request - Getaway Productions Inc.

RECOMMENDATION:

THAT Council approve the closure of Mill St. from Bridge St. to Brae St. as well as Little Bridge St. from Bridge St. to Mill St. on Saturday, September 8th from 7:00PM to 4:00AM to allow an Ottawa production company Getaway Films to film a movie scene that takes place in front of Baker Bobs & Tin Barn Market;

AND THAT Council approve the closure of Mill St. from Bridge St. to Brae St. on Saturday, September 16th from 4:00PM to 2:00AM to allow an Ottawa production company to film a movie scene that takes place in front North Market and Couple's Corner.

BACKGROUND:

Getaway Productions Inc., an Ottawa Film Production Company, is filming a Christmas movie in Almonte between September 4th and September 16th. CHRISTMAS GETAWAY is a Christmas feature film about a woman escaping her city life during the Christmas holidays to take refuge in a holiday rental that requires her to run the attached bookshop. During her stay finds the man of her dreams in the most unlikely of places.

Filming locations include: Baker Bobs, Tin Barn Market and North Market Catering, and Mill Street. Other than helping make some initial connections, staff has not been involved in negotiations with individual property owners. The film location team has been on site speaking to business owners and tenants, distributing letters and entering into agreements with businesses directly. They will also be paying space to build sets and paying to access to a washroom for actors and crew.

On August 27, 2018, the Location Scout/ Manager, Nina Bains, formally requested a partial road closure for portions of Mill Street and Little Bridge St. for September 8th and 16th. All other closures will have intermittent impact on pedestrian and vehicular traffic. They will have a crew to direct traffic and allow visitors and residents through.

DISCUSSION

The film’s production crew will be responsible for notifying residents and business owners with notices, to be delivered by hand. They also asked for staff recommendations about how best to ensure those affected are informed. Staff requested they send a press release to the Millstone News, Metroland Newspaper and directly to the Municipality for distribution on our Municipal Facebook page and website.

Most businesses on Mill Street are closed at 6:00 p.m. on Saturday evenings. Restaurants are typically empty after 9:00 p.m. Staff communicated the request with the Mill Street Merchants group and have received only positive comments to-date. In discussions with Getaway Productions, they emphasized the importance of working with business owners to ensure businesses are not negatively impacted. Mississippi Mills has been fortunate to attract several movie location scouts over the last few years, attracting the attention of the public and media, which has a positive impact on promotion and tourism.

Film crew will staff the barricades and will be required to provide access to residents to their off-street parking if required during the road closure time period. Customers and restaurant patrons will be able to park in public parking lots located off Mill St. (High St., Reserve St., Almonte Old Town Hall and the Almonte Library) and will be permitted to walk through the set to shop or eat.

Municipal staff will ensure that the Fire Department, Public Works Department, Lanark County Ambulance and OPP have been notified.


FINANCIAL IMPLICATIONS

Getaway Productions Inc. will be renting space in AOTH. The Location Scout/ Manager has communicated with me her commitment to supporting local business (such as catering, security and property rental) wherever possible. They are estimating they will be spending \$40,000 in Almonte and surrounding area over the three weeks.

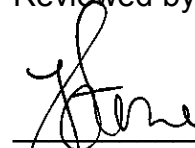
SUMMARY

It is recommended that Council approve the request for a road closure of Mill St. and Little Bridge St. for the evenings of Saturday, September 8th and Saturday, September 16th for a movie production.

Respectfully submitted,



Tiffany MacLaren
Community Economic and Cultural Coordinator

Reviewed by,


Shawna Stone
Clerk

- Attachments:
1. Film Dates and Snow Map
2. Notice to Residents

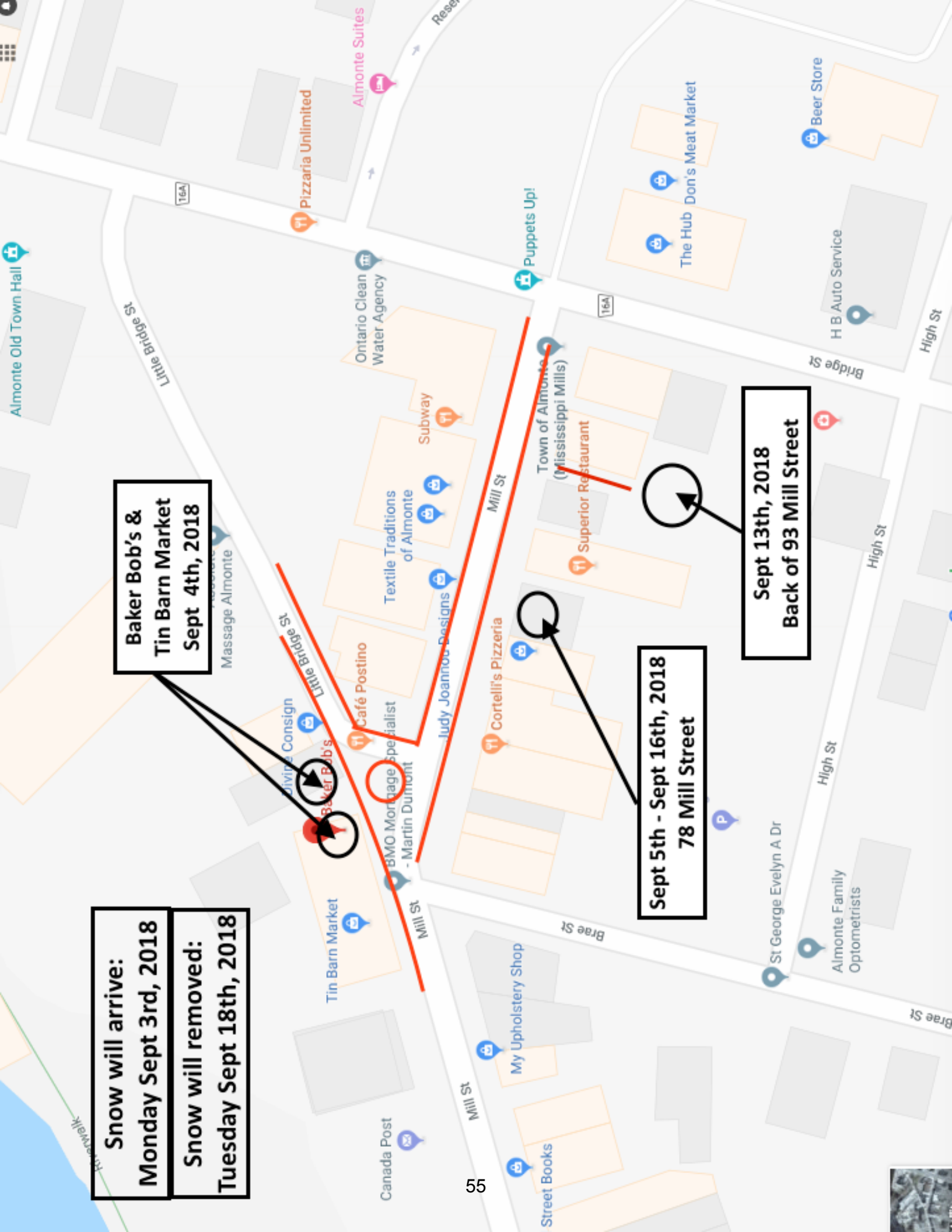
**Snow will arrive:
Monday Sept 3rd, 2018**

**Snow will be removed:
Tuesday Sept 18th, 2018**

**Baker Bob's &
Tin Barn Market
Sept 4th, 2018**

**Sept 5th - Sept 16th, 2018
78 Mill Street**

**Sept 13th, 2018
Back of 93 Mill Street**



The Christmas Getaway (Feature Film)

FILMING NOTICE

August 24, 2018

Dear residents and merchants of in the vicinity of **North Market, Baker Bob's, Tin Barn Market & Couple's Corner:**

CHRISTMAS GETAWAY is a feature film being shot in Almonte, Ontario. This film is about a woman escaping her city life during the Christmas holidays to take refuge in a holiday rental that requires her to run the attached bookshop. During her stay finds the man of her dreams in the most unlikely of places.

Please take a moment to read the following information about the filming of **CHRISTMAS GETAWAY** at the above noted businesses from Tuesday, Sept. 4th to Saturday, Sept 16th, 2018.

Getaway Productions Inc. would like to provide you with as much information as possible about our presence to help you prepare for our arrival and anticipate how our activity might affect your daily routine/business. Our presence and filming will be **CONTINUOUS** during this period with a timeline as follows:

DESCRIPTION OF SCENES TO BE FILMED:

Tuesday, September 4th, 2018:

Filming interior and exterior scenes at Baker Bob's & Tin Barn Market between 7AM to 10PM

Wednesday, September 5th, 2018 to Saturday September 16th, 2018:

Filming interior and exterior scenes at North Market Cafe.

***We will not be filming on September 8th and 9th, 2018.*

***We will be leaving the Christmas snow and decorations in place for the duration of our schedule*

IMPACT ON REGULAR TRAFFIC AND PEDESTRIANS:

There will be intermittent impact on pedestrian traffic and intermittent impact vehicular traffic.

Our production vehicles will move in and out of place on Mill Street on an as needed basis while we are filming each day.

We empathize that our presence may affect your routine and appreciate your cooperation during this time. Please be assured that we will do all in our power to minimize the impact of our activities in your neighborhood. The goodwill of Ottawa citizens and communities is essential for our livelihood and a healthy film and television industry. It is a relationship that we intend to maintain in good standing. Should you require access to the restricted area during this time (delivery, repairs, moving out, special needs/accessibility etc.) do not hesitate to contact us.

General information about the Ottawa film and television industry can be found on the Ottawa Film Office's website www.ottawafilmmoffice.ca or by calling (613) 695-1955 and speaking with Jennifer Quintanilla. A local contact at the Town of Mississippi Mills will is Tiffany Maclaren who can be reached at tmaclaren@mississippimills.ca.

If at any time there are any questions or concerns, please contact me directly. We thank you for your patience and cooperation during our work.

Sincerely,

Nina Bains
Location Manager
(647) 222 - 0947

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: **Minimum Maintenance Standards - Class 3 Sidewalks & Bike Lanes**

RECOMMENDATION:

THAT Council enact the necessary by-laws to close Class 3 sidewalks and all bicycle lanes within the Municipality from November 1st of the year to April 15th of the following year as outlined in the Director of Roads and Public Works' report dated September 4, 2018.

BACKGROUND:

The Government of Ontario recently passed amendment 366/18 for Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways (MMS). Generally speaking, the MMS legislates the required maintenance to be undertaken by municipalities on their roadways including winter maintenance. Compliance with the MMS is relied upon heavily in defending municipalities from legal action arising from accidents. This latest amendment to the MMS includes new requirements for municipalities regarding the winter maintenance of sidewalks and bicycle lanes.

DISCUSSION:

Winter maintenance of sidewalks within Mississippi Mills is completed on Class 1 and 2 sidewalks but not on Class 3 sidewalks. The sidewalks and their classifications are identified on the attached figures. The Class 3 sidewalks become snow-covered with the windrow from plowing operations and are not useable until the snow/ice has melted away in the spring. The reason for not providing winter maintenance on Class 3 sidewalks is to control the winter maintenance budget as the Municipality is limited to the number of employees and equipment available to address the overall winter maintenance requirements of plowing, salting/sanding and snow removal, and contracted costs are quite costly. Class 3 sidewalks include those situated on low volume traffic roads, those that are not direct routes to institutional or commercial destinations, portions of non-continuous sidewalks, those on dead-end roads, and those on some roads where there are sidewalks on both sides and only one side is winter maintained. In order to be compliant with the new MMS, the Class 3 sidewalks need to be closed by by-law for the winter months.

Similarly, the Municipality's bicycle lanes are located curbside on some of our collector roads and, for the most part, adjacent to sidewalks which are winter maintained. Winter maintenance sees the plows clearing the roadway first followed by the sidewalk plow pushing the snow off the sidewalk onto the edge of the road leaving a windrow of snow roadside in the exact location where bicycle lanes are situated. Depending on the severity of the event, the windrows may remain in place until the next winter event or they may be removed generally within 48 hours of a larger event. The new regulation requires that any accumulation of 8 cm or greater be removed within 24 hours. As our current practice does not meet this standard, and as meeting this standard would also have significant cost implications, staff is recommending that the bicycle lanes be closed by by-law during the winter months.

As winter weather has fluctuated significantly in the recent past, staff is recommending that the by-law closure period be established from November 1st of any given year to April 15th of the following year. The closure by-law will satisfy the Municipality's obligations under the MMS.

FINANCIAL IMPLICATIONS:


N/A

SUMMARY:

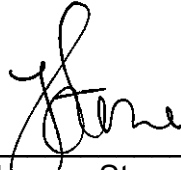
In order to be in compliance with recent changes to the Provincial Minimum Maintenance Standards for Municipal Highways, staff is recommending that all Class 3 sidewalks and all bicycle lanes be closed by by-law for the period of November 1st of a given year to April 15th of the following year.

