



Municipality of Mississippi Mills
COMMITTEE OF THE WHOLE AGENDA
Tuesday, February 25, 2025
IMMEDIATELY FOLLOWING COUNCIL
Hybrid
3131 Old Perth Road.

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated February 11th, 2025 be approved.	4 - 8
E. CONSENT REPORTS Recommended Motion: THAT the following items be received.	
E.1 Accessibility Advisory Committee Meeting Minutes- Dec 5, 2024	9 - 11
F. CONSULTANT PRESENTATIONS	
G. STAFF REPORTS	
<u>Community & Economic Development</u>	
G.1 Ron Caron Auditorium Light Upgrades Recommended Motion: THAT the Committee of the Whole recommend Council approve an expenditure between \$6,000 and \$7,000 for stage light upgrades in the Ron Caron Auditorium, in Almonte Old Town Hall utilizing funds from the Auditorium Improvement Reserve account.	12 - 15

Development Services & Engineering

- G.2 Recommendation Report - D14-MM1-25 - Housekeeping 16 - 43**

Recommended Motion:

THAT Committee of the Whole recommend that Council approve the Housekeeping Zoning By-law Amendment to amend various provisions within Zoning By-law #11-83 in order to correct minor errors that were identified during the consolidation of Zoning By-law #11-83, similar in effect to Attachment A.

- G.3 Building By-law - Housekeeping updates 2025 44 - 57**

Recommended Motion:

THAT Committee of the Whole recommend that Council approve the amendment of the current Building By-Law 24-027, similar in effect to Attachment A.

- G.4 Recommendation Report - Capacity Allocation 2025 58 - 92**

Recommended Motion:

THAT Committee of the Whole recommends Council approve the recommended Capacity Allocation for 2025 to be administered in accordance with Capacity Allocation By-law 24-093 and Policy as contained in this report;

AND THAT Committee of the Whole direct staff to provide an update on the flow monitoring project in Q2 with an update on the allocation applications.

Clerk's & Administration

- G.5 Communications Plan Review 93 - 145**

Recommended Motion:

THAT the Committee of the Whole recommend Council approve the new Communications Plan, updated Social Media Policy and Mississippi Mills Style Guide.

- G.6 MM2048 Community Engagement Strategy 2025 146 - 150**

Recommended Motion:

THAT the Committee of the Whole recommend Council approve the 2025 MM2048 Community Engagement Plan as presented.

H. NOTICE OF MOTION

I. QUARTERLY REPORTS

These reports are for information purposes only. Please reach out to staff with any questions.

- I.1 Protective Services Quarterly Report – Q4 (2024) 151 - 157**

- I.2 Community Economic Development Quarterly Report – Q4 2024 158 - 162**

- I.3 Delegated Authority Report 163**

J. INFORMATION ITEMS

J.1 Correspondence

The following items are correspondence received by the Municipality, no action is required as this is for information purposes only.

- CUPW re Industrial Inquiry Commission

J.2 Mayor's Report

- a. **AMO/ROMA Board Updates**

J.3 County Councillor's Report 164 - 168

J.4 Mississippi Valley Conservation Authority Report

J.5 Lanark County Police Services Board

J.6 Library Board Report 169 - 171

J.7 Meeting Calendar 172 - 173

J.8 Lanark County Traffic Advisory Working Group 174 - 183

K. OTHER/NEW BUSINESS

L. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at X:XX p.m.



The Municipality of Mississippi Mills

Committee of the Whole Meeting

MINUTES

February 11, 2025

Hybrid

3131 Old Perth Road.

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

Committee Absent: Councillor Lowe

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Melanie Knight, Director of Development Services & Engineering
Cory Smith, Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Torrance called the meeting to order at 8:17 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared

C. APPROVAL OF AGENDA

Resolution No CW021-25

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW022-25

Moved by Deputy Mayor Minnille

Seconded by Mayor Lowry

THAT the minutes dated January 28, 2025, be approved.

CARRIED

E. CONSENT REPORTS

None

F. CONSULTANT PRESENTATIONS

None

G. STAFF REPORTS

G.1 Authorization to Enter into a Transfer Payment Agreement for Matching Funding

Resolution No CW023-25

Moved by Councillor Souter

Seconded by Mayor Lowry

THAT the Committee of the Whole recommend Council Authorize the Mayor and Clerk to Enter into the Transfer Payment Agreement and accept the matching funding for up to \$953,499.38 for design and construction of the hard surfacing of Old Almonte Road in 2026.

CARRIED

G.2 Recommendation Report - Mill Valley Living - Draft Plan Extension Request (09-T-21005)

Resolution No CW024-25

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend that Council approve the request for an extension for Draft Approval for the subject lands, for a period of one year and direct staff to forward Council's Resolution to the County of Lanark.

CARRIED

G.3 Appleton Subdivision - 09-T-22006

Resolution No CW025-25

Moved by Councillor Ferguson
Seconded by Councillor Souter

motion to extend until 10:00 pm

CARRIED

Resolution No CW026-25

Moved by Mayor Lowry
Seconded by Councillor Holmes

THAT Committee of the Whole direct staff to proceed to schedule the non-statutory public meeting for the Draft Plan of Subdivision and, following the public meeting, return to Committee of the Whole with a staff report providing proposed draft plan conditions reviewed by the Municipality's legal counsel, including but not limited to, the following:

- A draft plan of Subdivision approval lapsing date of one-year from the date of draft approval by Lanark County;
- Confirmation that a Record of Site Condition has been filed in accordance with current provincial standards and the Municipality has received copies of the applicable studies, reports and Record(s) of Site Condition;
- Prior to the conveyance of the parkland and public street to the Municipality, that a third party has reviewed the Record of Site Condition and related studies and reports to ensure that all lands to be conveyed to the Municipality have been fully remediated;
- Prior to any building permits being issued, confirmation that the subject property has been fully remediated to permit residential uses under the Environmental Protection Act and Ontario Regulation 153/04, as amended from time to time, at the time of building permit application.

CARRIED

STAFF DIRECTION: CAO to draft letter to the financiers for the developer that this matter is before Council and request an extension.

G.4 Routine Disclosure and Active Dissemination Policy

Resolution No CW027-25

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council approve the Routine Disclosure and Active Dissemination (RD/AD) Policy

CARRIED

H. NOTICE OF MOTION

None

I. QUARTERLY REPORTS

I.1 Development Services & Engineering - Q4

I.2 Department of Roads and Public Works Quarterly Report – Q4

J. INFORMATION ITEMS

J.1 Correspondence (From January 28, 2025 meeting)

Members reviewed correspondence received.

J.2 Correspondence

Members reviewed correspondence received.

J.3 Mayor's Report

J.3.a AMO/ROMA Board Updates

Mayor Lowry provided highlights from the recent ROMA conference including: AMO campaign "Vote Like Your Quality of Life Depends on It" and the corresponding 3 initiatives, delegations with Minister Fideli, Minister of Economic Development, Job Creation and Trade of Ontario, and Minister Surma, Minister of Infrastructure.

J.4 County Councillor's Report

Deputy Mayor Minnille provided highlights from the recent County Council meeting highlighting new medical dispatch system, raised minimum rent (RGIs), Mississippi Mills grant for Childcare Expansion in the amount of \$704,000.

J.5 Mississippi Valley Conservation Authority Report

None

J.6 Lanark County Police Services Board

None

J.7 Library Board Report

Members reviewed Library board minutes.

J.8 Meeting Calendar

Members reviewed the calendar.

K. OTHER/NEW BUSINESS

None

L. ADJOURNMENT

Resolution No CW028-27

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:57 p.m.

CARRIED

Jeanne Harfield, Clerk



The Corporation of the Municipality of Mississippi Mills
Accessibility Advisory Committee Meeting
MINUTES

December 5, 2024
3:00 p.m.
Council Chambers, Municipal Office
3131 Old Perth Road

Committee Present: Kristen Ray
Myrna Blair
Heather Landry

Committee Absent: Morgan Wall
Deputy Mayor Minnille

Staff Present: Casey Munro, Deputy Clerk

A. CALL TO ORDER

The chair called the meeting to order at 3:05pm.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Moved by Myrna Blair

Seconded by Heather Landry

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Myrna Blair

Seconded by Heather Landry

THAT the minutes dated October 3, 2024 be approved.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

The Committee received a delegation from Naismith Public School advocating for installing steps under sinks in municipal facilities.

E.1 Naismith Public School - First “Step”: A Naismith Memorial Approach to Accessibility

F. REPORTS

G. BUSINESS ARISING OUT OF MINUTES

H. ROUND TABLE

I. INFORMATION AND CORRESPONDENCE

The committee discussed reviewing municipal facilities throughout the year to review for potential accessibility recommendations.

Staff Direction: Provide the committee with the current list of identified barriers within the municipality.

I.1 Letter re: John Levi Community Centre

J. OTHER / NEW BUSINESS

Staff advised the committee that the Accessibility Advisory Committee did have \$5000 in funds set aside in reserves. The Committee discussed using the funds to purchase some step n' washes for the Municipal Arenas

Staff Direction: Look into the AAC reserve fund and see how the funds can be spent.

Moved by Kristen Ray

Seconded by Heather Landry

THAT the Accessibility Committee use the reserve fund to purchase 4 of the step n' wash stairs for the arena's.

CARRIED

K. MEETING ANNOUNCEMENTS

Staff advised that the January AAC meeting would be cancelled, and the committee would reconvene on February 6th.

L. ADJOURNMENT

Moved by Heather Landry

Seconded by Myrna Blair

THAT the meeting be adjourned at 3:37 pm.

CARRIED

Jennifer Russell, Deputy Clerk,
Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 25, 2025
TO: Committee of the Whole
FROM: Tiffany MacLaren, Manager, Community & Economic Development
SUBJECT: **Ron Caron Auditorium Light Upgrades**

RECOMMENDATION:

THAT the Committee of the Whole recommend Council approve an expenditure between \$6,000 and \$7,000 for stage light upgrades in the Ron Caron Auditorium, in Almonte Old Town Hall utilizing funds from the Auditorium Improvement Reserve account.

BACKGROUND:

The Ron Caron Auditorium, located on the third floor of Almonte Old Town Hall, is a fantastic venue known for its superb acoustics and intimate setting, making it ideal for a variety of performances and events. One of the highlights of the auditorium is the Almonte in Concert series, which features a wide range of distinguished ensembles, soloists, and recitalists. This series has been a staple in the community, offering high-quality music performances that attract both locals and visitors.

In addition to concerts, the Ron Caron Auditorium hosts the Folkus Concert Series, showcasing talented musicians and bands. The space also hosts several live theater productions throughout the year, including an annual popular production by the Almonte high school theater department. These events provide entertainment for the community and attract tourism, enriching the cultural life of Mississippi Mills.

The Ron Caron Auditorium is equipped with a combination of older donated and newer equipment, developed and maintained over the years through the dedicated efforts of community groups and volunteers in partnership with municipal staff. While not state-of-the-art, the sound and lighting equipment is of good quality and unique for our type of venue. We have continued to budget fiscally over the years to maintain and replace equipment as required. Additionally, we charge fees to user groups for the use of lights and full sound, which helps us recoup some costs. This setup gives us a competitive edge and helps attract a wide range of events and artists, enhancing the overall experience for performers and audiences alike.

This busy performance venue positively impacts the local economy by attracting visitors who spend money on tickets, dining, shopping, and accommodations, supporting local businesses and creating jobs. It attracts tourists, encourages new businesses to open, and can lead to increased property values and real estate development. Regular events foster community engagement and pride, while performers and event staff require services like catering, further stimulating the local economy. Overall, this venue acts as an economic engine, driving growth and enriching our municipality's cultural life.

For all ticketed event bookings that rent the Ron Caron Auditorium, we charge a \$2 booking surcharge, also known as the auditorium improvement fee, for each ticket sold. This fee is essential for covering ongoing maintenance costs and funding necessary upgrades to our equipment and facilities. By implementing this surcharge, we ensure that the auditorium and specifically the theater equipment does not cost taxpayers or impact the municipal tax rate. These purchases, repairs, and improvement costs are covered entirely by user fees. This approach allows us to maintain a high-quality venue for all users, attracting a diverse range of events and artists while providing an excellent experience for our community and visitors.

DISCUSSION:

Staff would like to enhance the Almonte Old Town Hall (AOTH) lighting grid. Specifically, the upgrades would add a wide range of color "wash" capability, which is real-time programmable throughout the visible spectrum (i.e., without using lifts or ladders to change light fixture gels) and possibly include strobe and ultraviolet effects as well. The goal is to enhance the professionalism and "wow factor" of shows that occur on stage at the AOTH. As the fixtures would be permanently installed in the lighting grid, they would benefit many existing (and future) users such as Folkus, Almonte in Concert, various music concerts, Puppets Up!, Mississippi Muds, ADHS and other plays, comedy shows, and more.

The process would involve narrowing down the potential fixture candidates to two or three types, then renting them for a short term (a weekend) to ascertain their suitability for our application at the AOTH. Subsequently, we would purchase an adequate number of wash fixtures, along with the required cabling and accessories. These are generally off-the-shelf items, so they could be obtained and then installed/tested by AOTH volunteers within a two-to-three-week time frame. This work will be done by volunteers, and after the upgrades are made, we plan to host training sessions for local user group volunteers and Municipal Event staff.

FINANCIAL IMPLICATIONS:

To fund the lighting upgrades at the Ron Caron Auditorium, we will use Auditorium Improvement Reserves that are collected via the \$2 auditorium improvement fee charged per ticket for all public ticketed events. This fee ensures that maintenance and upgrades are covered without impacting taxpayers or the municipal tax rate.

As of the end of 2023, the reserve account holds \$34,360, with an additional \$12,926

contributed in 2024. The anticipated cost for the lighting upgrades and training sessions is between \$6,000 and \$7,000, which will be fully covered by the ticket surcharge reserves.

This project requires Council approval to access the reserve funds, but no extra funding is needed. By investing in these upgrades, we enhance the venue's appeal and ensure a high-quality experience for all users.

STRATEGIC PLAN

1. **Safe and Sustainable:** The new programmable lights reduce the need for manual adjustments, making it safer for volunteers and staff. They are also more energy-efficient, supporting sustainability.
2. **Welcoming, Inclusive, Active and Healthy Community:** Better lighting improves the quality of events, making the auditorium a more inviting space for various community activities, encouraging participation and fostering a sense of community.
3. **Modern, Efficient and Effective Municipal Operations:** Upgrading to programmable lighting modernizes the facility, streamlining operations and reducing the time and effort needed for setup and adjustments.
4. **Sustainable Financial Stewardship:** Using a mix of donated and new equipment, along with user fees and surcharges, ensures the upgrades are financially sustainable without impacting taxpayers.
5. **Vibrant and Prosperous Economy:** High-quality lighting makes events more professional and appealing, attracting more visitors and artists, which boosts local businesses and tourism.
6. **Accountable and Transparent Governance:** Involving community groups and volunteers in the lighting upgrades and clearly communicating funding mechanisms shows accountability and transparency. Hosting training sessions for volunteers and staff ensures everyone is informed and engaged.

PUBLIC ENGAGEMENT

Information Sessions & Workshops: Once the new equipment is installed, we will hold information sessions and workshops to educate facility user groups about its advantages. Additionally, we will host training sessions for volunteers and staff to ensure they are well-prepared to use the new equipment effectively.

SUMMARY:

Staff is recommending that the Committee of the Whole recommend Council approve an expenditure between \$6,000 and \$7,000 for stage light upgrades in the Ron Caron Auditorium, utilizing funds from the Auditorium Improvement Reserve account. The Ron Caron Auditorium at Almonte Old Town Hall is a renowned venue known for its superb acoustics and intimate setting, hosting events like the Almonte in Concert series, Folkus Concert Series, and various live theater productions. The venue's combination of older

donated and newer equipment, maintained by community groups and volunteers, ensures a unique and high-quality experience. The auditorium significantly boosts the local economy by attracting visitors and supporting local businesses.

Staff propose enhancing the lighting grid with programmable color "wash" capabilities, strobe, and ultraviolet effects to improve the professionalism and appeal of events. This project will be funded entirely by the \$2 auditorium improvement fee per ticket, with no additional cost to taxpayers. The reserve account holds \$34,360, with \$12,926 contributed in 2024. The anticipated cost is between \$6,000 and \$7,000. Council approval is required to access these funds. Volunteers will install the new equipment, and training sessions will be held for user groups and staff.

Respectfully submitted by,

Tiffany MacLaren,
Manager, Community and
Economic Development

Reviewed by:

Ken T. Kelly,
CAO

ATTACHMENTS:

1. N/A

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: February 25, 2025

TO: Committee of the Whole

FROM: Hayley McCartney, Policy Planner

SUBJECT: **Recommendation Report
Zoning By-law Amendment – D14-MM1-25 (Housekeeping)
All Wards, Municipality of Mississippi Mills**

APPLICANT: Municipality of Mississippi Mills

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Housekeeping Zoning By-law Amendment to amend various provisions within Zoning By-law #11-83 in order to correct minor errors that were identified during the consolidation of Zoning By-law #11-83, similar in effect to Attachment A.

PURPOSE AND EFFECT:

The proposed housekeeping amendment seeks to correct several errors that were identified during the consolidation of Zoning By-law #11-83. The consolidation of a Zoning By-law involves inserting all the recent Zoning By-law Amendments into the body of the Zoning By-law so that it is up to date. The actual consolidation of the Zoning By-law does not require a Zoning By-law Amendment; however, the errors that were found do require corrections via an amendment to the Zoning By-law.

It is common to find minor errors such as incorrect numbering or the duplication of site-specific zones when consolidating a Zoning By-law after several years. This consolidation included all the Zoning By-law Amendments from 2020 to 2023. Once this housekeeping amendment is complete, the Zoning By-law will then be updated with the 2024 Zoning By-law Amendments. Moving forward the Planning Department will be updating the Zoning By-law on a regular basis to avoid the potential of minor errors.

The draft by-laws for the above-noted changes to Zoning By-law #11-83 have been attached as Attachment A. Each change has been highlighted in each section of the by-law in corresponding colours to easily identify the changes.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, no questions or comments were received.

EVALUATION:

Provincial Planning Statement (PPS), 2024

Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, describes that all planning decisions must be consistent with the Provincial Policy Statement (PPS). The PPS provides guidelines for policy development regarding land use planning and development. The proposed amendments are general in nature and revolve around fixing minor errors within the Zoning By-law, therefore there are no directly applicable sections of the PPS to be reviewed.

Community Official Plan (COP)

The proposed changes are consistent with the Community Official Plan (COP) and there are no intentions to amend sections of the COP concurrently. Notably, a COP consolidation exercise was also completed at the same time as the Zoning By-law consolidation exercise. Any errors discovered during the COP consolidation will be outlined and addressed in a separate amendment to the Official Plan.

Staff are of the opinion that the proposed Zoning By-law Amendment is in conformity with the applicable policies of the COP.

Zoning By-law #11-83

The proposed housekeeping amendments to the Zoning By-law are a result of the consolidation exercise that was completed in late 2024. Several adopted by-laws were added into Zoning By-law #11-83 during the consolidation and minor errors were discovered. The errors that were identified during the consolidation are primarily related to misnumbering, duplications and the correction of other minor errors. The proposed amendments do not change any site-specific provisions that would alter how the by-law is interpreted or implemented.

SUMMARY:

Having reviewed and assessed the proposed Housekeeping Zoning By-law Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Planning Statement 2024, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83. Staff have no concerns regarding the proposed Housekeeping Zoning By-law Amendment.

It is the professional opinion of the Planning Department that the proposed Housekeeping Zoning By-law Amendment is appropriate, desirable and represents good planning; therefore, staff recommend approval for this amendment.

All of which is respectfully submitted by, Approved by,

Hayley McCartney



Hayley McCartney
Policy Planner

Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering

ATTACHMENTS:

1. Attachment A – Proposed Zoning By-laws

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

By-law NO. 25-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. By-law 11-38 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by the following:
 - (a) By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in subsection 16.3.14:

Notwithstanding their "R4" zoning delineation, lands delineated as "R4-14" on Schedule 'A' to this by-law, may be used in accordance with the R4 zone provisions contained in this by-law, except however, that:

- i) The permitted uses shall be restricted to a low-rise apartment dwelling containing a maximum of 9 dwelling units;
- ii) The minimum dwelling unit size shall be 22.7m² (244ft²).

- (b) By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 16.3:

16.3.15 Notwithstanding their "R4" zoning delineation, lands delineated as "R4-14" on Schedule 'A' to this by-law, may be used in accordance with the R4 zone provisions contained in this by-law, except however, that:

- i) The permitted uses shall be restricted to a low-rise apartment dwelling containing a maximum of 9 dwelling units;
- ii) The minimum dwelling unit size shall be 22.7m² (244ft²).

- (c) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in subsection 13.4.31:

Notwithstanding the R11 zoning, lands zoned as R11-31 on Schedule “A” to this by-law may be used in compliance with the R11 zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 48%.

(d) By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 13.4:

13.4.32

Notwithstanding the R11 zoning, lands zoned as R11-31 on Schedule “A” to this by-law may be used in compliance with the R11 zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 48%.

(e) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section **23.3**:

12.3.33

Notwithstanding their ‘A’ zoning, lands zoned as ‘RU-33’ to this By-law, may be used in compliance with the ‘RU’ zone provisions contained in this By-law, excepting however, that:

- i. all buildings, structures and septic systems shall have a 30m setback from the top of a bank associated with the Mississippi River;
- ii. the minimum lot frontage for a non-farm residential lot shall be 45m (150ft);
- iii. the minimum lot area of the severed parcel created by consent application B122/02, whose boundaries are amended by consent application B17/057, shall be 4.05ha (10ac);
- iv. the minimum lot area of the severed parcel created by consent application B123/02, whose boundaries are amended by consent application B17/058, shall be 5.55ha (13.7ac); and
- v. the minimum lot area of the retained parcel created by consent application B123/02, whose boundaries are amended by consent application B17/058, shall be 4.21ha (10.4ac)

(f) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section **12.3**:

12.3.33

Notwithstanding their ‘RU’ zoning, lands zoned as ‘RU-33’ to this By-law, may be used in compliance with the ‘RU’ zone provisions contained in this By-law, excepting however, that:

- i. all buildings, structures and septic systems shall have a 30m setback from the top of a bank associated with the Mississippi River;
- ii. the minimum lot frontage for a non-farm residential lot shall be 45m (150ft);
- iii. the minimum lot area of the severed parcel created by consent application B122/02, whose boundaries are amended by consent application B17/057, shall be 4.05ha (10ac);
- iv. the minimum lot area of the severed parcel created by consent application B123/02, whose boundaries are amended by consent application B17/058, shall be 5.55ha (13.7ac); and
- v. the minimum lot area of the retained parcel created by consent application B123/02, whose boundaries are amended by consent application B17/058, shall be 4.21ha (10.4ac)

(g) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in subsection 11.3.28:

11.3.28 Notwithstanding their 'A' zoning, lands zoned as 'A-29' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:

- i) all residential uses are prohibited; and
- ii) the minimum lot area shall be 21.0ha

(h) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection to Section 11.3:

11.3.29 Notwithstanding their 'A' zoning, lands zoned as 'A-29' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:

- i) all residential uses are prohibited; and
- ii) the minimum lot area shall be 21.0ha

(i) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 15.4:

15.4.X

Notwithstanding their “R3” zoning, lands delineated as “R3-X” on Schedule ‘A’ to this by-law may be used in accordance with the following provisions contained in this by-law:

- i) “Planned Unit Developments” may be a permitted use in accordance with the R3 zone provisions.
- (j) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 15.4:

15.4.14

Notwithstanding their “R3” zoning, lands delineated as “R3-14” on Schedule ‘A’ to this by-law may be used in accordance with the following provisions contained in this by-law:

- i) “Planned Unit Developments” may be a permitted use in accordance with the R3 zone provisions.
- (k) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 11.3:

11.3.X

Notwithstanding their “A” zoning, lands delineated as “A-15” on Schedule ‘B’ to this by-law may be used in accordance with the ‘A’ Zone provisions contained within this By-law, excepting however, that:
- the minimum lot frontage shall be 9.1 metres (30.0 feet).

- (l) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 11.3:

11.3.16

Notwithstanding their “A” zoning, lands delineated as “A-16” on Schedule ‘B’ to this by-law may be used in accordance with the ‘A’ Zone provisions contained within this By-law, excepting however, that:
- the minimum lot frontage shall be 9.1 metres (30.0 feet).

- (m) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 14.4:

14.4.X

Notwithstanding their “R2” zoning, lands zoned as “R2-16” on Schedule “C” to this by-law, may be used in accordance with the R2 zone provisions contained in this by-law, excepting however that:

- i) The minimum front yard shall be 3 metres (9.84 feet);
- ii) The minimum rear lane width shall be 6 metres (19.69 feet);
- iii) The holding provision shall be lifted upon approval of the following to the satisfaction of the Municipality:

- a. Approval of a site plan control application, including drawing, which demonstrates conformity to the Community Official Plan (COP) and compatibility with the surrounding neighbourhood with respect to urban design; and
- b. Execution of a site plan agreement between the owner and the Municipality.

(n) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 14.4:

14.4.16

Notwithstanding their “R2” zoning, lands zoned as “R2-16” on Schedule “C” to this by-law, may be used in accordance with the R2 zone provisions contained in this by-law, excepting however that:

- i) The minimum front yard shall be 3 metres (9.84 feet);
- ii) The minimum rear lane width shall be 6 metres (19.69 feet);
- iii) The holding provision shall be lifted upon approval of the following to the satisfaction of the Municipality:
 - a. Approval of a site plan control application, including drawing, which demonstrates conformity to the Community Official Plan (COP) and compatibility with the surrounding neighbourhood with respect to urban design; and
 - b. Execution of a site plan agreement between the owner and the Municipality.

(o) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 14.4:

14.4.X

Notwithstanding their “R2” zoning, lands zoned as “R2-17-h” on Schedule “C” to this by-law, may be used in accordance with the R2 zone provisions contained in this by-law, excepting however that the holding provisions shall be lifted once municipal water and sewer systems have been extended to the lands.

(p) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 14.4:

14.4.17

Notwithstanding their “R2” zoning delineation, lands delineated as “R2-17-h” on Schedule C to this by-law, may

be used in accordance with the R2 zone provisions contained in this by-law, excepting however that the holding provision shall be lifted once municipal water and sewer systems have been extended to the lands.