Respectfully submitted,

Reviewed by,



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



Shawna Stone
Clerk

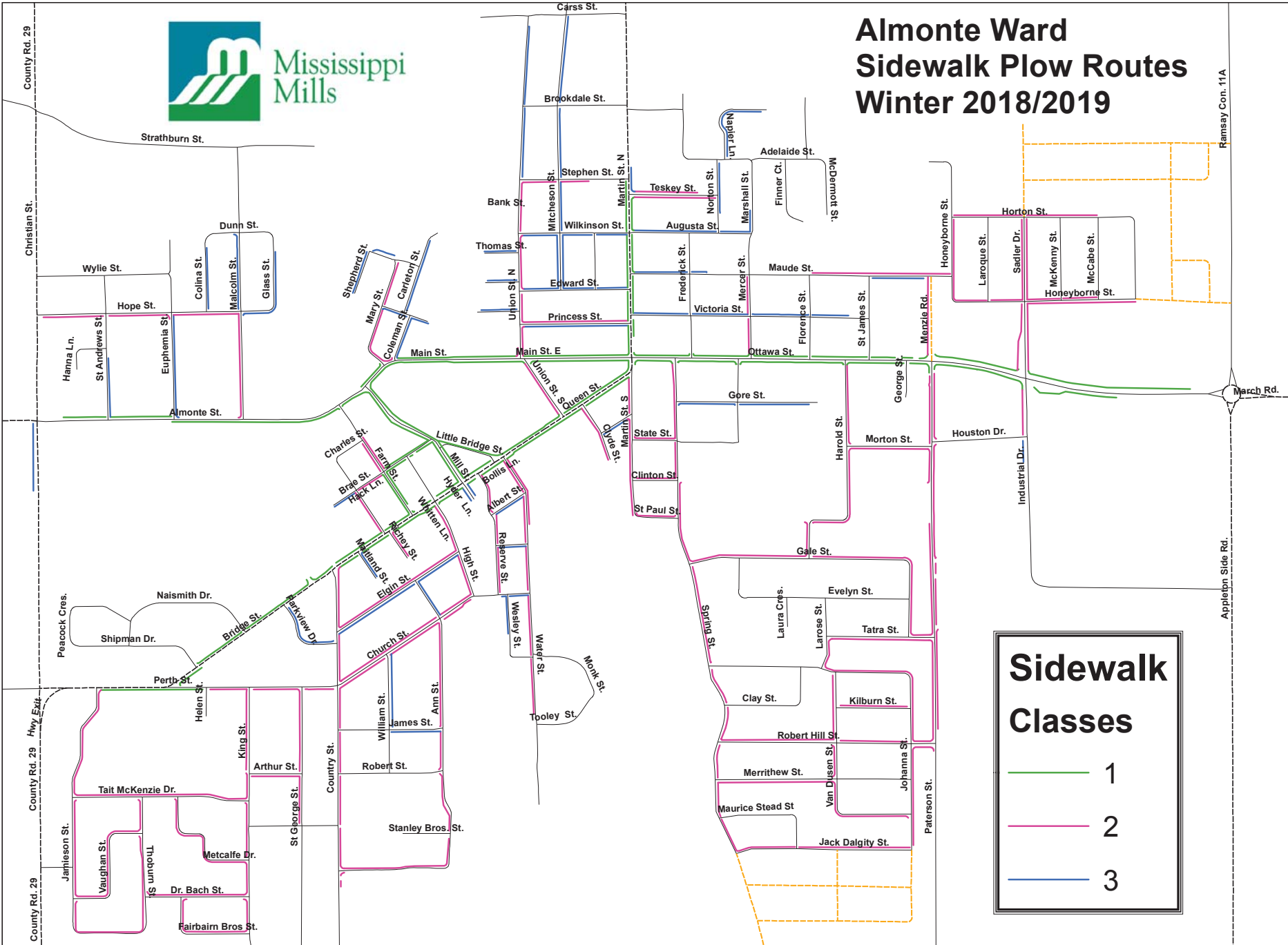
Attachments:

1. Almonte Sidewalk Maps
2. Pakenham Sidewalk Maps



Mississippi Mills

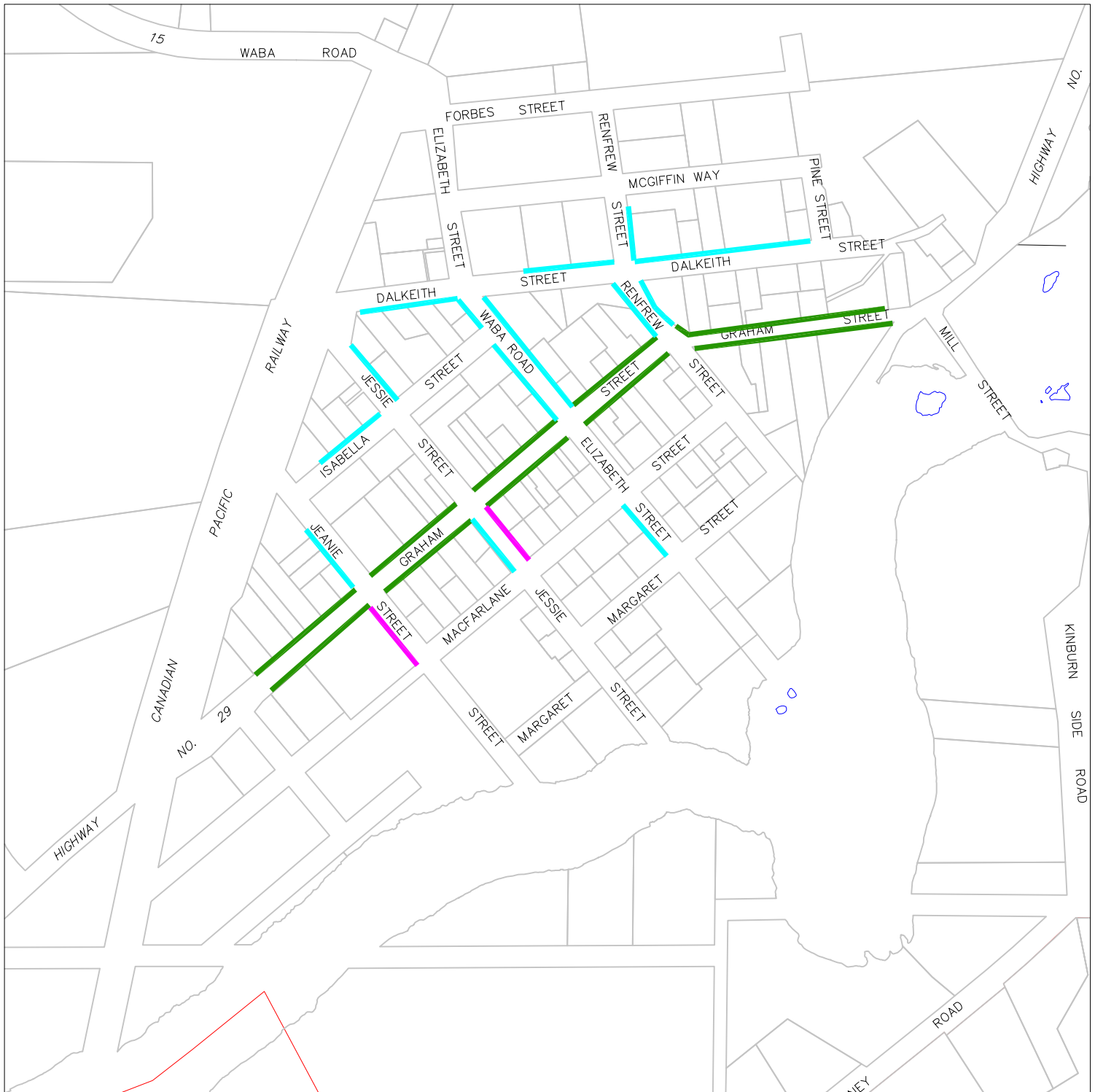
Almonte Ward Sidewalk Plow Routes Winter 2018/2019



Sidewalk Classes	
	1
	2
	3

Ramsay Con. 11A
March Rd.
Appleton Side Rd.

Winter Sidewalk Maintenance Schedule A3 - Sidewalk Classifications Pakenham Village - 2018/2019



LEGEND

- Class 1 Routes - 5cm Snow Accumulation, Completed within 12 Hours
- Class 2 Routes - 8cm Snow Accumulation, Completed within 24 Hours
- Class 3 Routes - Service Standard 60 No Winter Maintenance

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: OVRT – Follow-up Items

RECOMMENDATION:

THAT Council receive the Director of Roads and Public Works' report dated September 4, 2018, as information.

BACKGROUND:

At the June 26th Council meeting, Council asked staff to follow-up on the following issues related to the OVRT:

- Changing the wood bridge railings to galvanized steel
- Paving a portion of the OVRT within Almonte
- Access from Ann Street
- Fence removal between Bridge Street and John Street
- Signage
- Boulders to prevent ATV's from accessing Municipal road allowances

DISCUSSION:

Following the June 26th meeting, the County was provided written direction by Mississippi Mills to proceed with the upgrade to the bridge railings from wood to galvanized steel at an additional cost of \$78,000.

The County has recently placed stone dust on the OVRT through Almonte at a width of 4 meters. Attachment 1 shows a section of the OVRT between John Street and Bridge Street where this work was completed. It is estimated that in order to pave a 2.5 m wide pathway on this granular base the cost would be \$45/m². Paving Bridge Street to John Street (275 m) would cost \$32,000, Bridge Street to the Ann Street access (860 m) \$99,000, and Bridge Street to Smart Street (2 km) \$229,000. The County has expressed that it is their intent to maintain the stone dust pathway; however, if a municipality wishes to pave this pathway or a portion thereof, the municipality would be responsible for the on-going maintenance of the OVRT through the paved section.

With respect to an access from Ann Street, there is a Storm Water Management (SWM) Block which was created in association with the development of the Almonte Mews subdivision and that has access from Ann Street, see Attachment 2, where a connection could be provided to the OVRT. Between the SWM Block and the OVRT, culverts would have to be installed and a pathway built up to make this connection. Public Works could undertake these works at a cost of approximately \$10,000.

The existing fence between Bridge Street and John Street is interlaced with trees growing through the fence in various areas (refer to Attachment 1). We have obtained an estimate from a contractor of \$17,000 to remove the fence at this location.

Signage will be dependent on what the County provides with their final installation and what additional signage is being requested by MM Council. As this is presently unknown, staff would suggest that an allowance of \$3,000 in the 2019 budget should be sufficient for the installation of supplementary signage (20 small signs) on the trail.

With respect to the boulders, staff has discussed with the County the placement of the boulders within the OVRT right-of-way on the various pathways leading to our dead-end streets in Almonte. It is important that the ATV's not turn off the OVRT; therefore, the closer the boulders are situated to the OVRT the better. Locating boulders at the end of each street will not only interfere with snow storage and the winter maintenance budget, it would likely be ineffective in stopping the ATV's who have already turned off the trail from making their way around the boulders. Staff could place the boulders without incurring outside costs. The final location of the boulders will need to be approved by County Public Works prior to implementation. Assuming 4 accesses to be blocked (8 boulders), an allowance of \$1,000 should be carried for the purchase of the boulders.

FINANCIAL IMPLICATIONS:

The additional funds committed to the County for the upgrade to the bridge railings in the amount of \$78,000 will be financed from reserves set aside in 2017 for trail development including use of the proceeds from the sale of the Harold Street lot, if required. The Treasurer will also determine if development charges for trails can be applied to this project so as to avoid using all of the reserves available for trails.

Should Council wish to proceed with the Ann Street access, the fence removal and the boulders this year at a combined cost of \$28,000. There is an allocation of \$6,250 in the 2018 budget for the fence removal and the remainder would have to be taken from any available reserves. Alternatively, if these works are not required to be completed in 2018, these items can be included in the 2019 capital program for consideration.

The Municipality previously received \$25,000 in commuter cycling grant funding from the Provincial Government towards paving the OVRT between Mississippi Mills and Carleton Place. The deadline for the use of these funds is December 31, 2020. Please note that staff would have to confirm with the Province that the grant funding provided could be used for a reduced scale of the project submitted and approved. Should

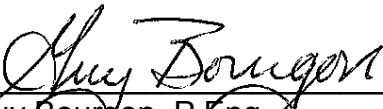
Council wish to proceed with paving the OVRT from Bridge Street to John Street at a cost of \$32,000.00, the cost of this work over and above the grant funding would need to be financed out of reserves. Again, if this work is not required in 2018, it could be included in the 2019 capital budget for consideration.

SUMMARY:

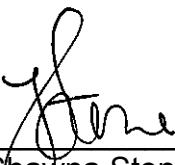
This report is being provided to Council as follow-up information stemming from the June 26th Council meeting. Council may wish to direct staff to proceed with any of the works noted herein or choose to discuss the inclusion of any or all of these projects as part of the 2019 budget deliberations.

Respectfully submitted,

Reviewed by,



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



Shawna Stone
Clerk

Attachments:

1. Section of completed OVRT between John St and Bridge St
2. Almonte Mews Subdivision





(1 of 3) [Close] [Refresh] [Home]

Parcel Fabric:

WARD	Ward of Almonte
ROLL NUMBER	09310300401800000000
AREA (ac)	1.31
LOCATION	ANN ST
FIRSTNAME	MISSISSIPPI MILLS
TOWN	TOWN
UNITNUM	
PROPCODE	100
ROLLCREATE	20090603
STREETNAME	ANN ST
STREETNUM	
FRONTAGE	13.12
AREA	1.10

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018

TO: Committee of the Whole

FROM: Jeanne Harfield, Deputy Clerk

SUBJECT: **Policies relating to *Bill 68 Modernizing Ontario's Municipal Legislation Act***

RECOMMENDATION:

THAT Council approve the Council Code of Conduct, Employee Code of Conduct, and Council Staff Relations Policy;

AND THAT the Clerk be authorized to prepare the necessary by-law.

BACKGROUND:

In June 2017, a report was presented to Council providing an overview on Bill 68, *Modernizing Ontario's Municipal Legislation Act*, which made it mandatory for municipalities to establish a Code of Conduct for Members of Council and local boards, and to adopt a policy governing the relationship between members of council and the officers and employees of the municipality. Council approved a joint Request for Proposal (RFP) for the services of an Integrity Commissioner with all Lanark County municipalities. In March 2018, Tony Flemming, Cunningham Swan, Carty, Little & Bonham LLP, was appointed. As part of the Integrity Commissioner contract, clerks from Lanark County worked together to develop a uniform Council Code of Conduct, Employee Code of Conduct, and Council Staff Relations Policy.

DISCUSSION:

To ensure compliance with Bill 68, the Municipality's Council Code of Conduct, Employee Code of Conduct and Council Staff Relations Policy have been updated – see Attachments 1, 2, and 3. The current Council Code of Conduct (2007) does not include the sections regarding the Integrity Commissioner as well as other relevant information. The Council Staff Relations Policy presently forms part of the Council Code of Conduct, but should be a standalone policy. The Employee Code of Conduct is complementary to the Council Code of Conduct to ensure consistency and uniformity across all policies.

FINANCIAL IMPLICATIONS:


There are no direct financial implications associated with this report.

SUMMARY:


It is recommended that Council approve the updated policies and pass the relevant by-laws.

Respectfully submitted,

Approved by,



Jeanne Harfield, Deputy Clerk



Shawna Stone, Clerk

Attachments:

1. Council Code of Conduct
2. Employee Code of Conduct
3. Council Staff Relations Policy



CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS

Purpose and Policy Statement

1. The Corporation of the Municipality of Mississippi Mills is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected officials and members of its Boards and Committees. A code of conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. The public should expect the highest standards of conduct from the members they elect to local government, as well as members serving on Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality's reputation and the integrity of its decision-making process.