- (q) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 15.4:

15.4.X Notwithstanding the 'R3' zoning, those lands zoned as R3-10 on Schedule 'C' to this By-law, shall be used in compliance with the R3 zone provisions contained in this By-Law, excepting however, that:

- i) The principal dwelling type permitted shall be a Townhouse;
- ii) The minimum lot frontage shall be 8.8m;
- iii) The minimum lot area shall be 150m²;
- iv) The maximum building height shall be 9m;
- v) The minimum front yard setback shall be 3m;
- vi) The minimum exterior side yard setback shall be 3m;
- vii) The minimum rear yard setback shall be 7.5m;
- viii) The minimum side yard adjoining an end unit shall be 1.2m;
- ix) The maximum lot coverage shall be 55%;
- x) The minimum dwelling unit area shall be 46m² plus 9.5m² for each bedroom;
- xi) The maximum net density shall be 35 units per net hectare;
- xii) The minimum setback between the vehicular entrance to a private garage or carport and an existing or planned sidewalk is 6.2m. No portion of a private garage or carport shall be located more than 2.5m closer to a street lot line than the closer of:
 - a. a building front wall or side; or
 - b. a covered porch or veranda that is at least 2.5 m wide

- (r) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 15.4:

15.4.10 Notwithstanding the 'R3' zoning, those lands zoned as R3-10 on Schedule 'C' to this By-law, shall be used in compliance with the R3 zone provisions contained in this By-Law, excepting however, that:

- i) The principal dwelling type permitted shall be a Townhouse;

- ii) The minimum lot frontage shall be 8.8m;
- iii) The minimum lot area shall be 150m²;
- iv) The maximum building height shall be 9m;
- v) The minimum front yard setback shall be 3m;
- vi) The minimum exterior side yard setback shall be 3m;
- vii) The minimum rear yard setback shall be 7.5m;
- viii) The minimum side yard adjoining an end unit shall be 1.2m;
- ix) The maximum lot coverage shall be 55%;
- x) The minimum dwelling unit area shall be 46m² plus 9.5m² for each bedroom;
- xi) The maximum net density shall be 35 units per net hectare;
- xii) The minimum setback between the vehicular entrance to a private garage or carport and an existing or planned sidewalk is 6.2m. No portion of a private garage or carport shall be located more than 2.5m closer to a street lot line than the closer of:
 - a. a building front wall or side; or
 - b. a covered porch or veranda that is at least 2.5 m wide

(s) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 15.4:

15.4.X

Notwithstanding the 'R3–Residential Third Density zoning, lands zoned as 'R3-13– Residential Third density Exception 13 on Schedule 'C' to this By-law, may be used in compliance with the R1E, R2E and R3E subzone provisions contained in this by-law, excepting however, that:

- i) All zoning provisions associated with the R1E sub zone shall apply except for the minimum lot frontage and minimum front yard setback. The minimum lot frontage shall be 11m (36.08ft) and the minimum front yard setback shall be 6m (19.7ft).
- ii) All zoning provisions associated with the R2D sub zone shall apply.
- iii) All zoning provisions associated with the R3E sub zone shall apply.
- iv) Townhouse dwellings may also include any building that is divided vertically into four or more dwelling units, each of which has an independent entrance to a front yard and rear yard immediately abutting the front and rear walls of each dwelling unit.

- (t) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 15.4:

15.4.13

Notwithstanding the 'R3–Residential Third Density zoning, lands zoned as 'R3-13– Residential Third density Exception 13 on Schedule 'C' to this By-law, may be used in compliance with the R1E, R2E and R3E subzone provisions contained in this by-law, excepting however, that:

- i) All zoning provisions associated with the R1E sub zone shall apply except for the minimum lot frontage and minimum front yard setback. The minimum lot frontage shall be 11m (36.08ft) and the minimum front yard setback shall be 6m (19.7ft).
- ii) All zoning provisions associated with the R2D sub zone shall apply.
- iii) All zoning provisions associated with the R3E sub zone shall apply.
- iv) Townhouse dwellings may also include any building that is divided vertically into four or more dwelling units, each of which has an independent entrance to a front yard and rear yard immediately abutting the front and rear walls of each dwelling unit.

- (u) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 16.3:

16.3.X

Notwithstanding their “R4” zoning delineation, lands delineated as “R4-15” on Schedule ‘C’ to this by-law, may be used in accordance with the R4 zone provisions contained in this by-law, excepting however, that:

- i) The permitted uses shall be restricted to a low-rise apartment dwelling containing a maximum of 7 dwelling units, home-based business – domestic and household arts, and home-based business – professional uses;
- ii) The northerly minimum interior side yard shall be 1.81 metres (5.94 feet); and,
- iii) The minimum rear yard shall be 0.75 metres (2.46 feet)

- (v) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 16.3:

16.3.16

Notwithstanding their “R4” zoning delineation, lands delineated as “R4-15” on Schedule ‘C’ to this by-law, may be

used in accordance with the R4 zone provisions contained in this by-law, excepting however, that:

- i) The permitted uses shall be restricted to a low-rise apartment dwelling containing a maximum of 7 dwelling units, home-based business – domestic and household arts, and home-based business – professional uses;
- ii) The northerly minimum interior side yard shall be 1.81 metres (5.94 feet); and,
- iii) The minimum rear yard shall be 0.75 metres (2.46 feet)

(w) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 23.3:

23.3.X

Notwithstanding their “C5” zoning, on those lands delineated as “C5-11” permitted uses shall be limited to the following:

- An accessory dwelling unit forming an integral part of the building or structure containing a permitted non-residential use except automobile uses
- A detached dwelling
- Industrial uses including only machine and welding shops
- Veterinarian clinics and offices
- Commercial school
- Farm Custom Work
- Feed mills
- Grain elevators and /or drying establishments
- Contractor’s or tradesman’s establishment
- Transportation terminal
- Dairy
- Riding stables and equestrian centres
- A sewage disposal system
- Buildings, structures and uses accessory to a permitted use
- Storage yard accessory to the contractor’s or tradesman’s establishment.
- Commercial Storage

(x) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 23.3:

23.3.11

Notwithstanding their “C5” zoning, on those lands delineated as “C5-11” permitted uses shall be limited to the following:

- An accessory dwelling unit forming an integral part of the building or structure containing a permitted non-residential use except automobile uses
- A detached dwelling
- Industrial uses including only machine and welding shops
- Veterinarian clinics and offices
- Commercial school
- Farm Custom Work
- Feed mills
- Grain elevators and /or drying establishments
- Contractor's or tradesman's establishment
- Transportation terminal
- Dairy
- Riding stables and equestrian centres
- A sewage disposal system
- Buildings, structures and uses accessory to a permitted use
- Storage yard accessory to the contractor's or tradesman's establishment
- Commercial Storage

(y) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 23.3:

23.3.X Notwithstanding their C5 zoning, lands zoned as "C5-10" on Schedule 'B' to this by-law, may be used in compliance with the C5 zone provisions contained in this by-law, excepting however, that a MICRO-BREWERY shall be an additional permitted use.

(z) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 23.3:

23.3.10 Notwithstanding their C5 zoning, lands zoned as "C5-10" on Schedule 'B' to this by-law, may be used in compliance with the C5 zone provisions contained in this by-law, excepting however, that a MICRO-BREWERY shall be an additional permitted use.

(aa) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 40.3:

40.3.X Notwithstanding their “D” zoning, lands delineated as “D-8” on Schedule ‘C’ to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that accessory structures are permitted.

(bb) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 40.3:

40.3.8 Notwithstanding their “D” zoning, lands delineated as “D-8” on Schedule ‘C’ to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that accessory structures are permitted.

(cc) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 14.4:

14.4.X Notwithstanding their R2E zoning, lands zoned as R2E-15 on Schedule “A” to this by-law, may be used in compliance with the R2E zone provisions contained in this by-law, the following provisions shall apply:

1. The minimum Lot Area shall be 270.0m²
2. The minimum lot frontage shall be 9.0m
3. The minimum front yard setback shall be 3.0m
4. The minimum setback between the vehicular entrance to a private garage or carport and an existing or planned sidewalk is 6.2m. No portion of a private garage or a carport shall be located more than 2.5m closer to a street lot line than the closer of:
 - a. a building front wall or side; or
 - b. a covered porch or veranda that is at least 2.5m wide.
5. The minimum rear yard setback shall be 6.0m
6. The minimum interior side yard setback shall be 1.2m
7. The minimum exterior side yard setback shall be 3.0m
8. The maximum building height shall be 11.0m
9. The maximum lot coverage shall be 45% for a two-storey and 50% for a Bungalow

(dd) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 14.4:

14.4.15

Notwithstanding their R2E zoning, lands zoned as R2E-15 on Schedule "A" to this by-law, may be used in compliance with the R2E zone provisions contained in this by-law, the following provisions shall apply:

1. The minimum Lot Area shall be 270.0m²
2. The minimum lot frontage shall be 9.0m
3. The minimum front yard setback shall be 3.0m
4. The minimum setback between the vehicular entrance to a private garage or carport and an existing or planned sidewalk is 6.2m. No portion of a private garage or a carport shall be located more than 2.5m closer to a street lot line than the closer of:
 - a. a building front wall or side; or
 - b. a covered porch or veranda that is at least 2.5m wide.
5. The minimum rear yard setback shall be 6.0m
6. The minimum interior side yard setback shall be 1.2m
7. The minimum exterior side yard setback shall be 3.0m
8. The maximum building height shall be 11.0m
9. The maximum lot coverage shall be 45% for a two-storey and 50% for a Bungalow

(ee) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 13.4:

13.4.X

Notwithstanding the R1I zoning, lands zoned as R1I-33 on Schedule 'A' to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

1. The minimum front yard setback shall be 3-6.2m;
2. The minimum interior setback shall be 1.2m; and
3. The lot maximum lot coverage shall be 50%, but if a bungalow it shall be 55%

(ff) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 13.4:

13.4.33

Notwithstanding the R1I zoning, lands zoned as R1I-33 on Schedule 'A' to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

1. The minimum front yard setback shall be 3-6.2m;
2. The minimum interior setback shall be 1.2m; and

3. The lot maximum lot coverage shall be 50%, but if a bungalow it shall be 55%

(gg) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the wording from subsection Section 13.4.31:

13.4.31 Notwithstanding the R1I zoning, lands zoned as R1I-31 on Schedule "A" to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 48%.

(hh) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 13.4:

13.4.32 Notwithstanding the R1I zoning, lands zoned as R1I-31 on Schedule "A" to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 48%.

(ii) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 14.4.15:

14.4.15 Notwithstanding the R2E zoning, lands zoned as R2E-18 on Schedule "A" to this by-law may be used in compliance with the R2E zone provisions contained in this by-law, except that following provisions shall apply:

1. The maximum lot coverage shall be 55%; and
2. Single-detached dwellings shall adhere to R1I-31 standards.

(jj) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 14.4:

14.4.18 Notwithstanding the R2E zoning, lands zoned as R2E-18 on Schedule "A" to this by-law may be used in compliance with the R2E zone provisions contained in this by-law, except that following provisions shall apply:

1. The maximum lot coverage shall be 55%; and
2. Single-detached dwellings shall adhere to R1I-31 standards.

(kk) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 11.3.30:

11.3.30 Notwithstanding their 'A' zoning, lands zoned 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

(ll) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 11.3:

11.3.31 Notwithstanding their 'A' zoning, lands zoned 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

(mm) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 12.3:

12.3.x Notwithstanding their "RU" zoning, lands delineated as "RU-xh" on Schedule 'A' to this by-law may be used for the following additional purposes:

- (1) Winery
- (2) Micro-Brewery
- (3) Dairy

The holding provision (h) shall maintain a water consumption operating limit of no more than 1000L/day, to be lifted upon approval by the Municipality and Conservation Authority of the following:

- (1) Appropriate hydrological studies that support the required water use, maintaining appropriate water quality and quantity standards of the aquifer.

(nn) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 12.3:

12.3.34 Notwithstanding their "RU" zoning, lands delineated as "RU-xh" on Schedule 'A' to this by-law may be used for the following additional purposes:

- (1) Winery
- (2) Micro-Brewery

(3) Dairy

The holding provision (h) shall maintain a water consumption operating limit of no more than 1000L/day, to be lifted upon approval by the Municipality and Conservation Authority of the following:

- (1) Appropriate hydrological studies that support the required water use, maintaining appropriate water quality and quantity standards of the aquifer.

(oo) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 40.3:

40.03.x Notwithstanding their 'D' zoning, on those lands delineated as 'D-x' a single detached dwelling shall be permitted in accordance with the R1 zone provisions and applicable general provisions of Section 5 and 8.

(pp) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 40.3:

40.3.12 Notwithstanding their 'D' zoning, on those lands delineated as 'D-12' a single detached dwelling shall be permitted in accordance with the R1 zone provisions and applicable general provisions of Section 5 and 8.

(qq) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 11.3.33:

11.3.33 Notwithstanding their 'A' zoning, lands zoned as 'A-34' 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;

(rr) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 11.3:

11.3.34 Notwithstanding their 'A' zoning, lands zoned as 'A-34' 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;

(ss) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 11.3.33:

11.3.33 Notwithstanding their 'A' zoning, lands zoned as 'A-35' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:

- i) all residential uses are prohibited; and
- ii) the minimum permitted lot area is 34ha.

(tt) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 11.3:

11.3.35 Notwithstanding their 'A' zoning, lands zoned as 'A-35' on Schedule 'A' to this By-law, may be used in compliance with the A Zone provisions contained in this by-law, excepting however, that:

- i) all residential uses are prohibited; and
- ii) the minimum permitted lot area is 34ha.

(uu) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 12.3:

16.3.16 Notwithstanding their "R4" zoning, lands delineated as "R4-16" on Schedule 'A' to this by-law may be used in accordance with the provisions of this bylaw, excepting however that:

- (1) the maximum density shall be no more than 1 unit per 111m² of lot area;
- (2) the minimum setback between a habitable room window and a parking space shall be 4.80m;
- (3) minimum 1.0m fence and no berm shall be required on the south property line of the site;
- (4) the minimum privacy yard depth shall be 4.30m;
- (5) the maximum combined width of driveways on the site shall be 13.4m."