Statutory Provisions Regarding Conduct

2. In addition to the Council Code of Conduct, Members are required to comply with existing provincial and federal legislation, including but not limited to:
 - a) Municipal Act, 2001;
 - b) Municipal Conflict of Interest Act;
 - c) Municipal Elections Act, 1996;
 - d) Municipal Freedom of Information and Protection of Privacy Act;
 - e) Provincial Offences Act;
 - f) Ontario Human Rights Code;
 - g) Ontario Occupational Health and Safety Act; and
 - h) Criminal Code of Canada.

Application

3. This Code of Conduct applies to all Members of Council, including the Head of Council. This Code of Conduct also applies equally to all Members of Boards and Committees of the Municipality, whether or not a Member of that Board or Committee is also a Member of Council.
4. The following Boards and Committees are not subject to this Code of Conduct:

- a) Police Services Board;
- b) Library Board;
- c) Mississippi River Power Corporation

Definitions

5. In this Code of Conduct, the following terms have the meanings set out below:
- a) **“Chief Administrative Officer”** includes Clerk-Administrator or such other employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
 - b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
 - c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
 - d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at closed meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.
 - e) **“Council”** means the Council of the Municipality of Mississippi Mills;
 - f) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
 - g) **“Family Member”** includes:
 - i. A Spouse of the Member;
 - ii. A Child of the Member;
 - iii. A Parent of the Member;
 - iv. A Sibling of the Member, whether by birth, marriage or adoption;
 - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - vi. A Parent-in-law of the Member; and

- vii. Any person who lives with the Member on a permanent basis.
- h) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- i) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- j) **“Member”** includes an elected member of the Municipal Council and all members of Boards and Committees of the Municipality, subject only to section 4 of this Code of Conduct;
- k) **“Municipality”** means the Corporation of the Municipality of Mississippi Mills.
- l) **“Parent”** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- m) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- n) **“Staff”** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers (in accordance with the *Municipal Act*, Council Members are not considered employees of the Municipality).

Confidentiality

- 6. Every Member must hold in strict confidence all Confidential Information acquired as a direct or indirect result of the Member’s role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by Council or the Chief Administrative Officer.
- 7. Every Member shall keep confidential any information:
 - a) Disclosed or discussed at a meeting of Council, Committee of the Whole or Committee, Board meeting or part thereof, that was closed to the public;
 - b) That is circulated to members of Council that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the member of Council or returned to the office of the Chief Administrative Officer for destruction; and
 - c) That is received in confidence verbally in preparation for an in-camera meeting.

8. The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

General Conduct

9. Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.
10. A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.
11. Every Member shall abide by the following principles:
 - a) Members shall at all times act ethically;
 - b) Members shall perform their functions with integrity, accountability and transparency;
 - c) Members shall comply with all applicable legislation, by-laws and Municipal policies, including this Code of Conduct;
 - d) Members acknowledge that the public has a right to open government and transparent decision-making;
 - e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind; and
 - f) Members shall not extend preferential treatment to any individual or organization.

Conduct at Meetings

12. Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure by-law, this Code, and other applicable law.

Conduct at Public Events

13. Members may be requested to make public presentations outside of Council, Committee, Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

Conflict of Interest

14. Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the Act.
15. For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
16. In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
 - a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
 - b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
 - c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
 - d) do not make decisions that create an obligation to any other person who will benefit from the decision;
 - e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
 - f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
 - g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.
17. Direct or indirect personal interests do not include:
 - a) a benefit that is of general application across the Municipality;

- b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
- c) the remuneration of Council, a Member or benefits available to Council or Members.

18. Every Member has the following obligations:

- a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
- c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
- e) If the matter which creates the conflict of interest is discussed in closed session, the Member may not attend that portion of the closed session where that matter is discussed.

Communications and Media Relations

- 19. Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision making process.
- 20. Information related to decisions and resolutions of Council, a Board or Committee, as the case may be, will normally be communicated to the community by the head of Council, the Board or the Committee, as the case may be, or his or her designate.
- 21. It is not the intent of this Code of Conduct to restrict the ability of a Member to express a personal opinion on matters of general interest. In such cases, the Member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. In no event should a Member express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
- 22. Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.

23. If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

Interaction with Staff

24. Members and Employees shall respect each other's' roles and responsibilities and work diligently to create a positive working relationship.
25. Members shall not:
 - a) maliciously or falsely injure the professional or ethical reputation of Staff;
 - b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
 - c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.
26. Operational inquiries and complaints received from the public will be addressed by Members as follows:
 - a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution.
 - b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Chief Administrative Officer for review/resolution.
 - c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department.
 - d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the Member shall refer the member of the public to the Municipality's complaint policy for any further action.
27. Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.
28. Municipal Council, acting as a body, can dictate that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct Staff. Council shall direct Staff through the Chief Administrative Officer.

29. Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee. Requests for Staff changes shall be directed to the Chief Administrative Officer who shall make Staffing determinations, and consult with Council as necessary.
30. The role of the Chief Administrative Officer and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and are advised of the following:
 - a) Members will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established Policies.
 - b) Council, as a body, and Members, as individuals, will liaise with the Chief Administrative Officer, Department Heads, or Supervisors only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.
 - c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in s. 26 above, should be directed to the Department Head or Supervisor.
 - d) Members who still have concerns about operational issues, after addressing them with the Department Head or Supervisor, should raise these concerns with the Chief Administrative Officer.
 - e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the appropriate Committee.
 - f) Should information be required by individual Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head or Supervisor is not available, inquiries should be directed through the Chief Administration Officer.
 - g) Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

Use of Municipal Property

31. No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
32. This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
33. No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.
34. Municipal property and resources, including facilities, purchasing provisions, equipment, supplies, Staff and services will not be used for any election campaign activities, before or after Nomination Day.
35. Members will not undertake campaign-related activities on municipal property unless permitted by the Returning Officer or their designate.
36. Members will not use the services of Staff for election-related purposes during hours in which those persons receive compensation from the Municipality. For purposes only of this provision, Staff shall include any person under contract with the Municipality or receiving remuneration from the Municipality for any service.

Expenses

37. Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
38. Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

Gifts and Hospitality and other Benefits

39. The objective of these policies is to ensure that Members make council decisions based on impartial and objective assessments of each situation, free from influence of gifts, favours, hospitality or entertainment.
40. In this policy, gifts, commissions, hospitality, rewards, advantages or benefits of any kind, may be interchanged and shall be deemed to include all of the aforementioned.
41. Any stipend paid to a Member is intended to fully remunerate the Members for service to the Municipality.
42. Members are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.
43. Members are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Municipality.
44. The above policy does not preclude Members from accepting:
 - a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Municipality at an event;
 - b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law.
 - c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events.
 - d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - e) A stipend from a board or commission that the Member serves on as a result of an appointment by Council;
 - f) Reimbursement of reasonable expenses incurred in the performance of office;
 - g) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;

- h) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office.
 - i) Services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.
45. Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members shall report the matter to the Chief Administrative Officer. The gift shall become the property of the Municipality and the Chief Administrative Officer may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

Advice and Opinions

46. Members may request advice or opinions from the Integrity Commissioner with respect to:
- a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
 - b) The obligations of the Member under this Code; and
 - c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.
47. Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.
48. The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.
49. Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.
50. The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.
51. Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code and the *Municipal Conflict of Interest Act* to better enable the Member to govern his or her conduct without seeking advice unnecessarily.

Role of the Integrity Commissioner

52. The Integrity Commissioner shall be appointed by By-law of the Municipality.
53. The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act*.
54. The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.
55. Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.
56. The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
57. The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
 - a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
 - b) A summary of the nature of requests made and the resolution of the matters, without providing any confidential information in the Report; and
 - c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

Enforcement and Sanctions

58. Every Member shall comply with this Code. Any breach of this Code may be investigated by the Integrity Commissioner in accordance with this Code and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code.
59. Every Member has an obligation to cooperate with any investigation.
60. The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct:

- a) A reprimand; or
- b) Suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council, local Board or Committee, as the case may be, for a period of up to 90 days.

61. The Integrity Commissioner may also recommend that Council impose one of the following sanctions:

- a) Written and/or verbal public apology;
- b) Return of property or reimbursement of its value or of monies spent;
- c) Removal from membership of any Committee or Board;
- d) Removal as chair of a Committee or Board; and
- e) Other sanctions that are reasonably connected to the breach of this Code of Conduct and which the Integrity Commissioner believes in his or her sole discretion are necessary to modify the behavior of the Member.

No Reprisal or Obstruction in the Enforcement of the Code

62. Every Member must respect the integrity of this Code of Conduct and inquiries and investigations conducted under it, and shall co-operate in every way possible in securing compliance with its application and enforcement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of any of his or her responsibilities, including without limitation destroying relevant communications.

Complaint Protocol

63. Any person who has reasonable grounds to believe that a Member has breached this Code may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed.

Appendix I outlines the informal and formal complaint procedure that shall be followed.

**APPENDIX I
COMPLAINT PROTOCOL FOR COUNCIL AND LOCAL BOARD CODE OF
CONDUCT**

Part A: Informal Complaint Procedure

1. Informal complaints can be addressed by any person who believes that the activity of a Member has breached this Code of Conduct or the *Municipal Conflict of Interest Act*, but the person does not want to initiate a formal complaint. Any person may:
 - a) Advise the Member that his or her behavior or activity appears to constitute a contravention;
 - b) Encourage the Member to acknowledge and agree to stop the prohibited behavior or activity and avoid future occurrences of the prohibited behavior or activity;
 - c) Where the Member agrees to cease the behavior, confirm in writing that the agreement is satisfactory;
 - d) Where the Member's response is not satisfactory, advise the Member of your dissatisfaction with the response; and
 - e) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.
2. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behavior or an activity that they believe violates the Code of Conduct.

Part B: Formal Complaint Procedure

Formal Complaints

3. Any individual who identifies or witnesses behavior or an activity by a Member that they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.
4. Any person may file a complaint with the Municipality by submitting in writing the prescribed Complaint Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.
5. Every complaint must be accompanied by the prescribed fee in the amount of \$150.00.

6. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.
7. Every complaint shall include the following:
 - a) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*.
 - b) Any witnesses in support of the allegation must be identified in the complaint.
 - c) The Integrity Commissioner may request additional information from the complainant prior to making an assessment.
8. The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.
9. If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.

Refusal to Conduct Investigation

10. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

Opportunities for Resolution

11. Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution at the discretion of the Integrity Commissioner.

Investigation

12. The Integrity Commissioner will proceed as follows, except where otherwise required by the Public Inquiries Act:
 - a) Provide the complaint and supporting material to the Member whose conduct is in question with a request that a written response to the allegation be provided within 10 business days.
 - b) Provide a copy of the response provided to the complainant with a request for a written reply within 10 business days.
 - c) If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any Municipal work location relevant to the complaint for the purpose of investigation and potential resolution.
 - d) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation.
 - e) The Integrity Commissioner shall retain all records related to the complaint and investigation.

Timing of Complaints in Relation to Municipal Elections

13. Complaints must be investigated and a report submitted to Council on or before Nomination Day in the year of a municipal election.
14. Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.
15. The complainant may re-commence the complaint within six (6) weeks of Voting Day by submitting a written request to the Integrity Commissioner, who shall, provided the request is received on or before six (6) weeks from Voting Day, recommence the investigation.
16. In addition, on or after Nomination Day in the year of a municipal election:
 - a) no complaint shall be filed;

- b) the Integrity Commissioner shall not report to the Municipality about an ongoing investigation; and
- c) the Municipality shall not consider whether to impose any penalty on a Member subsequent to an investigation.

Complaints Under the Municipal Conflict of Interest Act

17. After March 1, 2019, an elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may submit a request to the Integrity Commissioner to conduct an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by filing with the Clerk a completed and signed complaint form and paying the prescribed fee of \$ 150.00.
18. No request may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.
19. A request for an investigation in an election year may only be submitted prior to Nomination Day or after Voting Day.
20. In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before Nomination Day in an election year, the complainant may apply to the Integrity Commissioner within six (6) weeks after the day after Voting Day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case where a complainant became aware of the alleged contravention prior to Nomination Day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to Nomination Day.
21. The Integrity Commissioner has all the powers set out in the *Municipal Act* when undertaking an investigation under this section and shall follow the investigation process established in paragraph 12 above.
22. Where an investigation has not been completed before Nomination Day in an election year, the Integrity Commissioner shall terminate the investigation on that day.
23. An investigation terminated pursuant to paragraph 22 above shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to recommence the investigation.

24. The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with paragraph 22 above.
25. The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

Recommendation Report

26. The Integrity Commissioner shall report to the complainant and the Member generally no later than 90 days after the official receipt of the complaint (180 days in the case of a compliant under the *Municipal Conflict of Interest Act*). If the investigation process takes more than 90 (180) days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.
27. After completing the investigation, the Integrity Commissioner shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this Code of Conduct or the *Municipal Conflict of Interest Act* occurred, as the case may be, make recommendations to Council, and in the case of a *Municipal Conflict of Interest Act* investigation, make a determination as to whether or not the matter will be referred to the court, and include written reasons for the decision.
28. The report of the Integrity Commissioner shall be published by posting the report on the Municipal website and making a copy available to all Members of Council and the Members of the Board or Committee, as applicable.

Member Not Blameworthy

29. If the Integrity Commissioner determines that there has been no contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner may so state in the report and may make appropriate recommendations.
30. Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier

advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act*.

Public Disclosure

31. The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.
32. The Integrity Commissioner shall retain all records related to the complaint and investigation.
33. At the time of the Integrity Commissioner's report to Council, the identity of the person who is the subject of the complaint shall not be treated as confidential information if the Integrity Commissioner finds that it is necessary to disclose that person's identity.



CONFIDENTIAL

Conflict of Interest Application for Inquiry Form/Affidavit

Municipal Conflicts of Interest Act, R.S.O. 1990, c. M.50

Name of Applicant: _____

Home Address: _____
(Street name, house #, P.O. Box #, city, postal code)

Home Phone #: _____

Cell Phone #: _____

Email address: _____

** It is an offence under the Criminal Code of Canada to knowingly swear a false affidavit*

I, _____ of
(print full name)

_____ in the Province of Ontario
(municipal address)

MAKE OATH AND SAY (or AFFIRM) that:
(place an "X" next to one of the following)

I became aware of the alleged contravention(s) not more than six weeks prior to the date of this application;

OR

I became aware of the alleged contravention(s) within the period of time starting six weeks before nomination day for the municipal election, and ending on voting day.