(vv) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 16.3:

16.3.17 Notwithstanding their "R4" zoning, lands delineated as "R4-16" on Schedule 'A' to this by-law may be used in accordance with the provisions of this bylaw, excepting however that:

- (1) the maximum density shall be no more than 1 unit per 111m² of lot area;
- (2) the minimum setback between a habitable room window and a parking space shall be 4.80m;
- (3) minimum 1.0m fence and no berm shall be required on the south property line of the site;
- (4) the minimum privacy yard depth shall be 4.30m;
- (5) the maximum combined width of driveways on the site shall be 13.4m.

(ww) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 15.3:

15.3.16 Notwithstanding their “R3” zoning, lands delineated as “R3-15” on Schedule ‘A’ to this by-law may be used in accordance with the provisions of this bylaw, excepting however that:

- (1) the minimum lot area is 160m²;
- (2) the minimum exterior side yard setback is 3m;
- (3) the minimum rear yard setback is 6m;
- (4) the maximum lot coverage of 65%; and
- (5) the maximum net density is 55 units per ha.

The holding provision (h) shall prohibit development on the subject lands until such time as the applicant has demonstrated the following:

- 1) The completion of a Stormwater Management Plan to the satisfaction of the Municipality of Mississippi Mills and the Mississippi Valley Conservation Authority.”

(xx) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 15.4:

15.4.15 Notwithstanding their “R3” zoning, lands delineated as “R3-15” on Schedule ‘A’ to this by-law may be used in accordance with the provisions of this bylaw, excepting however that:

- (1) the minimum lot area is 160m²;
- (2) the minimum exterior side yard setback is 3m;
- (3) the minimum rear yard setback is 6m;
- (4) the maximum lot coverage of 65%; and
- (5) the maximum net density is 55 units per ha.

The holding provision (h) shall prohibit development on the subject lands until such time as the applicant has demonstrated the following:

- 1) The completion of a Stormwater Management Plan to the satisfaction of the Municipality of Mississippi Mills and the Mississippi Valley Conservation Authority.

(yy) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in subsection 18.3.25:

18.3.25 Notwithstanding the provisions of the 'LSR' Zone, on those lands delineated as 'LSR-25' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:

- i) the minimum lot frontage shall be 0 metres.
- ii) the minimum lot area shall be 4,047 m²

(zz) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 18.3:

18.3.24 Notwithstanding the provisions of the 'LSR' Zone, on those lands delineated as 'LSR-25' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:

- i) the minimum lot frontage shall be 0 metres.
- ii) the minimum lot area shall be 4,047 m²

(aaa) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in subsection 12.3.38:

12.3.38 Notwithstanding their 'RU' Zoning, on those lands delineated as 'RU-38' 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) the minimum lot area of an agricultural use shall be 16 hectares
- ii) all residential uses shall be prohibited

(bbb) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 12.3:

12.3.42 Notwithstanding their 'RU' Zoning, on those lands delineated as 'RU-42' 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) the minimum lot area of an agricultural use shall be 16 hectares
- ii) all residential uses shall be prohibited

(ccc) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the following subsection under Section 12.3:

11.3.37 Notwithstanding their 'RU' Zoning, on those lands delineated as 'RU-37' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however that the performance standards shall be set out by Schedule 'B' of this by-law

(ddd) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 12.3:

12.3.37 Notwithstanding their 'RU' Zoning, on those lands delineated as 'RU-37' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however that the performance standards shall be set out by Schedule 'B' of this by-law

(eee) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below subsection in Section 18.3:

11.3.25 Notwithstanding their 'LSR' Zoning, on those lands delineated as 'LSR-25-h' on Schedule 'A' to this By-law, may be used in compliance with the LSR zone provisions contained in this by-law, excepting however that the performance standards shall be set out by Schedule 'B' of this by-law.

The Holding Provision (-h) shall prohibit further construction of new buildings on the site. The Holding Provision shall be lifted upon approval of the following to the satisfaction of the Municipality:

- a) The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register an agreement on title regarding use, maintenance and liability agreement regarding the private street and limited services provided by the Municipality.

- (fff) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 18.3:

18.3.26 Notwithstanding their 'LSR' Zoning, on those lands delineated as 'LSR-26-h' on Schedule 'A' to this By-law, may be used in compliance with the LSR zone provisions contained in this by-law, excepting however that the performance standards shall be set out by Schedule 'B' of this by-law.

The Holding Provision (-h) shall prohibit further construction of new buildings on the site. The Holding Provision shall be lifted upon approval of the following to the satisfaction of the Municipality:

- a) The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register an agreement on title regarding use, maintenance and liability agreement regarding the private street and limited services provided by the Municipality.

- (ggg) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 12.3.41:

12.3.41 Notwithstanding the 'RU' zoning, on those lands delineated as 'RU-41' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however that:

- i. All residential uses are prohibited."

- (hhh) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below subsection in Section 12.3:

12.3.43 Notwithstanding the 'RU' zoning, on those lands delineated as 'RU-43' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however that:

- i. All residential uses are prohibited.

- (iii) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 4.1:

4.1 ADMINISTRATION

This By-law shall be administered by the Municipal Planner or the person **zoned** by the Corporation as the Zoning Administrator.

- (jjj) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 4.1:

4.1 ADMINISTRATION

This By-law shall be administered by the Municipal Planner or the person **designated** by the Corporation as the Zoning Administrator.

- (kkk) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“DRIVE-THROUGH FACILITY” means a premise used to provide or dispense products or services through an attendant or a window or an automated machine, to persons remaining in vehicles that are in a **zoned** queuing space, and may be in combination with other land.

- (lll) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“DRIVE-THROUGH FACILITY” means a premise used to provide or dispense products or services through an attendant or a window or an automated machine, to persons remaining in vehicles that are in a **designated** queuing space, and may be in combination with other land.

- (mmm) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“GRADE” means:

- (a) when used with reference to a building, the average elevation of the finished surface of the ground where it meets the exterior of the front of such building;
- (b) when used with reference to a structure, shall mean the average elevation of the finished surface of the ground immediately surrounding such structure;
- (c) when used with reference to a street, Street or highway means the elevation of the street, or highway established by the Municipality or other **Zoned** authority.

- (nnn) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“GRADE” means:

- (d) when used with reference to a building, the average elevation of the finished surface of the ground where it meets the exterior of the front of such building;
- (e) when used with reference to a structure, shall mean the average elevation of the finished surface of the ground immediately surrounding such structure;
- (f) when used with reference to a street, Street or highway means the elevation of the street, or highway established by the Municipality or other **designated** authority.

(ooo) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“GROSS LEASABLE FLOOR AREA (GLFA)” shall mean the gross floor area **zoned** for the exclusive use and occupancy of an owner or tenant or used as a single premise, and includes any basement, mezzanine or upper floor areas, as expressed in square metres and measured from the centre lines of partition walls between premises and/or the exterior face of outside walls, but shall exclude:

- (g) any utility room occupied by mechanical, electrical, heating, cooling or similar equipment that serves the building;
- (h) publicly accessible space not used for the sale or display of merchandise including: washrooms, balconies, hallways, stairways, elevator shafts, landings and similar void spaces;
- (i) offices or rooms used for building management or custodial purposes;
- (j) staff locker rooms and lunch rooms;
- (k) enclosed parking or loading areas;
- (l) storage areas that are accessory to the principal use to a maximum of 10% of the floor area of the principal use.

(ppp) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“GROSS LEASABLE FLOOR AREA (GLFA)” shall mean the gross floor area **designated** for the exclusive use and occupancy of an owner or tenant or used as a single premise, and includes any basement, mezzanine or upper floor areas, as expressed in square metres and measured from the centre lines of partition walls between premises and/or the exterior face of outside walls, but shall exclude:

- (m) any utility room occupied by mechanical, electrical, heating, cooling or similar equipment that serves the building;
- (n) publicly accessible space not used for the sale or display of merchandise including: washrooms, balconies, hallways,

- stairways, elevator shafts, landings and similar void spaces;
- (o) offices or rooms used for building management or custodial purposes;
- (p) staff locker rooms and lunch rooms;
- (q) enclosed parking or loading areas;
- (r) storage areas that are accessory to the principal use to a maximum of 10% of the floor area of the principal use.

(qqq) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“HEIGHT” when used with reference to a building or structure, means the vertical distance between the average grade at the front of such building or structure to the highest point thereon exclusive of any ornamental dome, chimney, tower, cupola, steeple, church spire, water storage tank, electrical apparatus, television or radio antenna, or structure for the mechanical equipment required for the operation of such building or structure. Without limiting the generality of the foregoing, the highest point shall be taken as:

- (a) in the case of a flat roof, the highest point of the roof surface or parapet, whichever is the greater.
- (b) in the case of a mansard roof, the deck roof line.
- (c) in the case of a gable, hip or gambrel roof, the mean height between the eaves and ridge.

Where the height is **zoned** in terms of storeys, it means the **zoned** number of storeys above and including the first storey.

(rrr) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“HEIGHT” when used with reference to a building or structure, means the vertical distance between the average grade at the front of such building or structure to the highest point thereon exclusive of any ornamental dome, chimney, tower, cupola, steeple, church spire, water storage tank, electrical apparatus, television or radio antenna, or structure for the mechanical equipment required for the operation of such building or structure. Without limiting the generality of the foregoing, the highest point shall be taken as:

- (a) in the case of a flat roof, the highest point of the roof surface or parapet, whichever is the greater.
- (b) in the case of a mansard roof, the deck roof line.
- (c) in the case of a gable, hip or gambrel roof, the mean height between the eaves and ridge.

Where the height is **designated** in terms of storeys, it means the **designated** number of storeys above and including the first storey.

- (sss) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“USE” as a noun, means any of the following depending on the context:

- (a) any purpose for which land, buildings or other structures may be arranged, zoned, designed, intended, maintained, or occupied, or
- (b) any occupation, business, activity, or operation carried on, or intended to be carried on, in a building or other structure or on land, or
- (c) a name of a tract of land or a building or other structure which indicates the purpose for which it is arranged, **zoned**, intended, maintained or occupied.

- (ttt) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“USE” as a noun, means any of the following depending on the context:

- (a) any purpose for which land, buildings or other structures may be arranged, designated, designed, intended, maintained, or occupied, or
- (b) any occupation, business, activity, or operation carried on, or intended to be carried on, in a building or other structure or on land, or
- (c) a name of a tract of land or a building or other structure which indicates the purpose for which it is arranged, **designated**, intended, maintained or occupied.

- (uuu) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 5:

“ZONE” means an area delineated on the Zoning Schedule established and **zoned** by this By-law for a specific use.

- (vvv) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 5:

“ZONE” means an area delineated on the Zoning Schedule established and **designated** by this By-law for a specific use.

- (www) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by repealing the below wording in Section 40.3.10:

[By-law #15-74, #19-xx] Notwithstanding their “D” zoning designation, lands designated as “D-10” on Schedule ‘A’ to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that:

- 1) the minimum lot frontage shall be 25.62 m (84 ft); and
- 2) the minimum lot area shall be 8.55 ha (21.13 ac)

- (xxx) By-law 11-83 as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the below wording in Section 40.3.10:

[By-law #15-74, #19-114] Notwithstanding their “D” zoning designation, lands designated as “D-10” on Schedule ‘A’ to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that:

- 1) the minimum lot frontage shall be 25.62 m (84 ft); and
- 2) the minimum lot area shall be 8.55 ha (21.13 ac)

2. 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 **March 18, 2025**.

Christa Lowry
Mayor

Jeanne Harfield
Clerk

THE CORPORATION OF THE MUNICIAPITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 25, 2025
TO: Committee of the Whole
FROM: Jon Wilson, Chief Building Official
SUBJECT: Building By-Law Housekeeping Amendment

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the amendment of the current Building By-Law 24-027, similar in effect to Attachment A.

BACKGROUND

The current Building By-Law was enacted May 7, 2024, which was a new version from the previous by-law. The associated staff report is contained in Attachment B.

Since May, staff have had some time to work with this new by-law and have identified some amendments which better reflect the intent of the by-law and the operation of the Department. Amendments such as this are quite common when a completely new by-law is implemented.

DISCUSSION

Ongoing review of by-laws is an important task, especially ones as critical as the Building By-Law. Since the enactment of the 2024 by-law, Staff have identified some errors, omissions and additions which can improve the intent of the by-law. The focus for amendment is the following:

- Alignment with changes to Provincial legislation since the enactment of the by-law including the new Building Code, which came into effect on January 1, 2025
- Clarification on wording and terms including adding an updated definition of “House” as the new Building Code has removed this definition and providing clarity in the absence of defined terms.
- Correction of cross-references to other areas of the by-law
- Additional discretion by the Chief Building Official (CBO) for the requirement of some documents, which provides greater flexibility for applicants with respect to surveys for permit applications and designated substances.
- Additional wording to better link the Building By-Law with the Fees and Charges By-Law using existing fee structure.

- Removal of provisions for requirements for construction site fencing
- Re-introduction of process where there is a dispute in value of renovation or repair projects

Linking Building By-law with Fees and Charges By-law

With respect to the amendment to better link the Building By-law with the Municipality's Fees and Charges By-law, it is important to note that while the Fees and Charges By-Law (and the provisions in the Municipal Act for the authority to impose fees is included in the amendments), the amendments are not changes to the existing Fees and Charges By-Law.

There are no monetary fees associated with these amendments, rather the amendments are to provide clearer connection between the two by-laws and to provide better utilization of existing fees.