SWORN (or AFFIRMED) before me at the Municipality of Mississippi Mills in the

Province of Ontario, this _____ of _____ 20____.
(day) (month) (year)

Requester's Signature

Date

Print Commissioner's Name

Signature of Commissioner



I, _____, hereby request the Integrity Commissioner for the Municipality of Mississippi Mills to conduct an inquiry pursuant to section 223.41 of the *Municipal Act*, 2001. I have reason to believe that the following member(s) of Council or Local Board, _____

_____ contravened section(s) 5, 5.1 and/or 5.2 of the *Municipal Conflict of Interest Act*.

Section(s) of alleged contravention of the Municipal Conflict of Interest Act include:
(place an "X" next to sections that apply)

- Section 5, when present at meeting at which matter considered
- Section 5.1, written statement re disclosure
- Section 5.2, influence

Date(s) and Time(s) of conduct: _____

Location(s) of conduct: _____

Persons (including witnesses) alleged to be involved in the contravention:

Name:	Home/Cell Phone:	Email Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____



The particulars of the application for inquiry regarding the alleged contravention by a member of Council or of a Local Board are as follows:

** Please attach copies of all documents relevant to the requested investigation*

Please deliver your request in person to:

Municipal Clerk
Municipality of Mississippi Mills
3131 Old Perth Road,
Almonte ON K0A 1A0

Signature of Complainant

Date



EMPLOYEE CODE OF CONDUCT

Purpose and Policy Statement

1. Employees of the Corporation of the Municipality of Mississippi Mills shall be committed to carrying out their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Municipality. Trust and mutual respect are the cornerstones of a relationship between the public and municipal government. In serving the public interest, Employees are entrusted with access to a wide range of information, resources and responsibilities, and shall operate with a sense of honesty and accountability.

Application

2. This Employee Code of Conduct (the “Code”) applies to all Employees, including full-time, part-time, permanent and temporary employees, as well as volunteers, students, and interns (collectively referred to as “Employees”).

Definitions

3. In this Code of Conduct, the following terms have the meanings set out below:
 - a) “**Chief Administrative Officer**” includes Clerk-Administrator or such other employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
 - b) “**Child**” includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
 - c) “**Closed/In-Camera Meeting**” means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
 - d) “**Confidential Information**” includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information

and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at closed meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.

- e) **“Council”** means the Council of the Municipality of Mississippi Mills;
- f) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
- g) **“Family Member”** includes:
 - i. A Spouse of the Member;
 - ii. A Child of the Member;
 - iii. A Parent of the Member;
 - iv. A Sibling of the Member, whether by birth, marriage or adoption;
 - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - vi. A Parent-in-law of the Member; and
 - vii. Any person who lives with the Member on a permanent basis.
- h) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- i) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- j) **“Member”** includes an elected member of the Municipal Council and all members of Boards and Committees of the Municipality.
- k) **“Municipality”** means the Corporation of the Municipality of Mississippi Mills.
- l) **“Parent”** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- m) **“Personal Interest”** means:
 - i. a financial interest of an Employee or the financial interest of a Family Member of an Employee;
 - ii. a financial interest of a friend or colleague of the Employee;
 - iii. any benefit or advantage to the Employee, the Employee’s Family Member, friend or colleague.

- n) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.

General Responsibilities

4. Every Employee has a duty and responsibility to treat members of the public, members of Council and each other in a respectful manner, without abuse, bullying, harassment or intimidation.
5. Employees shall adhere to the standards outlined in this Code, and shall seek clarification from their Supervisor if unsure about any responsibilities or information contained in this Code.
6. If an Employee feels he or she may violate or already has violated this Code, he or she shall follow the disclosure and compliance requirements set out in sections 37 to 39 of this Code (“Disclosure and Compliance Requirements”).
7. Employees shall consult with their Supervisor for guidance if they suspect a potential breach by another Employee of this Code.
8. Employees shall review and sign this Code annually.
9. Employees shall follow the Disclosure and Compliance Requirements.

Confidentiality

10. Employees shall hold in strict confidence all Confidential Information acquired as a direct or indirect result of their employment with the Municipality.
11. Confidential Information shall not be disclosed except when required by law and the policies and procedures of the Municipality.
12. Particular care must be exercised before releasing information relating to the following matters:
 - a) items under litigation;
 - b) personnel matters;
 - c) information which infringes on the right of privacy of others;
 - d) sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
 - e) information supplied to obtain various municipal approvals where such information is not part of the public documentation; and
 - f) schedule of prices in quotations or tenders for the supply of goods and/or services.

Please note that these items do not constitute an exhaustive list and have been included for emphasis.

13. Employees shall safeguard and protect Confidential Information of the Municipality and of others to which the Employee becomes privy as a result of their employment with the Municipality. Where an Employee is unsure of the status of information requested for release by a member of the public, he or she shall consult with their Supervisor and/or the Chief Administrative Officer prior to releasing such information.
14. Employees are strictly forbidden from using any information available only to Employees to attempt to secure financial gain from any investment in real estate or other business dealings, whether by direct means or indirectly through others.
15. The obligation to keep information confidential applies even if the Employee ceases employment with the Municipality.

Conflict of Interest

16. No Employee shall participate in any decision, project or process where they have a Conflict of Interest in such matter. Employees shall avoid Conflicts of Interest and comply with the Disclosure and Compliance Requirements where such Conflicts of Interest occur.
17. A Conflict of Interest may be real or apparent in nature:
 - a) A “real” Conflict of Interest exists where a Personal Interest exists and that interest is:
 - i. known to the Employee; and
 - ii. has a connection to the Employee’s duties that is sufficient to influence the exercise of those duties.
 - b) An “apparent” Conflict of Interest exists where an informed and reasonable person, upon reviewing and thinking the matter through, could conclude that a Personal Interest exists, and that the Personal Interest is sufficiently connected to the Employee’s duties that it could reasonably influence the exercise of their duties.
18. Employees must perform their duties impartially, such that an objective, reasonable observer would conclude that the Employee is exercising their duties objectively, without undue influence and in a manner that does not create a Conflict of Interest. Employees shall govern their actions using the following as a guide:
 - a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your Personal Interests and the interests of friends, business colleagues and Family Members;
 - b) interpret the phrase "conflict of interest" broadly and with the objective of exercising your duties impartially and objectively;

- c) if there is doubt about whether or not a Conflict of Interest exists, seek the advice of your Supervisor;
- d) do not make decisions or attempt to influence a decision that creates an obligation to any other person or business that will benefit from the decision;
- e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, friends, business colleagues or Family Members, or any organization that might directly or indirectly benefit such individuals;
- f) do not put yourself in a position where a decision you make or your actions would give preferential treatment to friends, business colleagues or Family Members, or any organization that might directly or indirectly benefit such individuals;
- g) do not approve or attempt to influence the approval of any license, permit, contract, agreement or other document on behalf of the Municipality for your own personal use or benefit, or for the use of a Family Member, friend or colleague;
- h) do not make any decision or participate in the process of hiring, transferring, promoting, demoting, disciplining or terminating any Family Member, or friend;
- i) do not participate in any property matter involving your property or the property of any Family Member, friend, or colleague; and
- j) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect Personal Interest.

Interaction with Members of Council

- 19. Employees and Members shall respect each other's' roles and responsibilities and work diligently to create a positive working relationship.
- 20. Employees shall not maliciously or falsely injure the professional or ethical reputation of Members.
- 21. Operational inquiries received from Members will be addressed by Employees as follows:
 - a) Employees who are approached by Members regarding operational matters shall follow up on the inquiry and provide feedback on the inquiry to their Supervisor;
 - b) Employees shall follow up on inquiries from Members with the Chief Administrative Officer as needed.
- 22. Employees shall recognize and respect that Members are bound by the Council Code of Conduct and applicable legislation including the *Municipal Act* and the *Municipal Conflict of Interest Act*, and that their purpose is to act in the best interests of the Municipality and within the requirements of their positions as Members.

23. Employees who have concerns about operational issues shall:
- a) address the concerns with their Supervisor or department head; and
 - b) if they still have concerns about such issues after addressing them with their Supervisor and department head, shall address them with the Chief Administrative Officer and shall not address such issues with Members.

Use of Municipal Property

24. No Employee shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of their employment duties unless the use is a reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
25. Municipal property and resources, including facilities, vehicles, equipment and materials, shall be used only in the performance of employment duties and shall not be used or converted for personal benefit or use.
26. Employees are responsible for exercising care to prevent the abuse, excessive wear of or loss of Municipal equipment and materials used by the Employee in the course of their Employment.
27. Computer system information and procedures and any other information regarding computerized systems are considered Municipal property and may not be shared with the public. Employees are prohibited from using such systems for their personal benefit.

Gifts, Hospitality and Other Benefits

28. Employees shall carry out their employment duties free from influence of gifts.
29. Employees are prohibited from soliciting, accepting, offering or agreeing to accept any gifts or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of their employment duties or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Employee.
30. The above policy does not preclude Employees from accepting:
- a) Token gifts, souvenirs, mementoes or hospitality of minimal or no value received in recognition for service, for speaking at an event, or for representing the Municipality at an event;

- b) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
 - c) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - d) Reimbursement of reasonable expenses incurred in the performance of their employment duties; or
 - e) Gifts of a nominal value that are received as an incident of protocol or social obligation.
31. Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Employees shall report the matter to the Chief Administrative Officer. The gift shall become the property of the Municipality and the Chief Administrative Officer may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

Communications and Media Relations

32. Only the Chief Administrative Official or his or her designate shall comment to the media on matters concerning staff operations, actions and functions of the Municipality.
33. Employees, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or Committee, even if an Employee disagrees with a majority decision, so that there is respect for and integrity in the decision making process.
34. It is not the intent of this Code to restrict the ability of an Employee to express a personal opinion on matters of general interest. In such cases, the Employee must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. At no time shall an Employee express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
35. Posting or commenting on social media about the Municipality either directly or indirectly, constitutes communication with the public that is governed by this Code.
36. If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Employee who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

Disclosure, Investigation and Compliance

- 37. If an Employee suspects he or she has or may violate this Code, he or she shall immediately complete a “Confidential Employee Code of Conduct Disclosure” form and submit it to their Supervisor.
- 38. Upon receipt of the disclosure form, the Supervisor shall investigate and make a determination which shall be set out in the “Determination Regarding Confidential Employee Code of Conduct Disclosure” form, a copy of which shall be provided to the Employee and the Chief Administrative Officer.
- 39. Employees shall comply with their Supervisor’s decision and any conditions of that decision.

Employee Name (ID) please print

Date

Employee Signature



COUNCIL – STAFF RELATIONS POLICY

Policy Statement

1. The Municipality of Mississippi Mills will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council and Local Boards, the Employee Code of Conduct, and the Procedural By-law 17-03.

Purpose

2. This policy provides guidance on how the Municipality of Mississippi Mills ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation.

Policy Requirements:

3. The relationship between Members of Council and the officers and employees of the corporation is guided by the following:

- a) Code of Conduct for Members of Council and Local Boards

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Municipality of Mississippi Mills Council and local boards. Section 9 of the Code of Conduct for Members of Council relating to “General Conduct” states the following:

“Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.”

Sections 24 and 25 relating to “Interaction with Staff” states the following:

“Over the past number of years the Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other’s’ roles and responsibilities.

Members shall not:

- a. maliciously or falsely injure the professional or ethical reputation of Staff;
- b. compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
- c. use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.”

b) Employee Code of Conduct

The purpose of the Employee Code of Conduct is that Employees of the Corporation of the Municipality of Mississippi Mills shall be committed to carrying out their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Municipality. Trust and mutual respect are the cornerstones of a relationship between the public and municipal government. In serving the public interest, Employees are entrusted with access to a wide range of information, resources and responsibilities, and shall operate with a sense of honesty and accountability.

c) Respect in the Workplace Policy

As per the Respect in the Workplace Policy, the Municipality of Mississippi Mills is committed to meeting or exceeding all of the legal requirements, duties, and standards set by the *Occupational Health and Safety Act ("OHSA")* and its applicable regulations related to workplace violence and harassment.

The Section 3 “Purpose” of the Respect in the Workplace Policy states that:

- Individuals understand that threats, acts of violence or harassment are considered serious matters for which immediate action will be taken.
- Individuals subjected to threats or acts of violence or harassment are encouraged to report all such incidents immediately to their supervisor / manager or designate.
- Individuals have available recourse if they are subjected to, or become aware of situations involving workplace violence or harassment.
- An assessment will be conducted to assess the risk and/or potential risk of violence in the workplace; and
- Written measures and procedures will be established to eliminate and/or reduce the risk of workplace violence and harassment and will be monitored over time and changes made as necessary.

Section 2 “Scope of Policy” of Respect in the Workplace Policy states that:

- This policy recognizes that workplace harassment and violence may occur between workers and co-workers; and workers and clients/customers, workers and strangers and workers and domestic/intimate partners.
- This policy applies to all workplace activities that occur both at and away from the workplace. Examples of work-related activities that may occur away from the workplace include, but are not necessarily limited to, work-related travel, at restaurants, hotels or meeting facilities that are being used for business purposes, in Municipality owned or leased facilities, during telephone, email or other communications and at any work-related social event, whether or not it is Municipality sponsored.
- Every individual at the Municipality of Mississippi Mills has responsibilities to ensure a healthy, safe and respectful work environment.

d) Procedural By-law 17-03

The Procedural By-law 17-03 establishes rules, procedure and conduct within Council and local boards. Specifically, section 125 titled “Conduct of Member states as follows:

Members shall:

- a) discharge with integrity all responsibilities to Council, the Municipality, and the public, in keeping with approved corporate policies.
- b) encourage public respect for and try to improve the administration of the Municipality;
- c) not speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
- d) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- e) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
- g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- h) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- i) when a Member is speaking, no other Member shall speak or pass between the Member speaking and the Mayor or Chair, or interrupt the Member except to raise a Point of Order;

- j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while he/she is speaking; and,
- k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

Responsibilities

- 4. Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, the Violence/Harassment in of Any Kind Policy, and Procedural By-law 17-03.

Monitoring/Contraventions

- 5. The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Clerk shall notify:
 - a) In the case of officers and employees of the corporation, Clerk;
 - b) In the case of members of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council and Local Boards or the Employee Code of Conduct, the respective Code prevails.

Legislative and Administrative Authorities

- 6. The *Municipal Act, 2001* requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the County complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the County.

Enquiries: Municipal Clerk, Administration Building, 3131 Old Perth Road, PO Box 400 Almonte, ON, K0A 1A0

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 4, 2018
TO: Committee of the Whole
FROM: Jeanne Harfield, Deputy Clerk
SUBJECT: Advisory Committee Review

RECOMMENDATION:

THAT Council approve the proposed advisory committee structure;

AND THAT staff be directed to prepare the terms of reference for the new advisory committees.

BACKGROUND:

In preparation for the new seven member Council, the existing advisory committee membership and structure needs revising. The terms of appointment for the majority of the committees are consistent with the term of council (ending November 30, 2018); therefore, request for committee will be advertised following the election.

DISCUSSION:

Currently, the Municipality has a large number of advisory committees, not sustainable with the smaller Council. Advisory committees are generally composed of Council members, members of the public and a staff support person. Council may establish additional advisory committees, sub-committees and working groups as it deems appropriate.

Advisory committees play an integral role in the direction of the Municipality and provide advice and recommendations to Council on key matters. Additionally, these committees also provide an opportunity to involve and utilize the expertise of community members for the benefit of the Municipality.

Supported by the findings of the Service Delivery Review, it is recommended that advisory committees be reduced in number and more focused. The current committee makeup includes 19 advisory committees, sub-committees, ad-hoc committees and external agencies and boards that have council membership.

One of the most significant drawbacks with the current committee and sub-committee structure is that many are operating in silos and not cross-communicating with each other. Therefore, certain items get missed, committees discuss items outside of their

mandate or outside of Council direction, and multiple committees discuss the same subject matter and bring forward competing recommendations to Council. By having three larger advisory committees, it will allow for a more focused lending itself clearer recommendations to Council.

The proposed advisory committee structure would see the merger of existing advisory committees into larger advisory committees that cover a wider array of topics. In addition, once the advisory committee structure is approved, new terms of reference can be drafted in order to ensure the representation. This will allow councillors the opportunity to focus on key topics without having to attend a number of meetings and spread out the work load equally amongst the members.

The proposed advisory committee structure is as follows:

Parks and Recreation Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 2 Councillors - Mayor (ex officio) - Staff support - Up to 9 members of the public 	<ul style="list-style-type: none"> - Recreation facilities - Recreation programming - Park development - Beautification - Recreation Trails, Riverwalk <p>*Council reps and staff support person will also act as Mississippi Mills representatives on the Joint Recreation Cost Sharing Committee</p>
<p>Rationale: The current committee structure does not have one large committee that provides input in parks and recreation. This larger committee with a greater community presence will handle issues previously covered by working groups (Canada 150, Gemmill Park, etc.) and smaller committees like Beautification and Riverwalk.</p>	

Community Economic Development Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 2 Councillors - Mayor (ex officio) - Staff support - Up to 9 members of the public 	<ul style="list-style-type: none"> - Economic Development - Tourism - Business relationships - Events - Festivals - Culture - Community engagement
<p>Rationale: The current Community and Economic Development Committee is an effective committee therefore it would mostly remained unchanged but include more members of the community and also focus on community engagement .</p>	

Rural Affairs Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 2 Councillors - Mayor (ex officio) - Staff support - Up to 9 members of the public 	<ul style="list-style-type: none"> - Agriculture - Rural economic development - Environmental issues impacting rural activities
<p>Rationale: The Agriculture sub-committee was created in the latter half of this term of Council. We recommend to broaden the scope of the committee to include all rural-related items in order to better represent Mississippi Mills rural communities.</p>	

Active Transportation Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1 Councillor - 4 to 7 members of the public - Staff support 	<ul style="list-style-type: none"> - AT Master Plan - -
<p>Rationale: Mandate has not been met which is to implement the municipality's Active Transportation Plan and to expand, enhance, and promote a public active transportation system. It is recommended that the terms of reference be amended to require fewer members of Council on the committee.</p>	

Accessibility Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1 Councillor - Staff support - 5-7 members of the public 	<ul style="list-style-type: none"> - The Accessibility for Ontarians with Disabilities Act
<p>Rationale: This committee is mandated by provincial legislation.</p>	

Emergency Management Community Control Group	
Membership	Responsibilities
<ul style="list-style-type: none"> - As prescribed by the Act 	<ul style="list-style-type: none"> - Emergency Management
<p>Rationale: This committee is mandated by provincial legislation and regulations</p>	

Community Policing Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - As prescribed by the Act 	<ul style="list-style-type: none"> - Policing matters
<p>Rationale: Provincial policy is changing in regards to policing advisory committees. The committee structure will therefore need to be amended upon the new provincial law coming into force and effect. Until such time, the committee will remain status-quo</p>	

Committee of Adjustment	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1 Councillor - 2 Members of the public - Staff support 	<ul style="list-style-type: none"> - Planning Act - Planning Applications
<p>Rationale: Best practice to keep this committee.</p>	

Heritage Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1 Councillor - Staff support - 5-9 members of the public 	<ul style="list-style-type: none"> - Heritage matters - Planning - Heritage grants/refunds
Rationale: Required as per municipal by-laws	

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

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

There are also a number of community-run boards and committees that request staff or council representatives to act as a liaison to the Municipality. As requests for participation come forward, it will be up to Council and/or the staff representative to determine the availability to sit on a committee.

Lastly, it should be noted that the above identified advisory committees are a starting point for the new Council. If Council would like to create other sub-committees or task forces for specific projects they may do so. However, it is recommended on a go forward basis that any new sub-committees or task forces have clear mandates and that staff and council availability be taken into consideration.

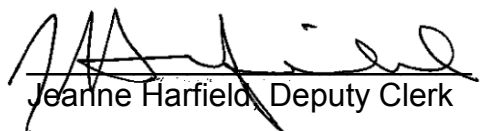
FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

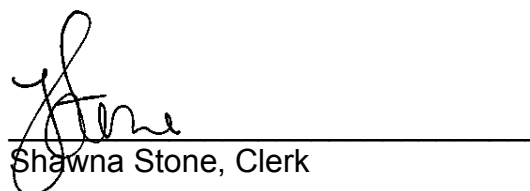
SUMMARY:

It is recommended that Council revise the current advisory committee structure. The proposed structure would see a reduction in the number of committees from 19 to 9 and 6 of which are either mandated or remain unchanged. The newly merged committees would have broader responsibilities and a greater amount of community membership. It would also cut down on the silo effect, which was previously occurring with the large number of committees and unclear mandates. In order to appoint new members to the proposed advisory committees, staff will need to advertise for membership in early November. Lastly, these proposed advisory committees are a starting point for the new Council. It is the prerogative of Council to create or disband advisory committees depending on the priorities and direction of the new Council.

Respectfully submitted,


 Jeanne Harfield, Deputy Clerk

Reviewed by,


 Shawna Stone, Clerk

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Aug. 29.

- **FASD Awareness Day Proclaimed:** Warden John Fenik (Perth Mayor) has declared Sept. 9 as “Fetal Alcohol Spectrum Disorder (FASD) Awareness Day” within Lanark County. The proclamation notes FASD is “a lifelong neurological, whole-body disorder” that has 428 co-occurring conditions and is the leading cause of developmental disabilities. The leading preventable cause of birth defects and developmental disorders in North America is alcohol consumption during pregnancy. “The ninth day of the ninth month is recognized annually around the world as FASD Awareness Day to symbolize the nine months a mother should refrain from consuming alcohol while pregnant,” the proclamation states. “As a socially responsible community, we realize a need to increase support and awareness for alcohol-free pregnancies and inclusion for people with FASD,” Warden Fenik said. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.

- **Portable Housing Benefit Pilot Program to Proceed:** Council has approved a two-year Portable Housing Benefit (PHB) pilot program starting Jan. 1. Social Housing Manager Sandy Grey outlined the program at the community services committee meeting earlier this month. The program will have a target of 15 units and will prioritize tenants who have accessibility needs that cannot be accommodated in the current rent-g geared-to-income (RGI)/rent supplement units in the order of their placement on the current wait list. Ms. Grey explained recent amendments to the Housing Services Act allow for PHB as an alternate form of financial assistance for the county as a service manager to meet its required service level standards. It allows the county to help households on the wait list with housing costs, while modernizing the housing system and increasing flexibility for households in need. PHB is a new concept that provides greater flexibility to clients in terms of allowing them to use a housing benefit anywhere they choose instead of specific units, which allows for more mixed communities. Several municipalities in the county currently have no social housing units, and PHB would provide an opportunity for clients to live where they choose and select the size and type of unity they prefer, including those modified to meet accessibility needs. Such units are very limited in the county’s current stock. Ms. Grey said. The two-year pilot program will allow the county to evaluate advantages and disadvantages of PHB over other assistance, including an analysis of cost savings and determining whether households prefer the freedom and independence a PHB would allow prior to implementing the program system wide. The project will also bring the county closer to meeting its service-level target of 771 RGI/rent supplement units, particularly in light of the closure of the Joseph/Edward/Pattie development in Carleton Place. Ms. Grey noted PHB will reduce the municipal cost of providing housing for social assistance recipients due to the formula, which allows them to maximize their shelter benefit. Financing for the PHB will come from savings realized through the reduction in the number of rent supplement or physical units. For more information, contact Nancy Green, Director of Social Services, at 1-888-9-LANARK, ext. 2101, or Sandy Grey, Social Housing Manager, at 1-888-9-LANARK, ext. 2401.

- **Housing Corporation Governance Changes Approved:** Council has approved changes to governance of the Lanark County Housing Corporation (LCHC) shell as of Sept. 1, subject to review in six months. Housing Renewal Coordinator Emily Hollington made the recommendations at the community services committee meeting earlier this month. In May, council approved for Lanark County Social Services to assume the management and administration of the corporation. All LCHC employees have been offered employment with the county and the transition is effective Sept. 1. Ms. Hollington explained LCHC remains a shell corporation, with ownership of the properties and

associated liabilities remaining in its name. Management and administration will be the county's responsibility as part of the newly integrated Lanark County Housing Services department. The transition, she explained, will help eliminate confusion around who is responsible for housing in the county. "While the LCHC Board of Directors has done extraordinary work over the years, the time has come to explore other options that will lead to simplified processes, improved customer service and integrated approaches." The community services committee will be appointed as the board of directors for the shell corporation, with all reports for housing services presented there and then brought forward to council for approval. Council can still form committees with public consultation as needed to deal with issues such as redevelopment. For more information, contact Nancy Green, Director of Social Services, at 1-888-9-LANARK, ext. 2101, or Emily Hollington, Housing Renewal Coordinator, at 1-888-9-LANARK, ext. 1505.

- **Community Safety Plan Approved in Principle:** Council has approved in principle a Community Plan for Safety and Well-being for Lanark County and Smiths Falls. This follows a presentation at the community services committee meeting earlier this month by Lanark County Situation Table Coordinator Stephanie Gray, who coordinated the plan. She explained it has been developed over a year and a half by a steering committee consisting of 15 representatives from a wide variety of sectors, and was drafted following research, consultations, focus groups, a survey and interviews. "This is a community-driven plan that was undertaken prior to it being required by the new Safer Ontario Act, which was passed in March 2018," she said. "We have taken a regional approach to the plan, which identifies existing assets and aims to build on them, while recognizing issues that need to be addressed." As required in the legislation, the plan has identified 12 priority risk areas, including such things as mental health, substance use, youth and families, seniors, Indigenous health and well-being, domestic violence and more. Issues and strategies to address them were examined, and outcomes, measurables and potential working group team members were identified. "This is a living document that will evolve with progress reports, and it will be revisited in three years," she said. Ms. Gray added the legislation currently requires local municipalities to have a community plan for safety and well-being in place two years from Jan. 1, 2019, but reporting requirements have not yet been established in regulations. Council passed a motion to forward the plan to local municipalities in January for their review and to consideration for endorsement. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.
- **Upcoming Meetings: County Council, Wednesday, Sept. 5, 5 p.m.;** Community Services, Sept. 5 (following County Council); Corporate Services, Sept. 5 (following Community Services). **County Council, Wednesday, Sept. 26, 5 p.m.;** Public Works, Sept. 26 (following County Council); Economic Development, Sept. 26 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

County of Lanark hires new social services director

County of Lanark CAO Kurt Greaves is pleased to announce the appointment of a new social services director to replace current director Nancy Green, who will be retiring effective December 31st, 2018.

Emily Hollington has been employed by the County of Lanark for over ten years. Most recently employed as the Housing Redevelopment/Regeneration Coordinator, she has been guiding the redevelopment/regeneration process of behalf of the County for properties held by the Lanark County Housing Corporation. In addition, she is currently acting in the capacity of Interim Executive Director of Lanark County Housing Corporation and has been instrumental in the review and recommendation for the County to assume the management and administration of the Lanark County Housing Corporation, with the integration taking place effective September 1st, 2018. Previously, Ms. Hollington was employed as an Ontario Works Manager, Social Housing Caseworker and Developmental Support Services Caseworker for Lanark County. Throughout her employment she has maintained a good working knowledge in all areas of social services, demonstrated strong leadership qualities and made recommendations for improvements and efficiencies, produced high level reports with an emphasis on quality outcomes, best practices and effective customer service.

“We are extremely excited to welcome Emily in her new role,” said Mr. Greaves. “She has an abundance of experience in the social services field and a track record of managing complex projects and working with various county departments, levels of government, agencies and other partners. She is held in high esteem across the county and eastern Ontario for her professionalism and leadership. Our team is looking forward to continuing our working relationship.”

Ms. Hollington holds a Bachelor of Applied Human Service Administration Degree, Social Service Worker Diploma; Executive Diploma in Municipal Management; Certificate in Property Management with the Institute of Housing Management, Certified Housing Practitioner with the Chartered Institute of Housing Canada, has completed numerous job-specific courses, training and workshops related to social services and is currently pursuing Master of Public Administration degree. She began her career as an employment Counsellor with Ontrac Employment Resource Services.

As director of social services for the County of Lanark, she will oversee a staff of 66, including five managers, and will administer such programs and services as Ontario Works, developmental support services, social housing, early years and childcare. She will also be responsible for a budget of more than \$34 million.

The county administers provincial and municipal social services programs and services in accordance with various acts, regulations, contracts and policies from a number of provincial ministries and other agencies.