Construction Fencing

The Building Code Act provides authority for the Chief Building Official to require site fencing during construction (including demolition); however, such fencing is required for safety, which is the responsibility of Ministry of Labour not the Building Department. For this reason, this section is proposed to be removed in the amendment and existing procedures will be utilised to identify any safety issues with respect to site fencing to the Ministry of Labour.

In situations below the threshold for involvement by the Ministry of Labour, for example where a building has been demolished and remaining foundation/excavation is fenced rather than the lot graded, this type of situation would fall under the provisions of the Property Standards By-law which is typically enforced on a complaint-based process.

Dispute Process for Construction Value for Renovations or Repairs

Recently, it was brought to the attention of staff that a previous version of the Building By-Law contained provisions for audited expense statements to be utilized in situations where there is a dispute between a permit applicant's value of construction and the value as determined by the Chief Building Official. Staff were unaware of this provision at the time of writing the current Building By-law, as it was not included in the previous 18-23 Building By-Law. In the review of historic Building By-Laws, it was determined that there were provisions in Building By-Law 14-14 which were not carried forward in the subsequent 2016 version (Building By-Law 16-13).

Municipalities have generally moved away from calculating fees based on values declared by applicants because the lower value of construction results in the lower building permit fee. In some cases, this has resulted in circumstances where applicants benefit from undervaluing standard industry accepted costs, which result in lower building permit fees. Staff surmise that this may be the reason for the removal of this dispute resolution section of the by-law in 2016 and it was not included in subsequent by-laws.

Since the Building Department is to function on a cost recovery basis, these circumstances would impact the budget of the Building Department and put undue financial impacts on the Department, so it is important that appropriate cost recovery is embedded in the Building By-law and associated building permit fees. Despite this, staff recognize that introducing the dispute resolution clause back into the by-law provides an opportunity for applicants, if they wish, to dispute building permit fees. Staff anticipate that disputes by applicants would not be a common occurrence and as a result, do not object to including a fee dispute resolution section in the by-law. The process proposed in the amendments for dispute resolution is rigorous and requires the applicant to pay the building permit fee as determined by the Chief Building Official, submit audited documents providing the construction value which then will be sent to a third-party reviewer to determine the accuracy of the audited values. To be fair to both the applicant and the Building Department, the average of the two audited statements will be utilized to determine any fee adjustment.

As part of this audited process, staff have included a clause for it to be retroactive for building permits submitted December 1, 2024, up to the date of the passing of the by-law.

FINANCIAL IMPLICATIONS

The Building By-law is not appealable under the Act and so there are no anticipated financial impacts to adopt a new by-law.

OPTIONS

Option One – Staff recommend Option One which is the approval of the proposed amendments to Building By-Law 24-027 as detailed in this report and contained in Attachment A.

Option Two - Provide detailed direction to Staff for revisions to the proposed amendments. The existing Building By-Law will remain in effect until amendments are passed by Council.

STRATEGIC PLAN

The proposed amendments to the Building By-law are related to the following strategic plan initiatives:

- Sustainable Financial Stewardship
- Accountable and Transparent Governance

The amendments provide clarity between the Building By-law and the Fees and Charges By-law and provide accountable and transparent processes as they relate to the operations of the Building Department.

SUMMARY

In summary, these proposed amendments to the Building By-Law are necessary to provide a more robust Building By-Law to provide clarity and correct errors and omissions with the 2024 Building By-law to better serve the community and construction industry.

Respectfully submitted by:

Reviewed by:



Jon Wilson
Chief Building Official



Melanie Knight MCIP, RPP
Director of Development Services and
Engineering

Note: words in italics within Delete and Replace are to identify the changes.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 25-XXX

BEING a by-law to amend the Building By-law 24-027.

WHEREAS Section 7 of the Building Code Act, 1992 (S.O. 1992, C.23), as amended, authorizes a Municipal Council to pass a By-Law with classes of permits with respect to construction, demolition, change of use, inspections, fees, and other matters;

AND WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

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

Add to Recitals of By-law 24-027

AND WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property;

Delete and Replace Section 2.1 with the following:

2.1. In this By-Law, words and terms shall be assigned the following definitions listed in this section. Words and terms not defined within this By-Law shall have the meaning defined in the Act or the Code. *Words and terms defined in this By-law that are not defined in the Act or the Code but used in the Act or the Code shall have the meaning as defined in this By-law.* Words or terms not defined in the Act, the Code, or *this By-law*, shall have the meaning defined by the Oxford Dictionary, considering the context in which they are used in this By-Law.

Note: Subsections of 2.1. remain except as amended below.

Add Section 2.1.18 and renumber accordingly:

2.1.18. "**House**" means a detached house, semi-detached house, or rowhouse, that contains not more than three dwelling units, where the dwelling units may share means of egress, common rooms and areas, and service rooms; contains only residential occupancies, or home-based business; does not exceed three storeys in building

height; is vertically separated by a party wall from an adjacent house; and does not share any interior spaces with another house.

Delete and Replace Section 2.1.28 with the following:

2.1.28. “**Seriously Commenced**” means *where the proposed construction involves the construction of a foundation, the footings shall be constructed. Where the proposed construction does not include a foundation, the first inspection relative to the project scope of work has been deemed complete or substantially complete.*

Delete and Replace Section 3.4.1.8 with the following:

3.4.1.8. *Site plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with and retained by the Municipality. This requirement may be waived by the Chief Building Official in a circumstance where without a current plan of survey, the Chief Building Official is able to determine that the proposed work conforms to the Act, the Building Code, and any other applicable law*

Delete and Replace Section 3.4.1.9 with the following:

3.4.1.9. Notwithstanding 3.4.1.8, where the proposed project is on a *Property* that is *waterfront* or has identifiable environmental hazards, including but not limited to wetlands, flood plain, erosion, or slope stability concerns, the site plan shall be supported with the submission of a surveyor’s real property report completed by an OLS identifying such hazards, including topographic elevations.

Delete and Replace Section 3.4.1.15 with the following:

3.4.1.15. *All documents shall include the civic number for the property. Where a new civic number(s) is(are) required, documentation from Public Works confirming the new civic number(s) shall be provided and all documents associated with the application shall reflect the new civic number(s).*

Delete and Replace Section 3.4.4 with the following:

3.4.4. Where the scope of the project includes, or may include, disturbance of any designated substance regulated by the Occupational Health and Safety Act, R.S.O. 1990, C1, or amendments thereof, and requires Building Staff to be on-site prior to the completion of the project, *the Chief Building Official may require one of the following documents to be provided prior to any site visits or inspections being conducted. For clarity, this generally applies to any renovation or demolition of buildings that existed prior to 1990:*

Note: 3.4.4.1. and 3.4.4.2. remain

Delete and Replace Section 4.1.1 with the following:

4.1.1. An application shall be accompanied by the full payment of permit fees prescribed by the Fees and Charges By-Law, calculated on the date the application is made *except as otherwise permitted by Subsection 4.1.8.*

Add Section 4.1.9 with the following and renumber accordingly:

4.1.9. For renovation and repair projects that do not increase the floor area of a building, where there is a dispute between the applicant and the Chief Building Official as to the difference between the Project Value as reported with the application and the value of construction as calculated by 4.1.2., the applicant may elect to follow the following procedure.

4.1.9.1 The applicant shall pay the full amount as calculated by 4.1.2. as otherwise required by this bylaw.

4.1.9.2. Prior to issuance of the permit, the applicant shall provide proof of retention of an Architect or Professional Engineer (the Reviewer) to complete the following.

4.1.9.3. Prior to issuance of the permit, the Reviewer shall provide a reasonable estimated time to complete the proposed construction. Where the proposed construction is not complete within the lesser of 150% of the proposed time or 3 years, the applicant shall be considered to have forfeit this process and the fees as calculated by 4.1.2. shall remain.

4.1.9.4. After the completion of the construction, the Reviewer shall compile all expenses related to the construction including, but not limited to, all design, consultation and professional services, all labour and all material at standard market prices, regardless of if the services, labour or materials were actually paid for, and have those audited for accuracy as sufficient to complete the scope of the construction.

4.1.9.5. The audited expenses, sealed pre-construction drawings, sealed as-built drawings and a sealed letter from the Reviewer attesting to their accuracy of the audited expenses shall be provided to the Chief Building Official within three (3) months of completion of the project.

4.1.9.6. The Chief Building Official will provide the submission from 4.1.9.5. to a third party for review for accuracy as sufficient to complete the scope of the project and to provide their own value. All expenses of the third-party review shall be paid by the applicant in accordance with the Fees and Charges By-law.

4.1.9.7. The value of the submission from 4.1.9.5. and the value from the third-party review from 4.1.9.6. shall be averaged and become the as-constructed value.

4.1.9.8. In the event that the as-constructed value from 4.1.9.7. is 90% or less than the value as determined by 4.1.2., the Chief Building Official shall refund the excess permit fee.

4.1.9.9. In the event that the as-constructed value from 4.1.9.7. is between 90% and 100% of value as determined by 4.1.2., the permit fee shall remain as originally calculated by 4.1.2.

4.1.9.10. In the event that the as-constructed value from 4.1.9.7. is more than value as determined by 4.1.2., the applicant shall pay any additional fees as otherwise required by this by-law.

4.1.9.11. In the event that a refund is applicable, the third-party fees from 4.1.9.6. may be deducted from any refund owing or otherwise shall be paid prior to release of any refund.

4.1.9.12 Notwithstanding any other provisions of this by-law, Section 4.1.9 may also apply to any application submitted between December 1, 2024 and the date of passing of this by-law.

Add the following Section:

4.1.11. If any fee or charge under this by-law remains unpaid for more than 60 calendar days from the date the fee was due or the date of the invoice, the Chief Building Official may request to the Clerk or Treasurer of the Municipality as applicable, to add the unpaid amount to the property tax roll, including any administrative fees, in accordance with the Fees and Charges By-law.

Delete and Replace Table 4.5 with the following:

Table 4.5.

Column 1	Column 2
Building Type	Time Period for Cancellation of Application.
Houses, buildings accessory to a house, tents, signs, and designated structures	20 business days
Part 9 buildings other than described above, <i>farm buildings</i> ≤ 600m ²	30 business days
Part 3 buildings other than described above, retirement homes, <i>farm buildings</i> > 600m ²	40 business days

Post disaster buildings, high buildings, and buildings with an interconnected floor space	60 business days
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Delete and Replace Section 5.4.4 with the following:

Section 5.4.4. In the event a Permit is revoked, refund fees shall be applicable as per *Subsection 6.2.*, except if a permit is revoked due to being issued on false information provided by the Applicant, in such event, no refund shall be issued.

Delete 5.4.2 and 5.4.3 and renumber accordingly

5.4.2. and 5.4.3 (definitions no longer needed due to change in wording of 2.1.)

Delete and Replace Title of Section 6 with the following:

Section 6 Title – THIRD-PARTY REVEIWS, REFUNDS, *OTHER FEES*

Delete and Replace Section 6.2.2. with the following:

Section 6.2.2. Any third-party fees incurred related to a project *and administrative fees* are not applicable for refund.

Delete and Replace Section 6.2.3. with the following:

Section 6.2.3. No refund shall be made where the amount of refund payable is less than one hundred dollars (\$100) *or where the permit fee is the minimum permit fee.*

Delete and Replace Section 6.2.4. with the following:

Section 6.2.4. No refund shall be made for any permit that exceeds three (3) years old *except as permitted by Subsection 4.1.9.*

Add the following Section:

6.3. Other Fees

6.3.1. Where work or action is required by the Chief Building Official to a building or property to remediate an unsafe condition and any third-party costs are incurred, all such costs may have administrative fees added at the discretion of the Chief Building Official as though they are third-party evaluation fees as per the Fees and Charges By-law.

6.3.2. Administrative or other fees may be added as per the Fees and Charges By-law to a project and collected in the same manner as permit fees. All fees shall be paid by the applicant prior to the issuance of any permit or final inspection report.

6.3.2. Where Staff time is required for any action not otherwise prescribed in this By-law or the Fees and Charges By-law, an hourly rate may be applied at the discretion of the Chief Building Official as calculated per the following and shall be paid by the applicant.

6.3.2.1. For the Building Inspectors and Building Clerk at an hourly rate equivalent to the extra inspection fee.

6.3.2.2. For the Chief Building Official and Deputy Chief Building Official at an hourly rate of 125% of the extra inspection fee.

Delete Section 10 Fencing in its entirety

All of Section 10. Fencing

This By-law shall come into force and take effect on the day of passing of this by-law.

BY-LAW READ, passed, signed and sealed in open Council this **xx** day of March 2025.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

draft

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 23, 2024

TO: Committee of the Whole

FROM: Jon Wilson, Chief Building Official
Robert Lamarre, Deputy Chief Building Official

SUBJECT: Attachment B - Recommendation Report - Building By-law 2024.docx

RECOMMENDATION:

THAT Committee of the Whole recommend to Council that the 2018 Building By-law be repealed and replaced with the Building By-law, similar in effect to Attachment A.

BACKGROUND:

Since the previous update to the Building By-law in 2018, a complete staff turnover has taken place in the Building Department including the Chief Building Official, Inspectors and Building Clerk. The current staff contingency has been in the place for a reasonable amount of time and have taken the time to evaluate the current procedures and processes that were implemented by previous staff. After thorough review of the current Building Code Act and Ontario Building Code along with changes to both the construction industry and building inspection processes, staff are of the opinion that it is time to bring a new Building By-law forward which better represents current industry standards and regulations, and which implements the operational vision of the Department.

A Building By-law is one of the main pieces that enables the Building Department to legally operate. As a result, it is important that this By-law be concise and provide clear direction to staff, applicants and the public. Additionally, the By-law should not be over-reaching in its scope or include items which are not enforceable by the Chief Building Official and Building Department staff.