“I am excited about the opportunity to continue working with the County of Lanark team,” Ms. Hollington said. “This is a great chance for me to apply the skills and experience I have to a challenging and rewarding position in a unique and interesting municipality.”

“County Council was unanimous in their support of Ms. Hollington’s appointment as Lanark County Social Services Director.” Warden John Fenik said. “We look forward to working with her.”

County Council and Mr. Greaves expressed sincere appreciation to Nancy Green, who has served as director since 2007.

–30–

For more information, contact:
Kurt Greaves, CAO
County of Lanark
613-267-4200, ext. 1101

COUNCIL CALENDAR

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 8:00am CEDC 6:00pm Council	5	6	7	8
9	10 6:30pm EAC	11 2:30pm AAC 6:00pm ATAC	12	13	14	15
16	17	18 8:00am CEDC 6:00pm Council	19 5:30pm CoA	20 7:00am Business Breakfast 8:00am Beautification	21	22
23	24	25	26 7:00pm Daycare 7:00pm Library 7:00pm Heritage	27	28	29
30						

COUNCIL CALENDAR

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6:00pm Council	3	4	5	6
7	8	9 2:30pm AAC 6:30pm EAC	10	11	12	13
14	15 8:30am Advance Voting begins	16 Advance Voting	17 Advance Voting	18 8:00am Beautification Advance Voting	19 Advance Voting	20 Advance Voting
21 Advance Voting	22 ELECTION DAY 8:30am – 8:00pm	23	24 7:00pm Library 7:00pm Heritage	25	26	27
28	29	30	31			

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-84

BEING a by-law relating to the seasonal closure of bike lanes and sidewalks.

WHEREAS Section 11(2) of the Municipal Act, 2001 (S.O. 2001, c.25), as amended, authorizes a municipality to pass by-laws within the jurisdictional sphere of highways, including parking and traffic on highways;

AND WHEREAS Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

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

1. That all designated bicycle lanes within the Municipality of Mississippi Mills are hereby closed from November 1st of any given year to April 15th of the following year.
2. That all Class 3 Sidewalks within the Municipality of Mississippi Mills as identified in Schedule 'A' are hereby closed from November 1st of any given year to April 15th of the following year.
3. Every person who uses a bicycle lane or sidewalk so closed does so at their own risk and the Municipality of Mississippi Mills is not liable for any damage sustained by a person using the bicycle lane or sidewalk so closed to traffic.

BY-LAW READ, passed, signed and sealed in open Council this 4th day of September 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A' TO BY-LAW NO. 18-84

WARD	ROADNAME	FROM	TO	ROADSIDE
Almonte	Albert	Reserve	Water	S
Almonte	Ann	Elgin	Church	E
Almonte	Augusta	Norton	Marshall	N
Almonte	Augusta	Martin N	Norton	N
Almonte	Brae	End	Colborne	S
Almonte	Brougham	Clyde	Martin S	S
Almonte	Cameron	End	Union N	N
Almonte	Carleton	Willington	End	E
Almonte	Christian	Wolfe Grove	End	W
Almonte	Coleman	Wellington	Main	E
Almonte	Colina	Dunn	Hope	E
Pakenham	Dalkeith	Renfrew	Waba	E
Pakenham	Dalkeith	Pine	Renfrew	W
Pakenham	Dalkeith	Renfrew	End	W
Pakenham	Dalkeith	Waba	Jessie	E
Almonte	Edward	Waterford	Martin N	N
Almonte	Edward	Mitcheson	Waterford	N
Almonte	Edward	Union N	Mitcheson	N
Almonte	Elgin	Ann	High	S
Almonte	Elgin	Country	Ann	S
Pakenham	Elizabeth	MacFarlane	Margaret	S
Almonte	Euphemia	Hope	Almonte	E
Almonte	Glass	Dunn	Malcolm	S/E
Almonte	Gore	Spring	Gomme	S
Almonte	Gore	Gomme	End	S
Almonte	Industrial	Houston	End	E
Pakenham	Isabella	Jessie	Jeanie	W
Almonte	James	William	Ann	S
Pakenham	Jeanie	Isabella	County Rd. 29	S
Pakenham	Jessie	Dalkeith	Isabella	N
Pakenham	Jessie	County Rd. 29	MacFarlane	S
Almonte	John	Wesley	Water	S
Almonte	John	Reserve	Wesley	S
Almonte	Maitland	Bridge	End	E
Almonte	Malcolm	Dunn	Hope	W
Almonte	Marshall	End	Augusta	W
Almonte	Martin N	Parking Lot	Teskey	E
Almonte	Maude	Frederick	End	N
Almonte	Maude	Martin N	Frederick	N

WARD	ROADNAME	FROM	TO	ROADSIDE
Almonte	Maude	St. James	Menzie	S
Almonte	McCallum	Reserve	Water	S
Almonte	Mill	Bridge	Parking Lot	W
Almonte	Mill	Bridge	Parking Lot	E
Almonte	Mitcheson	Carss	Brookdale	E
Almonte	Mitcheson	Brookdale	Stephen	E
Almonte	Mitcheson	Stephen	Wilkinson	E
Almonte	Mitcheson	Wilkinson	Edward	E
Almonte	Mitcheson	Wilkinson	Edward	W
Almonte	Napier	Adelaide	End	S/E
Almonte	Norton	Adelaide	Augusta	E
Almonte	Parkview	Bridge	Country	N/E
Almonte	Peterson	End	Union N	N
Almonte	Princess	Union N	Martin N	S
Pakenham	Renfrew	Dalkeith	County Rd. 29	S
Pakenham	Renfrew	McGiffin	Dalkeith	N
Pakenham	Renfrew	County Rd. 29	MacFarlane	S
Pakenham	Renfrew	County Rd. 29	MacFarlane	N
Almonte	Rosamond E	Shepherd	Mary	N
Almonte	Shpeherd	Rosamond E	End	W
Almonte	St. Andrews	Hanna	Almonte	E
Almonte	Thomas	End	Union N	N
Almonte	Union N	Carss	Brookdale	E
Almonte	Union N	Brookdale	Stephen	E
Almonte	Victoria	Florence	St. James	N
Almonte	Victoria	Mercer	Florence	N
Almonte	Victoria	Frederick	Mercer	N
Almonte	Victoria	Martin N	Frederick	N
Pakenham	Waba	Dalkeith	County Rd. 29	N
Pakenham	Waba	Isabella	County Rd. 29	S
Pakenham	Waba	Dalkeith	Isabella	S
Almonte	Wellington	Mary	Coleman	S
Almonte	Wellington	Coleman	End	S
Almonte	Wesley	John	Monk	W
Almonte	Wilkinson	Waterford	Martin N	S
Almonte	Wilkinson	Mitcheson	Waterford	S
Almonte	Wilkinson	Union N	Mitcheson	S
Almonte	William	Church	JAmes	E

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-85

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

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

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

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Agricultural (A)" Zone to "Agricultural Exception 31 (A-31)" Zone for the lands identified on the attached Schedule 'A', which is described as part of the lands legally described as Concession 12, West Part Lot 24 & West Part Lot 25, Pakenham Ward, Municipality of Mississippi Mills.
2. That By-law No. 11-83, as amended, is hereby further amended by adding the following subsection to Section 11.3:

11.3.30 Notwithstanding their 'A' zoning designation, lands designated as 'A-31' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:

 - i) all residential uses are prohibited*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this 4th day of September, 2018.

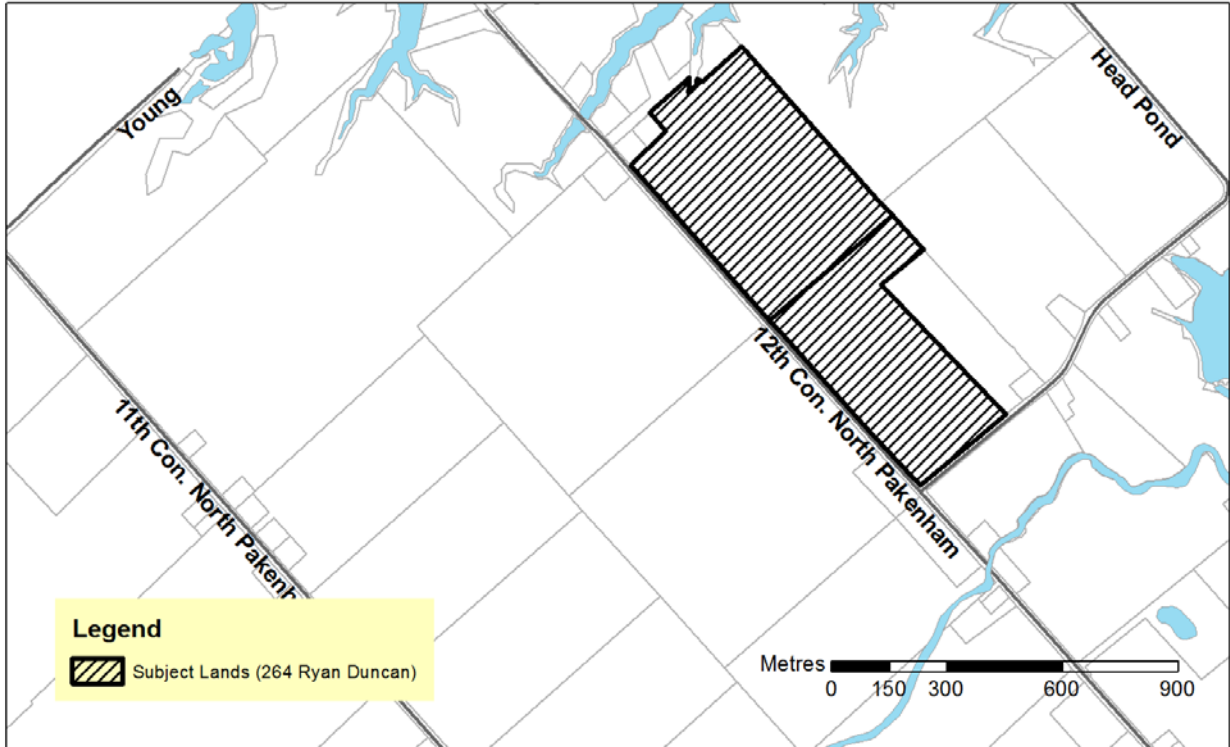
Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A' TO BY-LAW NO. 18-85



**Zoning By-law Amendment Application D14-ZIE-18; Z-04-18
Concession 12, West Part Lots 24 & 25
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 264 Ryan Duncan Side Road**



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-86

BEING a by-law to establish a municipal highway.

WHEREAS the Corporation of the Municipality of Mississippi Mills acquired the lands described herein for its purposes pursuant to Section 31(2) of the Municipal Act, 2001, S.O. 2001, c.25 as amended;

AND WHEREAS the owner of the lands described herein have dedicated the said lands to the Corporation of the Municipality of Mississippi Mills for road purposes;

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

1. This By-law shall be short-titled: "Assumption of Roadway Part of Indian Hill Road".
2. THAT a portion of lands municipally known as Indian Hill Road (legally PIN 05077-0152) have been laid out and historically maintained by the Municipality of Mississippi Mills as a highway.
3. THAT the lands shall be and are hereby included into the Road System for the Corporation of the Municipality of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this 4th day of September 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-87

BEING a by-law to adopt a Council Code of Conduct, Employee Code of Conduct, and Council – Staff Relations Policy.

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

AND WHEREAS Section 223.2 and 270.21 of the *Municipal Act, 2001*, provide authority to a municipality to establish codes of conduct for members of the council of the municipality and policies with respect to the relationship between members of council and the officers and employees of the municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to adopt a code of conduct that would apply to members of Council, Local Boards, and Employees of the Municipality of Mississippi Mills;

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

1. THAT the following schedules forming part of this by-law are hereby adopted - Schedule A- Council Code of Conduct; Schedule B - Employee Code of Conduct; and Schedule C - Council-Staff Relations Policy.
2. THAT the Council Code of Conduct shall apply to all members of the Council of the Municipality of Mississippi Mills.
3. THAT the Employee Code of Conduct shall apply to all Employees of the Municipality of Mississippi Mills, including full-time, part-time, permanent and temporary employees, as well as volunteers, students and interns.
4. THAT all members of Council and Employees of the Municipality of Mississippi Mills shall sign an acknowledgement and commitment to the Codes of Conduct.
5. THAT should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.
6. THAT this By-Law will come into force and effect on the day of its passing.
7. THAT by-law 07-79 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this 4th day of September, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk



CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS

Purpose and Policy Statement

1. The Corporation of the Municipality of Mississippi Mills is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected officials and members of its Boards and Committees. A code of conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. The public should expect the highest standards of conduct from the members they elect to local government, as well as members serving on Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality's reputation and the integrity of its decision-making process.

Statutory Provisions Regarding Conduct

2. In addition to the Council Code of Conduct, Members are required to comply with existing provincial and federal legislation, including but not limited to:
 - a) Municipal Act, 2001;
 - b) Municipal Conflict of Interest Act;
 - c) Municipal Elections Act, 1996;
 - d) Municipal Freedom of Information and Protection of Privacy Act;
 - e) Provincial Offences Act;
 - f) Ontario Human Rights Code;
 - g) Ontario Occupational Health and Safety Act; and
 - h) Criminal Code of Canada.

Application

3. This Code of Conduct applies to all Members of Council, including the Head of Council. This Code of Conduct also applies equally to all Members of Boards and Committees of the Municipality, whether or not a Member of that Board or Committee is also a Member of Council.
4. The following Boards and Committees are not subject to this Code of Conduct:
 - a) Police Services Board;

- b) Library Board;
- c) Mississippi River Power Corporation

Definitions

5. In this Code of Conduct, the following terms have the meanings set out below:
- a) **“Chief Administrative Officer”** includes Clerk-Administrator or such other employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
 - b) **“Child”** includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
 - c) **“Closed/In-Camera Meeting”** means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
 - d) **“Confidential Information”** includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at closed meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.
 - e) **“Council”** means the Council of the Municipality of Mississippi Mills;
 - f) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
 - g) **“Family Member”** includes:
 - i. A Spouse of the Member;
 - ii. A Child of the Member;
 - iii. A Parent of the Member;
 - iv. A Sibling of the Member, whether by birth, marriage or adoption;
 - v. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - vi. A Parent-in-law of the Member; and
 - vii. Any person who lives with the Member on a permanent basis.
 - h) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.

- i) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- j) **“Member”** includes an elected member of the Municipal Council and all members of Boards and Committees of the Municipality, subject only to section 4 of this Code of Conduct;
- k) **“Municipality”** means the Corporation of the Municipality of Mississippi Mills.
- l) **“Parent”** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- m) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.
- n) **“Staff”** includes anyone employed by the Municipality, including full-time, part-time, temporary, casual or seasonal Staff, contract Staff, students and volunteers (in accordance with the *Municipal Act*, Council Members are not considered employees of the Municipality).

Confidentiality

- 6. Every Member must hold in strict confidence all Confidential Information acquired as a direct or indirect result of the Member’s role with the Municipality. Confidential information shall not be disclosed except when required by law, or when authorized by Council or the Chief Administrative Officer.
- 7. Every Member shall keep confidential any information:
 - a) Disclosed or discussed at a meeting of Council, Committee of the Whole or Committee, Board meeting or part thereof, that was closed to the public;
 - b) That is circulated to members of Council that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the member of Council or returned to the office of the Chief Administrative Officer for destruction; and
 - c) That is received in confidence verbally in preparation for an in-camera meeting.
- 8. The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

General Conduct

- 9. Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.

10. A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.
11. Every Member shall abide by the following principles:
 - a) Members shall at all times act ethically;
 - b) Members shall perform their functions with integrity, accountability and transparency;
 - c) Members shall comply with all applicable legislation, by-laws and Municipal policies, including this Code of Conduct;
 - d) Members acknowledge that the public has a right to open government and transparent decision-making;
 - e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind; and
 - f) Members shall not extend preferential treatment to any individual or organization.

Conduct at Meetings

12. Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure by-law, this Code, and other applicable law.

Conduct at Public Events

13. Members may be requested to make public presentations outside of Council, Committee, Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

Conflict of Interest

14. Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the Act.
15. For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the

actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.

16. In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:

- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
- b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
- c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
- d) do not make decisions that create an obligation to any other person who will benefit from the decision;
- e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
- f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
- g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

17. Direct or indirect personal interests do not include:

- a) a benefit that is of general application across the Municipality;
- b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
- c) the remuneration of Council, a Member or benefits available to Council or Members.

18. Every Member has the following obligations:

- a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
- c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) To refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and

- e) If the matter which creates the conflict of interest is discussed in closed session, the Member may not attend that portion of the closed session where that matter is discussed.

Communications and Media Relations

19. Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision making process.
20. Information related to decisions and resolutions of Council, a Board or Committee, as the case may be, will normally be communicated to the community by the head of Council, the Board or the Committee, as the case may be, or his or her designate.
21. It is not the intent of this Code of Conduct to restrict the ability of a Member to express a personal opinion on matters of general interest. In such cases, the Member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. In no event should a Member express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
22. Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.
23. If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

Interaction with Staff

24. Members and Employees shall respect each other's' roles and responsibilities and work diligently to create a positive working relationship.
25. Members shall not:
 - a) maliciously or falsely injure the professional or ethical reputation of Staff;
 - b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
 - c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

26. Operational inquiries and complaints received from the public will be addressed by Members as follows:
- a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution.
 - b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Chief Administrative Officer for review/resolution.
 - c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department.
 - d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the Member shall refer the member of the public to the Municipality's complaint policy for any further action.
27. Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.
28. Municipal Council, acting as a body, can dictate that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct Staff. Council shall direct Staff through the Chief Administrative Officer.
29. Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee. Requests for Staff changes shall be directed to the Chief Administrative Officer who shall make Staffing determinations, and consult with Council as necessary.
30. The role of the Chief Administrative Officer and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and are advised of the following:
- a) Members will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established Policies.
 - b) Council, as a body, and Members, as individuals, will liaise with the Chief Administrative Officer, Department Heads, or Supervisors only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.

- c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in s. 26 above, should be directed to the Department Head or Supervisor.
- d) Members who still have concerns about operational issues, after addressing them with the Department Head or Supervisor, should raise these concerns with the Chief Administrative Officer.
- e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the appropriate Committee.
- f) Should information be required by individual Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head or Supervisor is not available, inquiries should be directed through the Chief Administration Officer.
- g) Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

Use of Municipal Property

31. No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
32. This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
33. No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Municipality.
34. Municipal property and resources, including facilities, purchasing provisions, equipment, supplies, Staff and services will not be used for any election campaign activities, before or after Nomination Day.
35. Members will not undertake campaign-related activities on municipal property unless permitted by the Returning Officer or their designate.
36. Members will not use the services of Staff for election-related purposes during hours in which those persons receive compensation from the Municipality. For purposes only of this provision, Staff shall include any person under contract with the Municipality or receiving remuneration from the Municipality for any service.

Expenses

37. Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
38. Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

Gifts and Hospitality and other Benefits

39. The objective of these policies is to ensure that Members make council decisions based on impartial and objective assessments of each situation, free from influence of gifts, favours, hospitality or entertainment.
40. In this policy, gifts, commissions, hospitality, rewards, advantages or benefits of any kind, may be interchanged and shall be deemed to include all of the aforementioned.
41. Any stipend paid to a Member is intended to fully remunerate the Members for service to the Municipality.
42. Members are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.
43. Members are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Municipality.
44. The above policy does not preclude Members from accepting:
 - a) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Municipality at an event;
 - b) Political contributions that are otherwise offered accepted and reported in accordance with applicable law.
 - c) Food and beverages at meetings, banquets, receptions, ceremonies or similar events.
 - d) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - e) A stipend from a board or commission that the Member serves on as a result of an appointment by Council;
 - f) Reimbursement of reasonable expenses incurred in the performance of office;
 - g) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
 - h) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office.
 - i) Services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.

45. Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members shall report the matter to the Chief Administrative Officer. The gift shall become the property of the Municipality and the Chief Administrative Officer may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

Advice and Opinions

46. Members may request advice or opinions from the Integrity Commissioner with respect to:
 - a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
 - b) The obligations of the Member under this Code; and
 - c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.
47. Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.
48. The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.
49. Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.
50. The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.
51. Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code and the *Municipal Conflict of Interest Act* to better enable the Member to govern his or her conduct without seeking advice unnecessarily.

Role of the Integrity Commissioner

52. The Integrity Commissioner shall be appointed by By-law of the Municipality.
53. The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act*.
54. The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be

disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.

55. Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.
56. The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
57. The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
 - a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
 - b) A summary of the nature of requests made and the resolution of the matters, without providing any confidential information in the Report; and
 - c) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

Enforcement and Sanctions

58. Every Member shall comply with this Code. Any breach of this Code may be investigated by the Integrity Commissioner in accordance with this Code and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code.
59. Every Member has an obligation to cooperate with any investigation.
60. The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct:
 - a) A reprimand; or
 - b) Suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council, local Board or Committee, as the case may be, for a period of up to 90 days.
61. The Integrity Commissioner may also recommend that Council impose one of the following sanctions:
 - a) Written and/or verbal public apology;
 - b) Return of property or reimbursement of its value or of monies spent;
 - c) Removal from membership of any Committee or Board;
 - d) Removal as chair of a Committee or Board; and

- e) Other sanctions that are reasonably connected to the breach of this Code of Conduct and which the Integrity Commissioner believes in his or her sole discretion are necessary to modify the behavior of the Member.

No Reprisal or Obstruction in the Enforcement of the Code

- 62. Every Member must respect the integrity of this Code of Conduct and inquiries and investigations conducted under it, and shall co-operate in every way possible in securing compliance with its application and enforcement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of any of his or her responsibilities, including without limitation destroying relevant communications.

Complaint Protocol

- 63. Any person who has reasonable grounds to believe that a Member has breached this Code may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed.

Appendix I outlines the informal and formal complaint procedure that shall be followed.

APPENDIX I
COMPLAINT PROTOCOL FOR COUNCIL AND LOCAL BOARD CODE OF CONDUCT

Part A: Informal Complaint Procedure

1. Informal complaints can be addressed by any person who believes that the activity of a Member has breached this Code of Conduct or the *Municipal Conflict of Interest Act*, but the person does not want to initiate a formal complaint. Any person may:
 - a) Advise the Member that his or her behavior or activity appears to constitute a contravention;
 - b) Encourage the Member to acknowledge and agree to stop the prohibited behavior or activity and avoid future occurrences of the prohibited behavior or activity;
 - c) Where the Member agrees to cease the behavior, confirm in writing that the agreement is satisfactory;
 - d) Where the Member's response is not satisfactory, advise the Member of your dissatisfaction with the response; and
 - e) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.
2. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behavior or an activity that they believe violates the Code of Conduct.

Part B: Formal Complaint Procedure

Formal Complaints

3. Any individual who identifies or witnesses behavior or an activity by a Member that they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.
4. Any person may file a complaint with the Municipality by submitting in writing the prescribed Complaint Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.
5. Every complaint must be accompanied by the prescribed fee in the amount of \$150.00.
6. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of

Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.

7. Every complaint shall include the following:

- a) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*.
- b) Any witnesses in support of the allegation must be identified in the complaint.
- c) The Integrity Commissioner may request additional information from the complainant prior to making an assessment.

8. The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.

9. If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.

Refusal to Conduct Investigation

10. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

Opportunities for Resolution

11. Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution at the discretion of the Integrity Commissioner.

Investigation

12. The Integrity Commissioner will proceed as follows, except where otherwise required by the Public Inquiries Act:

- a) Provide the complaint and supporting material to the Member whose conduct is in question with a request that a written response to the allegation be provided within 10 business days.
- b) Provide a copy of the response provided to the complainant with a request for a written reply within 10 business days.
- c) If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any Municipal work location relevant to the complaint for the purpose of investigation and potential resolution.
- d) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation.
- e) The Integrity Commissioner shall retain all records related to the complaint and investigation.

Timing of Complaints in Relation to Municipal Elections

13. Complaints must be investigated and a report submitted to Council on or before Nomination Day in the year of a municipal election.

14. Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.

15. The complainant may re-commence the complaint within six (6) weeks of Voting Day by submitting a written request to the Integrity Commissioner, who shall, provided the request is received on or before six (6) weeks from Voting Day, recommence the investigation.

16. In addition, on or after Nomination Day in the year of a municipal election:

- a) no complaint shall be filed;
- b) the Integrity Commissioner shall not report to the Municipality about an ongoing investigation; and
- c) the Municipality shall not consider whether to impose any penalty on a Member subsequent to an investigation.

Complaints Under the Municipal Conflict of Interest Act

17. After March 1, 2019, an elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may submit a request to the Integrity Commissioner to conduct an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by filing with the Clerk a completed and signed complaint form and paying the prescribed fee of \$ 150.00.

18. No request may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.

19. A request for an investigation in an election year may only be submitted prior to Nomination Day or after Voting Day.
20. In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before Nomination Day in an election year, the complainant may apply to the Integrity Commissioner within six (6) weeks after the day after Voting Day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case where a complainant became aware of the alleged contravention prior to Nomination Day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to Nomination Day.
21. The Integrity Commissioner has all the powers set out in the *Municipal Act* when undertaking an investigation under this section and shall follow the investigation process established in paragraph 12 above.
22. Where an investigation has not been completed before Nomination Day in an election year, the Integrity Commissioner shall terminate the investigation on that day.
23. An investigation terminated pursuant to paragraph 22 above shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to recommence the investigation.
24. The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with paragraph 22 above.
25. The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

Recommendation Report

26. The Integrity Commissioner shall report to the complainant and the Member generally no later than 90 days after the official receipt of the complaint (180 days in the case of a complaint under the *Municipal Conflict of Interest Act*). If the investigation process takes more than 90 (180) days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.

27. After completing the investigation, the Integrity Commissioner shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this Code of Conduct or the *Municipal Conflict of Interest Act* occurred, as the case may be, make recommendations to Council, and in the case of a *Municipal Conflict of Interest Act* investigation, make a determination as to whether or not the matter will be referred to the court, and include written reasons for the decision.
28. The report of the Integrity Commissioner shall be published by posting the report on the Municipal website and making a copy available to all Members of Council and the Members of the Board or Committee, as applicable.

Member Not Blameworthy

29. If the Integrity Commissioner determines that there has been no contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner may so state in the report and may make appropriate recommendations.
30. Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act*.

Public Disclosure

31. The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.
32. The Integrity Commissioner shall retain all records related to the complaint and investigation.
33. At the time of the Integrity Commissioner's report to Council, the identity of the person who is the subject of the complaint shall not be treated as confidential information if the Integrity Commissioner finds that it is necessary to disclose that person's identity.



CONFIDENTIAL

Conflict of Interest Application for Inquiry Form/Affidavit

Municipal Conflicts of Interest Act, R.S.O. 1990, c. M.50

Name of Applicant: _____

Home Address: _____
(Street name, house #, P.O. Box #, city, postal code)

Home Phone #: _____

Cell Phone #: _____

Email address: _____

** It is an offence under the Criminal Code of Canada to knowingly swear a false affidavit*

I, _____ of
(print full name)

_____ in the Province of Ontario
(municipal address)

MAKE OATH AND SAY (or AFFIRM) that:
(place an "X" next to one of the following)

I became aware of the alleged contravention(s) not more than six weeks prior to the date of this application;

OR

I became aware of the alleged contravention(s) within the period of time starting six weeks before nomination day for the municipal election, and ending on voting day.

SWORN (or AFFIRMED) before me at the Municipality of Mississippi Mills in the

Province of Ontario, this _____ of _____ 20____.
(day) (month) (year)

Requester's Signature

Date

Print Commissioner's Name

Signature of Commissioner



I, _____, hereby request the Integrity Commissioner for the Municipality of Mississippi Mills to conduct an inquiry pursuant to section 223.41 of the *Municipal Act*, 2001. I have reason to believe that the following member(s) of Council or Local Board, _____

_____ contravened section(s) 5, 5.1 and/or 5.2 of the *Municipal Conflict of Interest Act*.

Section(s) of alleged contravention of the Municipal Conflict of Interest Act include:
(place an "X" next to sections that apply)

- Section 5, when present at meeting at which matter considered
- Section 5.1, written statement re disclosure
- Section 5.2, influence

Date(s) and Time(s) of conduct: _____

Location(s) of conduct: _____

Persons (including witnesses) alleged to be involved in the contravention:

Name:	Home/Cell Phone:	Email Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



The particulars of the application for inquiry regarding the alleged contravention by a member of Council or of a Local Board are as follows:

** Please attach copies of all documents relevant to the requested investigation*

Please deliver your request in person to:

Municipal Clerk
Municipality of Mississippi Mills
3131 Old Perth Road,
Almonte ON K0A 1A0

Signature of Complainant

Date



EMPLOYEE CODE OF CONDUCT

Purpose and Policy Statement

64. Employees of the Corporation of the Municipality of Mississippi Mills shall be committed to carrying out their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Municipality. Trust and mutual respect are the cornerstones of a relationship between the public and municipal government. In serving the public interest, Employees are entrusted with access to a wide range of information, resources and responsibilities, and shall operate with a sense of honesty and accountability.