Since the existing Building By-law was passed in 2018, many changes to the Building Code Act and Ontario Building Code have been brought into effect. In addition, there have also been significant changes within the construction industry. The review of the current by-law determined that there were multiple items which were regulated through other Provincial Acts and Regulations which are considered 'applicable law' under the Ontario Building Code. The issue that staff have raised regarding these items is that they are not enforceable because these items are regulated through other Acts and Regulations.

DISCUSSION:

After careful consideration and review of the existing By-law with all Building Department staff, it is the opinion of staff that it would be more efficient and clearer to implement a new Building By-law, rather than via a series of amendments to the existing By-law.

To clarify and simplify the By-law, the proposed Building By-law has been fully rewritten and reformatted. The proposed By-law is a more formulated and relevant document that considers every aspect of the Building Department's day-to-day operations and is grounded specifically in the relevant Acts and Regulations that the Chief Building Official is permitted to enforce and regulate.

The primary changes that were incorporated into the proposed by-law include:

- Defining the classes of permits in a more simplified and concise nature.
- Correction, revision and insertion of applicable definitions.
- Clarification on required supporting documents for permit submissions.
- Clarification on required document properties (formatting) and requirements for digital submissions, e-permitting and how the Department will maintain official records.
- Clarification and direction on permit submission requirements including changes for digital signatures, file formats, maximum size of hard copy plans etc.
- Clarification on how and when a permit is deemed incomplete or complete as well as when the cancellation of a permit can take place if a file is not complete or is dormant.
- Clearer information on permit issuance and the process to transfer permits from one applicant to another.
- Inspection requirements and process (reference to internal policy).
- Clarification on refund procedures.
- Official complaint process.

The improved clarification, information, and detail in this new By-law allows the Chief Building Official and their staff to better manage the day-to-day activities of the Building Department by having a concise and complete guidance document.

The proposed By-law has been reviewed by the Municipality's solicitor to ensure that there are no legal errors and addresses all requirements of the Act.

OPTIONS:

Option 1 – Approve the recommendation. Staff recommend this option to provide an updated Building By-law which will be in place prior to the start of the summer construction season.

Option 2 – Deny the recommendation. If denied, the 2018 version of the Building By-law will remain in place.

Option 3 – Refer back to staff for modifications.

FINANCIAL IMPLICATIONS:

The Building By-law is not appealable under the Act and so there are no anticipated financial impacts to adopting the proposed By-law.

STRATEGIC PLAN

The proposed Building By-law is related to the following strategic plan initiatives:

- Modern Efficient and Effective Municipal Operations
- Accountable and Transparent Governance

The By-law proposes a modernized format and approach removing unnecessary requirements for the building permit process and continues to build upon governance which is accountable and transparent:

PUBLIC ENGAGEMENT

Public engagement is not a requirement under the Act.

SUMMARY:

In summary, this proposed Building By-law will provide an up-to-date framework which addresses key issues and changes to the Building Department since the previous By-Law was passed in 2018. The proposed Building By-law provides the entire Department with clear and concise direction to carry out their day-to-day duties and enforcement.

Respectfully submitted by:



Robert Lamarre MAATO, CBCO
Deputy Chief Building Official

Respectfully reviewed by:



Jon Wilson
Chief Building Official

Respectfully reviewed by:



Melanie Knight MCIP, RPP

Director of Development Services and
Engineering

ATTACHMENTS:

1. Attachment A - Building By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: February 25, 2025

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: **Capacity Allocation for 2025
Municipality of Mississippi Mills**

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the recommended Capacity Allocation for 2025 to be administered in accordance with Capacity Allocation By-law 24-093 and Policy as contained in this report; AND

THAT Committee of the Whole direct staff to provide an update on the flow monitoring project in Q2 with an update on the allocation applications.

BACKGROUND:

In [December 2024](#), Council passed the Capacity Allocation By-law 24-093 and adopted the Capacity Allocation Policy. A copy of the report is contained in Attachment A. The legislation requires that the authority be delegated to staff. The Policy and By-law manages and allocates infrastructure to new development on a quarterly basis.

At this meeting, staff indicated that consultation was underway with the Ministry of Environment Conservation and Parks (MECP formerly the MOE), regarding the approach to calculating the existing flows and capacity at the sewage treatment plant. In addition, staff were also undertaking a detailed (forensic) analysis of the data reports for the sewage treatment plant to further understand the capacity limits of the plant.

Staff have also begun working on the analysis of water supply beginning with Wells 7&8 to calculate detailed capacity of the supply as these wells were identified in the Water Wastewater Master Plan (the Master Plan) as wells that would require upgrades.

It is important to note that there is no concern with water quantity in the aquifer that Mississippi Mills' wells draw from, the capacity limitation of Wells 7 and 8 is only related to the capacity of the well pump equipment to bring water to the surface for use and

consumption. Disinfection treatment capacity at the wells and associated regulatory approvals may also limit the ability to use more water from these wells.

DISCUSSION:

Capacity of Existing Plant

Regarding the existing capacity of the sewage treatment plant, staff have spent a considerable amount of time reviewing historical flow data to ensure that the flows were being monitored in accordance with the Environmental Compliance Approval (ECA) from the MECP and to determine if there were any efficiencies that could be gained at the treatment plant. This review determined that there were no issues with respect to compliance with the ECA; however, it was concluded that there is a more representative approach to monitoring and reporting plant flow related to plant capacity.

Plant Flow Monitoring

Up until recently the yearly reports, that summarize the total volume of treated wastewater moving through the plant, were based on flow measurements from the inlet side of the treatment plant. This was accepted by the Ministry for compliance purposes; however, when staff reviewed the source of the inlet flows it was discovered that there was double counting of some of these flows. This occurred because the total plant flow uses one of the existing lagoons as a temporary storage location for sewage flows when they are arriving at the plant faster than the plant can treat the sewage. It should be noted that there is only one lagoon that is approved for this temporary storage.

These temporarily stored flows are later pumped back from the lagoon to the inlet side of the plant to be treated. When this is done, these flows are counted a second time, which increases the apparent total flow influent data. In reviewing the reports, staff determined that this approach to measuring the flow of sewage into the plant, in turn decreased the remaining capacity (reserve capacity) available to service growth. In other words, this approach gave the impression that the plant was treating more sewage than it was actually treating because the flows were counted going into the lagoon and then counted a second time going into the plant for treatment.

After staff's review of the data, the MECP was consulted regarding the use of these flow measurements from the outlet (effluent) side of the sewage treatment plant as the measurement to determine the reserve capacity of the plant. Staff proposed to use flow reporting based on the effluent data (flow coming out of the plant), which is the most representative of plant flows being treated and discharged to the Mississippi River. The MECP did not raise any objections regarding the proposal by staff to the use the effluent flow data contained in the annual reports for assessing compliance.

It is important to appreciate that the MECP relies on municipalities to ensure that their infrastructure is being operated and maintained in accordance with the applicable ECA and other applicable approvals and requirements and so does not "approve" the Municipality's approach to ensuring compliance with their ECAs. Staff are confident that this new approach is in accordance with the ECA for the sewage treatment plant.

Based on the above approach to measuring effluent, staff have revised the previous Uncommitted Reserve Capacity calculations and determined that the sewage treatment plant is at 84% capacity. This equates to an available uncommitted reserve capacity that could serve an additional 1027 units beyond the 802 units that have already received draft approval. Good engineering practice is to start planning for facility expansion when demand reaches 80% of the rated capacity limit and the Municipality has initiated the Municipal Class Environmental Assessment for Gemmill's Bay Pump Station and Wastewater Treatment Plant.

In the December 2024 report, it was noted that the plant was designed to accommodate the projected population growth to 2031 and that the 802 units that are already draft approved, would accommodate growth to 2031. This additional capacity could provide capacity further into the future or allow more growth than what was anticipated between now and 2031. This is discussed further below in the Proposed Allocation for 2025 section of the report.

Water Supply Wells

According to Municipal Drinking Water License ("drinking water license") No. 178-101, Issue No. 5, dated November 26, 2021, the approved rated capacity of all municipal wells in Almonte is 7,473.5 m³/d (86.5 L/s). The Master Plan provides a summary of well capacity and a current operational limit of the wells of 6,056.6 m³/d (70.1 L/s). This means that the wells are pumping less water than what is approved by the drinking water license and therefore, if the wells could pump a higher rate of flow to reach the capacity approved in the drinking water license, there would be a greater supply of drinking water without the Municipality having to amend the existing drinking water license. Additional work will be required in the short term (1 to 5 years) to increase the operational limit of the wells to match the drinking water license capacity and staff have begun to initiate this work starting with evaluation of Wells 7&8.

The uncommitted reserve capacity for the water system is based on maximum day water demands (average daily flow multiplied by a maximum daily factor of 1.7). The total capacity committed in the Water Supply Wells with draft approved development within Almonte equates to 6,194.35 m³/day or 82.9 % of the rated capacity as established by the drinking water license.

The remaining residual capacity of the water supply of 1,279.15 m³/d available could support an additional 2,475 persons or 1,031 residential units (at 2.4 people per unit). This remaining capacity is in addition to the current draft approved developments, and subject to short term upgrades being advanced in the next 1-5 years. The number of units able to be serviced are roughly equivalent to the wastewater treatment plant capacity.

Proposed Allocation for 2025

Previously, staff calculated a remaining uncommitted reserve capacity of the treatment plant to be only approximately 40 units in addition to the draft approved lots. At the time

of that calculation, it was assumed that additional development would be very limited beyond the draft approved subdivisions. Now that staff have completed a robust and detailed analysis and study of both the wastewater treatment plant and the municipal wells, staff are confident that there is a reasonable amount of available capacity at the sewage treatment plant and well capacity to recommend an appropriate annual allowance of allocation for new developments.

For 2025, staff are recommending the annual allocation be limited to (the equivalent of) 100 units for residential and non-residential development. These 100 units are in addition to the annual 10 units dedicated to infill as well as a reserve of 120 units for affordable housing and the proposed new childcare facility. The analysis staff undertook to determine this recommendation is below.

1. Timeline for the expansion of the Gemmill's Bay Pump Station and Wastewater Treatment Plant

The process for the studies, design and construction of a new sewage treatment plant and the redesign of the pump station is anticipated to be at least seven (7) to eight (8) years. The timeframe of seven to eight years is on the assumption that there would be substantial funding from upper levels of government and that the pace of growth would warrant an expansion/new plant.

With respect to annual allocation, while it is noted that there is more available capacity at the wastewater treatment plant than originally anticipated, this capacity should accommodate growth beyond 2031 to provide the much-needed housing and non-residential development while balancing the fiscal impact of constructing a new plant.

As noted by staff and Council, the construction of a new treatment plant would not be feasible without funding from upper levels of government. The existing capacity needs to be managed carefully and strategically so that the Municipality is not in a situation where capacity of the existing plant is depleted before funding from upper levels of government is available for the construction of a new plant.

2. Timeline for the expansion of pumping capacity at Wells 7 & 8

The process for the studies, design and construction to increase the pumping capacity of Wells 7 and 8 is approximately four (4) to five (5) years. The same assumptions apply to this timeframe as above, that there is funding from upper levels of government. Even more time will be required to construct a new elevated storage tank (water tower), which is also a consideration when managing the capacity of Wells 7 and 8.

3. Minimum number of allocated units that a developer would need to receive to engage in a development project and pace of residential development (by the developer)

As part of the consultation with the Lanark Leeds Homebuilders Association (LLHBA), over the past several months, 50 units was indicated as the minimum number required for a developer to proceed with one phase of a subdivision.

Based on the status of the subdivision applications, staff are of the opinion that 100 units is sufficient to accommodate any active subdivision applications which are close to draft approval. At the time of writing this report, Mill Run 7 and 8 is the only subdivision application which has addressed all of staff's technical comments and other than allocation, the applicant has no further issues to resolve prior to the application proceeding to Committee of the Whole with recommended draft conditions.

It should be noted that the previously draft approved subdivisions (Mill Valley Living, Weavers Way, Hilan Village and Baker's Quarry) are not subject to the Allocation By-law and allocation application process. This means that once these developments reach the subdivision registration stage, these developments can proceed with any number of building permits.

4. Industrial development demand including the Business Park

Staff are cognizant of the importance of non-residential development in the Municipality. Coupled with the Municipality's Business Park, ensuring that there was sufficient allocation to support non-residential development was also a key consideration.

5. Affordable housing projects and the potential of a new daycare facility

While staff are not aware of any upcoming affordable housing projects this year, the initiatives of the Housing Accelerator Funding (HAF) and the support of Council for affordable housing in general, is a key consideration in ensuring there is an appropriate reserve for any future affordable housing projects.

This same consideration was given to the potential new daycare facility. Until a decision is made on the new daycare facility and new affordable housing units are constructed, staff recommend maintaining this reserve for future use.

6. The pace of infill development

Historically, the Municipality averages about 6 to 9 infill building permits per year. The initiatives of the HAF identifying an appropriate neighbourhood for four units as-of-right and the BuildingIN project, may result in a rate of infill that is higher than the average, so staff recommend maintaining the annual allocation of 10 infill units per year. 2025 will be used as a monitoring year to determine if this number should increase in subsequent years.

The above considerations resulted in a fair and responsible annual allocation for 2025. Again, this allocation is over and above the draft approved units that currently exist.

Flow Monitoring

As indicated in 2024, flow monitoring would be undertaken this year to provide information on infiltration of water into existing infrastructure. In addition, this flow monitoring will provide flow information on newer areas of Almonte because new residential development uses less water and generates lower flows because of the

installation of low flow toilets and water faucets. This flow information will be used to calculate the flows generated by new residential development, which is anticipated to be notably lower than the average flows identified in the Master Plan.

The Roads and Public Works Department is leading the flow monitoring project in partnership with Development Services and Engineering and has already issued the RFP, reviewed the submissions and at the time of writing this report, is awarding the contract to the successful proponent. Staff anticipate reporting to Council before the end of Q2 on the flow monitoring results. As part of this report, staff can provide an overview of the number of allocation applications received and granted.

In addition to the update on allocation applications in the upcoming flow monitoring report, a regular update will be included in the Department's quarterly reports on the number of allocation applications received and granted and for which uses/developments.

Leftover Annual Allocation

For 2025, if the allotted 100 units are not completely allocated this calendar year, staff will assign the remaining allocation to a 'reserve allocation pool' to be held for future use. By reserving this allocation pool, there will be future flexibility for those years where there is a need for more units on an annual basis or to extend the life of the existing sewage treatment plant and existing well pumping capacity.

FINANCIAL IMPLICATIONS:

Staff are of the opinion that the annual allocation for 2025 will ensure that the management of the remaining capacity of the wastewater treatment plant and water supply in Almonte is done in a financially responsible manner.

STRATEGIC PLAN:

A Capacity Allocation By-law and Policy is related to the following strategic plan initiatives:

- Safe and Sustainable
- Accountable and Transparent Governance

The annual allocation responsibly manages the capacity of the wastewater treatment plant and water supply and ensures that governance of these important infrastructure assets is handled with transparent and accountable governance.

SUMMARY:

Staff recommend the allocation of (the equivalent of) 100 units for 2025 available for sewage and water allocation.

The results of the flow monitoring are anticipated to be presented to Council in Q2 and at that time, staff can also provide an update on the allocation applications received and

granted to date. In addition, updates on allocation applications received and granted will be included in the Department's quarterly reports.

The calculation of uncommitted reserve capacity for the wastewater and water supply system will be evaluated on an annual basis by staff to ensure changes in demand and treatment capacity are captured and reported to Council.

Careful and strategic management of the uncommitted reserve capacity for the wastewater and water supply system is key to ensuring that the Municipality can accommodate growth while the necessary studies are completed for a new sewage treatment plant and wells. The uncommitted reserve capacity does not eliminate the need for the studies to be completed to evaluate these key infrastructure projects, rather provides the Municipality the opportunity to continue with these necessary studies and advocate for funding partnerships with other levels of government.

All of which is respectfully submitted by, Approved by,



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering

Ken Kelly
CAO

ATTACHMENTS

1. Capacity Allocation Report – December 2024
2. Uncommitted Capacity Sewer – February 2025
3. Uncommitted Capacity Water – February 2025

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: December 3, 2024

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: **Capacity Allocation Policy and By-law
Municipality of Mississippi Mills**

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the attached Capacity Allocation Policy and associated By-law, similar in effect to Attachments A and B.

BACKGROUND:

Staff provided a draft Capacity Allocation Policy (“Policy”) and By-law at the [Committee of the Whole meeting](#) on November 5, 2024. The legislation requires that the authority be delegated to staff. The Policy and By-law would be used to manage and allocate infrastructure to new development on a quarterly basis.

At this meeting, staff provided an update regarding the remaining *uncommitted* capacity for the sewage treatment plant. The Ministry of Environment Culture and Parks (formerly the MOE), considers all ‘draft approved subdivisions (and Site Plan approval) as ‘*committed capacity*’ even though it may take 5 years for full build out of the subdivisions. Staff are also working on several initiatives to examine the calculations of the *committed capacity* as well as the current operating capacity of the plant.

At the November 5 meeting, Committee provided staff with several comments and questions regarding the draft Policy. Staff have revised the Policy to reflect Committee’s comments. A summary of the changes and how Staff have addressed the questions are contained in the Discussion Section below.

DISCUSSION:

Previous Environmental Assessment (EA) for Existing Plant

At the November 5th meeting, Committee requested a summary of the history of the existing plant and how the plant has reached its committed capacity. To note, the plant

will reach its full operational capacity (in approximately 5 or 6 years – 2030/2031) only after full build-out of the *committed capacity* is realized.

As part of the EA process for the existing plant, population projections were used to develop a design of the plant. The plant design period was to serve the needs to 2031. The population projection for Almonte used in the EA was the 50/30/20 Growth and Settlement Strategy approved by Council Dec 8, 2003, which projected a population to 2031. As demonstrated in the excerpts of the original EA, the original growth strategy contained in the Official Plan in 2003 was updated to 2011 (to 2031) to accommodate for the lapse in time for the EA process and design.

An excerpt from the EA is below:

2.2 Design Period, Growth Rates and Population

The ESR defined the design period as the period from 2006 to 2026. This equates to a starting population of 5,222 persons and a design population of 8,149 persons.

Almost two years have elapsed since the completion of the ESR and potentially another three years can elapse before the commissioning of the new Almonte Ward WWTP. Therefore, it is proposed, for the Town’s consideration, to modify the design period from 2011 to 2031.

Using the 2003 settlement strategy and population projections, the EA had projected that Almonte would reach a population of 8,127 in 2026.

Below is an excerpt from the EA with the population projections:

The growth rate used in the ESR was approximately 2.55% per annum, based on the “50/30/20 Growth and Settlement Strategy”, approved by Council on December 08, 2003. A revised design period will translate to a starting service population a shown in Table 2-1.

Table 2-1: Design Population

Population		Starting	Ending
ESR	Year	2006	2026
	Population	5,222	8,127
Optional	Year	2011	2031
	Population	5,837	9,108

The 2024 Water Wastewater Master Plan (WWMP) anticipates that in 2026 the population will be approximately 7,626, which is approximately 500 people less than the original population projection planned for in the EA. This is considered an acceptable difference for population projections.

As noted in the excerpt above, the EA projected a population for Almonte in 2031 to be approximately 9,108. Below is an excerpt of the population projections used for the 2024 WWMP, projecting population of 9,282 for Almonte in 2031, which is only a difference of 174 people.

Excerpt from MM2048 Population Projections

Table 3: Estimated Almonte Population Based on Trend Analysis

Year	Estimated Almonte Population Based on trend approach assumption of 115 residential housing starts per year at 2.4 persons per household	Estimated Mississippi Mills Rural, Rural Settlement Area and Village Population Based on trend approach assumption of 115 residential housing starts per year at 2.4 persons per household	Mississippi Mills Population Based on trend approach assumption of 115 residential housing starts per year at 2.4 persons per household
2020 (OPA 22)	6,879		
2021	6,098 (per Statistics Canada)	8,642	14,740
2022	6,374	8,752	15,126
2023	6,650	8,863	15,513
2026	7,478	9,194	16,672
2028	8,030	9,415	17,445
2031	8,858	9,746	18,604

A comparison of the two population projections is summarized below.

Table 1 – Population Projection Comparison

Year	EA for Existing Plant	MM2048	Difference
2026	8,127 people	7,626 people	-501 people
2031	9,108 people	9,282 people	+174 people

Based on the current *committed capacity* (draft approved and other approved developments), this will result in a population growth of approximately 2,640 people over the next 5 to 6 years for a total of 9,340 people in 2031. This is 232 people more than the anticipated 2031 projection of 9,108 from the original EA projection, which means that the plant is functioning at a better capacity than originally planned. This is further explained in the Flow Monitoring section below.

As noted above, the *committed capacity* has an anticipated full build out to approximately 2031. In 2025, the plant can accommodate growth for the next 5 to 6 years at which time, the plant will approach its designed capacity, and therefore is accommodating the anticipated growth the plant was designed for.

After this review, the remaining question regarding plant capacity is why the capacity design of the plant was not raised prior to the completion of the 2024 WWMP. During the 2018 WWMP update, the capacity design for the plant to 2031 was noted; however, it was not recommended to undertake any additional work or studies (such as an EA for a new plant). In addition, as the Official Plan and WWMP have been updated at different intervals, the policies between the two plans have not been aligned, including the population projections and the planning horizon.

One of the main goals of MM2048 is to align the Official Plan and Master Plans with the same planning horizon to 2048 to avoid inconsistencies between these long-term plans and to ensure that all growth management strategies and plans are updated in parallel with each other.

Plant Expansion

After a review of the EA for the existing plant, staff have determined that one of the reasons the technology that was chosen was because it was expandable; however, beyond the mention of this, there is no other documentation that has been found which indicates that the EA or design considered future expansion.

The design of many infrastructure projects would typically include the ability to expand a facility on-site and to ensure the construction of the building is able to accommodate expansion. In the case of the treatment plant, there is little physical space to accommodate additional equipment to expand the plant's capacity inside the building and staff have not found any site design documents (site plan) for the plant that indicates an area was reserved for future expansion. Despite this, staff will ensure that an expansion option is explored as part of the EA for the sewage treatment plant.

Flow Monitoring

At the November 5th meeting, Committee inquired as to how much extra capacity flow monitoring could yield. The Municipality has flow monitors already installed and is in the process of installing more flow monitors in certain areas of Almonte to determine the existing residential flows to the sewage treatment plant.

As it relates to flows, the design capacity (Average Day Flow) of the plant is 4700 m³/day to service the projected population of 9,108 in 2031 with the additional accommodation of septage feed directly to the digester part of the plant. The original design of the plant assumed a per capita demand of 530 l/cap/day and used this number to project future demands. Based on the flow monitoring in place, the data shows that consumption is less than the anticipated 530 l/cap/day; the flows are approximately 304 l/cap/d. This difference in flows is documented in the 2024 WWMP and is one of the reasons that staff are confident that the extra 232 people in the updated 2031 population projections can go beyond the original EA population projections.

Once more data is calculated, if the flows continue to be less than the rate used in the original design, the calculations will be updated, and more capacity may be available in the future. Staff anticipate that the flow monitoring data will be available at the end of Q1 of 2025. After reviewing the data, staff will present the results to Council and determine if the results of the flow monitoring will impact the amount of available capacity for the remainder of 2025.

Affordable Housing and Other Municipal Development

Staff considered the comments of Committee regarding the points allocated towards affordable housing. As Committee made it clear that affordable housing is a priority, and staff have amended the Capacity Allocation Policy and By-law as follows:

- Exempt any Municipal/County development such as a daycare, recreation facility or an affordable housing project by the Municipality or County either on municipal property or private property through a public private partnership. This would ensure that the Municipality is able to proceed with development.
- Allocate 10 affordable housing units per year (similar to the infill allocation) with the same cumulative policy whereby, if any of the affordable units are not used in the calendar year, this capacity will roll over to the next year and accumulate year over year. This approach would ensure that there is capacity held for affordable housing units every year. This default allocation would apply to private developments that are proposing affordable housing. Municipal or County allocation is not necessary as noted above, any Municipal or County affordable housing development is exempt from the by-law.
- Have a higher scoring for developments which include 75% affordable housing. Again, this would only apply to private developments proposing affordable housing as any Municipal or County affordable housing developments are exempt in the By-law.

ICI (Industrial, commercial and institutional) Development and Existing Businesses

Staff considered the comments regarding the points allocated towards ICI development and the priority of employment opportunities including lands in the Business Park. After

careful consideration, staff are not proposing an increase in points for the Business Park lots as it could be construed as a bias in the Policy.

Staff also considered adding a criterion regarding the minimum number of employees for ICI development; however, determining there is little control over requiring a minimum number of employees in the long term, staff are proposing to not include this in the Policy at this time and will examine the possibility after 2025.

Development of Vacant Sites in the Downtown Core

Committee requested more information regarding the development of vacant sites in the downtown core and the allotted 2 points. Staff reviewed the allotted points and recognizing that there are not a lot of vacant sites in the downtown core, that it is reasonable to allot 5 points for sites in the downtown core, subject to the requirements of the Policy.

Consultation with North Grenville

Committee requested a summary of the results of the consultation with staff from North Grenville. The Municipality implemented an Allocation By-law in 2020 when the sewage treatment plant was at approximately 80% capacity.

Based on the consultation, staff learned the following:

- Reducing infiltration through projects by undertaking the relining of pipes resulted in about a 10% increase to the plant's capacity.
- The plans for expansion were reduced based on the anticipated costs and the tendered costs of the work.
- The Municipality has not approached the MECP on an alternative approach to managing the plant's capacity (draft conditions, holding zones, allocation by-law) and is calculating the capacity of the plant using the MECP D-5-1 Guidelines.
- A major infrastructure project is almost near completion, and it is anticipated that this may free up some additional capacity; however, the amount is unknown.
- The Municipality has not undertaken any initiatives such as grants for low-flow toilets or disconnecting downspouts and sump pumps from the sewer system.
- The Municipality suggested that in developing an Allocation By-law that high water uses such as car washes should not be provided allocation since these types of uses have high water demands and low employment opportunities (or in some cases no employment if the car wash is automated).

With respect to high water uses, staff have implemented a Section in the Allocation policy which does not permit allocation to high water uses including automobile car washes, golf courses, tourist campgrounds and other campgrounds, and amusement parks. Automobile car washes and amusement parks are permitted uses in the Highway Commercial (C3) zone and while the other uses are not permitted in the commercial

zones within Almonte, not permitting allocation would deter an applicant from pursuing any planning approval necessary to establish such a use.

Low Flow Incentives

Low flow incentives could be an initiative to explore in the future after the new flow monitoring results have been gathered in early 2025. The new flow monitoring results will provide staff with greater insight into how much the existing flows align with the flows that were anticipated for the existing plant. As previously mentioned, staff have already determined that the predicted flows in the EA for the existing plant are higher than the existing flow monitoring results.