Application

65. This Employee Code of Conduct (the “Code”) applies to all Employees, including full-time, part-time, permanent and temporary employees, as well as volunteers, students, and interns (collectively referred to as “Employees”).

Definitions

66. In this Code of Conduct, the following terms have the meanings set out below:
- o) “**Chief Administrative Officer**” includes Clerk-Administrator or such other employee who is responsible for exercising general control or management of the administration and affairs of the Municipality and other duties as directed by Council.
 - p) “**Child**” includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.
 - q) “**Closed/In-Camera Meeting**” means any meeting of Council, Committee of the Whole, Standing Committee or Board that is closed to the public in accordance with the *Municipal Act, 2001*.
 - r) “**Confidential Information**” includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential

Information also includes all information concerning matters dealt with at closed meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.

- s) **“Council”** means the Council of the Municipality of Mississippi Mills;
- t) **“Ethically”** means behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.
- u) **“Family Member”** includes:
 - viii. A Spouse of the Member;
 - ix. A Child of the Member;
 - x. A Parent of the Member;
 - xi. A Sibling of the Member, whether by birth, marriage or adoption;
 - xii. A Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
 - xiii. A Parent-in-law of the Member; and
 - xiv. Any person who lives with the Member on a permanent basis.
- v) **“Gift”** means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.
- w) **“Harassment”** includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.
- x) **“Member”** includes an elected member of the Municipal Council and all members of Boards and Committees of the Municipality.
- y) **“Municipality”** means the Corporation of the Municipality of Mississippi Mills.
- z) **“Parent”** includes those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.
- aa) **“Personal Interest”** means:
 - a. a financial interest of an Employee or the financial interest of a Family Member of an Employee;
 - b. a financial interest of a friend or colleague of the Employee;
 - c. any benefit or advantage to the Employee, the Employee’s Family Member, friend or colleague.
- bb) **“Spouse”** means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.

General Responsibilities

67. Every Employee has a duty and responsibility to treat members of the public, members of Council and each other in a respectful manner, without abuse, bullying, harassment or intimidation.
68. Employees shall adhere to the standards outlined in this Code, and shall seek clarification from their Supervisor if unsure about any responsibilities or information contained in this Code.
69. If an Employee feels he or she may violate or already has violated this Code, he or she shall follow the disclosure and compliance requirements set out in sections 37 to 39 of this Code ("Disclosure and Compliance Requirements").
70. Employees shall consult with their Supervisor for guidance if they suspect a potential breach by another Employee of this Code.
71. Employees shall review and sign this Code annually.
72. Employees shall follow the Disclosure and Compliance Requirements.

Confidentiality

73. Employees shall hold in strict confidence all Confidential Information acquired as a direct or indirect result of their employment with the Municipality.
74. Confidential Information shall not be disclosed except when required by law and the policies and procedures of the Municipality.
75. Particular care must be exercised before releasing information relating to the following matters:
 - a) items under litigation;
 - b) personnel matters;
 - c) information which infringes on the right of privacy of others;
 - d) sources of complaints about a variety of matters where the identity of the complainant is given in confidence;
 - e) information supplied to obtain various municipal approvals where such information is not part of the public documentation; and
 - f) schedule of prices in quotations or tenders for the supply of goods and/or services.

Please note that these items do not constitute an exhaustive list and have been included for emphasis.

76. Employees shall safeguard and protect Confidential Information of the Municipality and of others to which the Employee becomes privy as a result of their employment with the Municipality. Where an Employee is unsure of the status of information requested for release by a member of the public, he or she shall consult with their Supervisor and/or the Chief Administrative Officer prior to releasing such information.
77. Employees are strictly forbidden from using any information available only to Employees to attempt to secure financial gain from any investment in real estate or other business dealings, whether by direct means or indirectly through others.

78. The obligation to keep information confidential applies even if the Employee ceases employment with the Municipality.

Conflict of Interest

79. No Employee shall participate in any decision, project or process where they have a Conflict of Interest in such matter. Employees shall avoid Conflicts of Interest and comply with the Disclosure and Compliance Requirements where such Conflicts of Interest occur.

80. A Conflict of Interest may be real or apparent in nature:

- a) A “real” Conflict of Interest exists where a Personal Interest exists and that interest is:
 - i. known to the Employee; and
 - ii. has a connection to the Employee’s duties that is sufficient to influence the exercise of those duties.
- b) An “apparent” Conflict of Interest exists where an informed and reasonable person, upon reviewing and thinking the matter through, could conclude that a Personal Interest exists, and that the Personal Interest is sufficiently connected to the Employee’s duties that it could reasonably influence the exercise of their duties.

81. Employees must perform their duties impartially, such that an objective, reasonable observer would conclude that the Employee is exercising their duties objectively, without undue influence and in a manner that does not create a Conflict of Interest. Employees shall govern their actions using the following as a guide:

- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your Personal Interests and the interests of friends, business colleagues and Family Members;
- b) interpret the phrase "conflict of interest" broadly and with the objective of exercising your duties impartially and objectively;
- c) if there is doubt about whether or not a Conflict of Interest exists, seek the advice of your Supervisor;
- d) do not make decisions or attempt to influence a decision that creates an obligation to any other person or business that will benefit from the decision;
- e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, friends, business colleagues or Family Members, or any organization that might directly or indirectly benefit such individuals;
- f) do not put yourself in a position where a decision you make or your actions would give preferential treatment to friends, business colleagues or Family Members, or any organization that might directly or indirectly benefit such individuals;
- g) do not approve or attempt to influence the approval of any license, permit, contract, agreement or other document on behalf of the Municipality for

- your own personal use or benefit, or for the use of a Family Member, friend or colleague;
- h) do not make any decision or participate in the process of hiring, transferring, promoting, demoting, disciplining or terminating any Family Member, or friend;
 - i) do not participate in any property matter involving your property or the property of any Family Member, friend, or colleague; and
 - j) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect Personal Interest.

Interaction with Members of Council

- 82. Employees and Members shall respect each other's' roles and responsibilities and work diligently to create a positive working relationship.
- 83. Employees shall not maliciously or falsely injure the professional or ethical reputation of Members.
- 84. Operational inquiries received from Members will be addressed by Employees as follows:
 - a) Employees who are approached by Members regarding operational matters shall follow up on the inquiry and provide feedback on the inquiry to their Supervisor;
 - b) Employees shall follow up on inquiries from Members with the Chief Administrative Officer as needed.
- 85. Employees shall recognize and respect that Members are bound by the Council Code of Conduct and applicable legislation including the *Municipal Act* and the *Municipal Conflict of Interest Act*, and that their purpose is to act in the best interests of the Municipality and within the requirements of their positions as Members.
- 86. Employees who have concerns about operational issues shall:
 - a) address the concerns with their Supervisor or department head; and
 - b) if they still have concerns about such issues after addressing them with their Supervisor and department head, shall address them with the Chief Administrative Officer and shall not address such issues with Members.

Use of Municipal Property

- 87. No Employee shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of their employment duties unless the use is a reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- 88. Municipal property and resources, including facilities, vehicles, equipment and materials, shall be used only in the performance of employment duties and shall not be used or converted for personal benefit or use.

89. Employees are responsible for exercising care to prevent the abuse, excessive wear of or loss of Municipal equipment and materials used by the Employee in the course of their Employment.
90. Computer system information and procedures and any other information regarding computerized systems are considered Municipal property and may not be shared with the public. Employees are prohibited from using such systems for their personal benefit.

Gifts, Hospitality and Other Benefits

91. Employees shall carry out their employment duties free from influence of gifts.
92. Employees are prohibited from soliciting, accepting, offering or agreeing to accept any gifts or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of their employment duties or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Employee.
93. The above policy does not preclude Employees from accepting:
 - j) Token gifts, souvenirs, mementoes or hospitality of minimal or no value received in recognition for service, for speaking at an event, or for representing the Municipality at an event;
 - k) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
 - l) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - m) Reimbursement of reasonable expenses incurred in the performance of their employment duties; or
 - n) Gifts of a nominal value that are received as an incident of protocol or social obligation.
94. Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Employees shall report the matter to the Chief Administrative Officer. The gift shall become the property of the Municipality and the Chief Administrative Officer may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

Communications and Media Relations

95. Only the Chief Administrative Official or his or her designate shall comment to the media on matters concerning staff operations, actions and functions of the Municipality.
96. Employees, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Board or

Committee, even if an Employee disagrees with a majority decision, so that there is respect for and integrity in the decision making process.

97. It is not the intent of this Code to restrict the ability of an Employee to express a personal opinion on matters of general interest. In such cases, the Employee must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. At no time shall an Employee express a position that is disrespectful of the decision of the majority of Council, a Board or a Committee.
98. Posting or commenting on social media about the Municipality either directly or indirectly, constitutes communication with the public that is governed by this Code.
99. If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Employee who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

Disclosure, Investigation and Compliance

100. If an Employee suspects he or she has or may violate this Code, he or she shall immediately complete a “Confidential Employee Code of Conduct Disclosure” form and submit it to their Supervisor.
101. Upon receipt of the disclosure form, the Supervisor shall investigate and make a determination which shall be set out in the “Determination Regarding Confidential Employee Code of Conduct Disclosure” form, a copy of which shall be provided to the Employee and the Chief Administrative Officer.
102. Employees shall comply with their Supervisor’s decision and any conditions of that decision.

Employee Name (ID) please print

Date

Employee Signature



COUNCIL – STAFF RELATIONS POLICY

Policy Statement

1. The Municipality of Mississippi Mills will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council and Local Boards, the Employee Code of Conduct, and the Procedural By-law 17-03.

Purpose

2. This policy provides guidance on how the Municipality of Mississippi Mills ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation.

Policy Requirements:

3. The relationship between Members of Council and the officers and employees of the corporation is guided by the following:
 - a) Code of Conduct for Members of Council and Local Boards

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Municipality of Mississippi Mills Council and local boards. Section 9 of the Code of Conduct for Members of Council relating to “General Conduct” states the following:

“Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.”

Sections 24 and 25 relating to “Interaction with Staff” states the following:

“Over the past number of years the Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other’s roles and responsibilities.

Members shall not:

- a. maliciously or falsely injure the professional or ethical reputation of Staff;
- b. compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
- c. use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.”

b) Employee Code of Conduct

The purpose of the Employee Code of Conduct is that Employees of the Corporation of the Municipality of Mississippi Mills shall be committed to carrying out their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Municipality. Trust and mutual respect are the cornerstones of a relationship between the public and municipal government. In serving the public interest, Employees are entrusted with access to a wide range of information, resources and responsibilities, and shall operate with a sense of honesty and accountability.

c) Respect in the Workplace Policy

As per the Respect in the Workplace Policy, the Municipality of Mississippi Mills is committed to meeting or exceeding all of the legal requirements, duties, and standards set by the *Occupational Health and Safety Act ("OHSA")* and its applicable regulations related to workplace violence and harassment.

The Section 3 “Purpose” of the Respect in the Workplace Policy states that:

- Individuals understand that threats, acts of violence or harassment are considered serious matters for which immediate action will be taken.
- Individuals subjected to threats or acts of violence or harassment are encouraged to report all such incidents immediately to their supervisor / manager or designate.
- Individuals have available recourse if they are subjected to, or become aware of situations involving workplace violence or harassment.
- An assessment will be conducted to assess the risk and/or potential risk of violence in the workplace; and
- Written measures and procedures will be established to eliminate and/or reduce the risk of workplace violence and harassment and will be monitored over time and changes made as necessary.

Section 2 “Scope of Policy” of Respect in the Workplace Policy states that:

- This policy recognizes that workplace harassment and violence may occur between workers and co-workers; and workers and clients/customers, workers and strangers and workers and domestic/intimate partners.
- This policy applies to all workplace activities that occur both at and away from the workplace. Examples of work-related activities that may occur away from the workplace include, but are not necessarily limited to, work-related travel, at restaurants, hotels or meeting facilities that are being used for business purposes, in Municipality owned or leased facilities, during telephone, email or other communications and at any work-related social event, whether or not it is Municipality sponsored.
- Every individual at the Municipality of Mississippi Mills has responsibilities to ensure a healthy, safe and respectful work environment.

d) Procedural By-law 17-03

The Procedural By-law 17-03 establishes rules, procedure and conduct within Council and local boards. Specifically, section 125 titled “Conduct of Member states as follows:

Members shall:

- a) discharge with integrity all responsibilities to Council, the Municipality, and the public, in keeping with approved corporate policies.
- b) encourage public respect for and try to improve the administration of the Municipality;
- c) not speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
- d) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- e) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
- g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- h) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- i) when a Member is speaking, no other Member shall speak or pass between the Member speaking and the Mayor or Chair, or interrupt the Member except to raise a Point of Order;

- j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while he/she is speaking; and,
- k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

Responsibilities

- 4. Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, the Violence/Harassment in of Any Kind Policy, and Procedural By-law 17-03.

Monitoring/Contraventions

- 5. The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Clerk shall notify:
 - a) In the case of officers and employees of the corporation, Clerk;
 - b) In the case of members of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council and Local Boards or the Employee Code of Conduct, the respective Code prevails.

Legislative and Administrative Authorities

- 6. The *Municipal Act, 2001* requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the County complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the County.

Enquiries: Municipal Clerk, Administration Building, 3131 Old Perth Road, PO Box 400 Almonte, ON, K0A 1A0



**Municipality of Mississippi Mills
PENDING LIST
September 4, 2018**

Title	Department	Comments/Status	Report to Council (Date)
Downtown Infrastructure Renewal	Public Works	Next steps - detailed Plans for Phases 1 and 2 to go to public meeting/PIC	September
MM2020	CAO	MM2020 Group to develop business plan	November
Live Streaming	Clerk	Investigate and recommend options	2019
COP Registry	Planning	Quartly Updates	January
Service Delivery Review	CAO	Final report (follow up from Aug 28 presentation)	TBD