Consultation with Lanark Leeds Home Builders Association (LLHBA)

Consultation with the LLHBA occurred prior to the meeting of November 5 and the Municipality has received the comments contained in Attachment C with respect to the proposed Policy and By-law. Staff will continue to work with the LLHBA on the initiatives referenced in the letter.

With respect to the legal opinion, at the time of writing this report, staff have not yet received the legal opinion from the Municipality's solicitor regarding the adherence to the D-5-1 Guidelines; however, staff can confirm that an alternative is being prepared for the MECP's consideration to manage *committed capacity* and remain in compliance with the ECA for the plant while adhering to the D-5-1 Guidelines.

Capacity Allocation Policy

Based on the foregoing, there is currently limited uncommitted capacity available for the sewage treatment plant; however, staff are of the opinion that based on several initiatives outlined in this report, that additional capacity may be available within the next 5 years. In particular, staff have been working on a number of initiatives including the aforementioned flow monitoring, reviewing the design capacity of the plant and the predicted flows as well as an operational review to determine if there are efficiencies that can be realized for 2025.

The management of this uncommitted capacity is an opportunity to ensure that the Policy reflects the priorities of Council, including the Strategic Priorities of Council:

- Principle #1: Safe and Sustainable
- Principle #2: Welcoming, inclusive, active and healthy community
- Principle #3: Modern, efficient and effective municipal operations
- Principle #4: Sustainable financial stewardship
- Principle #5: Support a vibrant and prosperous economy
- Principle #6: Accountable and transparent governance

Using this as the basis, staff have developed the Policy and By-law, contained in Attachments A and B.

FINANCIAL IMPLICATIONS:

Staff are of the opinion that the development of a Policy and Capacity Allocation By-law will ensure that the management of the remaining capacity of the wastewater treatment plant in Almonte is done in a financially responsible manner.

STRATEGIC PLAN:

A Capacity Allocation By-law and Policy is related to the following strategic plan initiatives:

- Safe and Sustainable
- Accountable and Transparent Governance

The By-law and Policy are both tools to responsibly manage the capacity of the wastewater treatment plant and ensure that governance of this important infrastructure asset is managed in a transparent and accountable manner.

SUMMARY:

A report in early 2025 will be presented to Council outlining the 2025 annual capacity. The results of the flow monitoring are anticipated to be presented to Council in Q2 of 2025 and will outline any potential for additional capacity as a result of the flow monitoring data.

A Capacity Allocation By-law and Policy are new tools introduced in the Municipal Act as part of Bill 185. This is a key management tool for the responsible management of the remaining capacity of the wastewater treatment plant and the long-term water supply for Almonte. Staff recommend that the Policy and Capacity Allocation By-law be passed and reflect Council’s priorities for future development.

All of which is respectfully submitted by, Approved by,



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering

Ken Kelly
CAO

ATTACHMENTS:

- Attachment A – Draft Allocation Policy
- Attachment B – Draft Capacity Allocation By-law
- Attachment C – Comments from Lanark Leeds Home Builders Association

**Mississippi Mills Wastewater and Water Uncommitted Reserve
Capacity**



Municipality of Mississippi Mills Wastewater and Water System Uncommitted Hydraulic Reserve
Capacity as of end of 2023

Prepared November 22, 2024



November 22, 2024

VIA E-MAIL mknight@mississippimills.ca

Melanie Knight
Director of Development Services and Engineering
Municipality of Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, Ontario K0A 1A0

Dear Ms. Knight:

**Re: Municipality of Mississippi Mills Sewage Treatment System
Uncommitted Hydraulic Reserve Capacity - as of December 31, 2023 –
Revision 1**

This letter report summarizes the methodology and calculations used to determine the Uncommitted Hydraulic Reserve Capacity for the Municipality of Mississippi Mills Wastewater System, with developments approved as of November 22, 2024.

BACKGROUND

The Municipality of Mississippi Mills is planning for growth within the urban boundary of Almonte and is preparing calculations for uncommitted hydraulic reserve capacity of their existing Wastewater System to determine capacity constraints and assist in making decisions on development approvals and allocation of infrastructure capacity for future development.

The Mississippi Mills Wastewater System consists of a piped collection system, one main Gemmill's Bay Pump Station with dual force mains and a Mechanical Wastewater Treatment Plant (Mississippi Mills WWTP). The plant is an extended aeration mechanical plant with tertiary treatment. The Mississippi Mills WWTP has an average rated flow capacity of 4,700 m³/day. This facility operated under the Ministry of the Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) No. 1637-AC8NT7 dated August 8, 2016, and includes Limited Operational Flexibility.

The secondary wastewater treatment plant consists of two (2) treatment trains using the extended aeration activated sludge process. Each train has an aeration tank equipped with fine bubble aeration system, anoxic tank equipped with a mechanical mixer to keep the solids in suspension and rectangular secondary clarifier. The clarifiers are equipped with tank baffles and sludge collectors that scrape sludge that has settled in the bottom of the tank for further processing and double as a scum removal system. Alum is added to the process for a second time at the secondary clarifier for further phosphorus



removal and assistance with settling the suspended solids. Tertiary treatment of clarifier effluent is achieved using Five (5) filter trains with three (3) filtration cells in each. Disinfection is provided using Ultraviolet (UV) lights. There is the ability for chlorine disinfection in the event the UV units fail.

Flow in excess of 14,100 cu.m/d flow through the screen and degrit processes prior to being directed by gravity from the splitter box to the attenuation pond. The flow is pumped back to the headworks when plant flows drop below the 14,100 cu.m/d. This flow is double counted by influent flow meters and thus the influent flow reporting does not represent the flows being treated by the plant. The effluent flow meters are representative of the flows being treated by the plant and thus effluent flow will be used for the purposes of this report.

This report establishes the uncommitted hydraulic reserve capacity based on the most recent ECA, known draft approved development information, and review of existing flow monitoring. The actual capacity of the system can vary slightly depending on water consumption, climate and infiltration and industrial demand assumptions. Therefore, the uncommitted reserve capacity should be reviewed regularly and prior to any new development approval by Council.

A previous calculation of uncommitted reserve capacity was completed in October 2024 based raw influent flow data presented in the OCWA annual reports and conservative assumptions of per capita design demand of 350 L/p/d. Staff have carefully reviewed this data and have found (as noted above) that raw sewage flow measurements reported include double counting flow pumped from the attenuation pond and thus are not representative of flows being treated by the wastewater plant. This report uses effluent flow data and presents links to the ECA that supports this methodology.

This report also refines the per capita design demand from 350 l/p/d to 305 l/p/d, which is more representative of actual flow data based on flow monitoring. The Town will continue a flow monitoring program to further refine the actual demands and will update the Uncommitted Hydraulic Reserve Capacity calculation.

METHODOLOGY

The methodology used to determine the Uncommitted Hydraulic Reserve Capacity is based on the MECP document titled “Procedure D-5-1: Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants” (March 1995). The uncommitted reserve capacity is calculated by taking the hydraulic reserve capacity of the treatment plant (Cr) and subtracting the hydraulic demands created from draft approved development lots and commercial and industrial lots. Twenty (20) permits have been included in Table 2 to account for infill developments in the existing urban boundary that may not be captured in other development approvals.



TOTAL AVERAGE DAILY FLOW

The average daily flow that passes through the plant is measured by the plant effluent flow meter and is reported in the OCWA annual reports. The WWTP ECA indicates that:

8. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

(1) All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

The WWTP 2016 MECP plant Inspection further indicates that:

Compliance with the rated capacity is based on an average daily flow, calculated by dividing the total volume of sewage that passes through the WWTP during a calendar year by the number of days which sewage was flowing to the sewage works that year (i.e. 365 days).

The average annual daily effluent flows for the Mississippi Mills WWTP, for the past five years (2019-2023), were taken from OCWA annual WWTP reports. A 5-year average was calculated using the average annual daily flows of the past five years. Table 1 below summarizes the calculated total average daily effluent flow. MECP Procedure D-5-1 allows for the use of either a 3-year average or a 5-year average of the average daily flow. The 5-year average from 2019 to 2023 (3,148.3 m³/d) was used for this review since the total average daily flow was slightly more conservative than the 3-year average of 2021-2023 (3,134.6 m³/d).

Table 1: Total Average Daily Effluent Flow (2019-2023)

Year	Average Annual Daily Effluent Flow (m³/day)
2019	3,352.6
2020	2,984.9
2021	2,875.5
2022	2,951.7
2023	3,576.8
5-Year Average (2019-2023)	3,148.3



PER CAPITA DEMAND

Mississippi Mills, being an older municipality, experiences variable inflow and infiltration from the existing collection system. In 2023, JLR conducted a flow monitoring program “Wastewater Conveyance System Technical Memorandum” to calibrate the sewer model. Based on a serviced population of 6,098 persons, the overall flow rate was in the order of 182 - 250 l/cap/day in the system during dry weather. The overall dry weather I&I is around 0.03 l/s/ha, which is lower than the design value of 0.05 l/s/ha used in the City of Ottawa. The daily usage of the WWTP during the same period (June, July, August) in 2021 amounted to an average of 2,214 m³/day or 363 l/cap/day. Assessing the flow monitoring results over the entire period, including wet weather events, **the average value is 304 l/cap/day.**

For the purposes of estimating future loads, a per capita demand of 304 L/c/d will be used. This value will be refined based on future flow monitoring and actual loading as system demand grows.

Several components of the collection system are currently undergoing rehabilitation which will likely further reduce inflow and infiltration over time and will free up residual capacity at the wastewater plant that will enable additional growth.

HYDRAULIC RESERVE CAPACITY

According to ECA No. 1637-AC8NT7 the Mississippi Mills WWTP has a rated average day capacity of 4,700 m³/day. The hydraulic reserve capacity (Cr) may be obtained by subtracting the total average daily flow through the plant (calculated as a five-year average above) from the rated capacity. **Based on the above, the hydraulic reserve capacity (Cr) of the Mississippi Mills WWTP as of end of 2023 is 4,700 m³/d – 3,148.3 m³/d = 1,551.7 m³/day.**

PERSON PER UNIT

The following unit densities were derived from a J.L. Richards & Associates population study dated April 2021 in support of Bylaw 21-034 OPA 22 and will be used to determine equivalent population of new developments. These values may be slightly different than the design values used for developments.



Average Household Sizes Based on Unit Type

Unit Type and Location	Average household size (persons per household)
Almonte – Low Density Residential	2.29
Almonte – Medium Density Residential	2.54
Almonte – Retirement Home	1.00
Almonte – Adult-oriented units	1.50
Almonte – Additional Residential Units (a.k.a. secondary units)	1.25
Villages	2.4
Rural / Agricultural Areas	2.35

Single detached homes are low density. Medium density includes semi-detached and rowhouses. A value of 2.4 persons per unit will be used for back-to-back townhouse units. A value of 2.1 persons per unit will be used for apartment units.

COMMITTED HYDRAULIC RESERVE CAPACITY

Developments that have been approved by Council have the function of committing capacity for the approved development.

Development includes:

- draft approved subdivisions
- remaining units to be built in registered subdivisions
- condominiums
- site plans approved in 2024 or earlier but not developed yet (in Almonte that are connected to services)
- consents where a building will go up on after Dec 31, 2023, in Almonte
- individual infill lots where permits can be obtained in Almonte with no other planning approvals

The amount of flow attributed to approved and draft approved developments and inclusion of existing dwellings intensification units is summarized in Table 2 below.

Table 2 – Committed Capacity

Development	Units	Equivalent Population ¹
Mississippi Mills Developments		
White Tail Ridge (2.29 ppu) Remaining Lots (supernatant only)	8	19



Development	Units	Equivalent Population ¹
Total Whitetail Ridge (5.78 m³/day)	8	19
Weaver's Way (draft approved committed)		
Phase 1A		
Singles (2.29 ppu)	55	126
Back-to-Back Towns (2.4 ppu)	38	92
Townhomes (2.54 ppu)	49	125
Apartments (2.1 ppu)	0	0
Phase 1B		
Singles (2.29 ppu)	51	117
Townhomes (2.54 ppu)	22	56
Apartments (2.1 ppu)	0	0
Phase 2-4		
Singles (2.29 ppu)	147	337
Back-to-back towns(2.4 ppu)	34	82
Townhomes (2.54 ppu)	139	353
Apartments (2.1 ppu)	0	0
Industrial 7.56 ha (28,000 L/ha/d - 211.75 m ³ /day)		605eq
Total Weavers Way (575.47 m³/day)	535	1893
Mill Valley Living (draft approved – committed)		
Townhouses (2.54 ppu)	45	115
Apartment (2.1 ppu)	48	102
Total Mill Valley Living (65.97 m³/day)	93	217
Hilan Village (draft approved committed)		
Singles (2.29 ppu)	41	94
Semi-detached and duplex (2.54 ppu)	30	77
Rowhouse /townhome (2.54 ppu)	18	46
Apartment block (would require site plan approval) (2.1 ppu)	36	76



Development	Units	Equivalent Population ¹
Total Hilan Village (89.07 m³/day)	125	293
Bakers Quarry (draft approved committed)(2.29 ppu)	15	35
Total Bakers Quarry (10.64 m³/day)	15	35
Total Residential Lots Approved above (746.93 m³/day) 776 lots		2457 people
Approved Site Plans 10 St. Andrews 6 units (1- 4-unit town, 1 duplex) – (4.56 m ³ /day) 340 Frank Davis (Industrial Park) 0.42 L/s DWF (36.48 m ³ /day)	6	15 120 eq
Total Site Plans (41.04 m³/day)		
Infill Lots (20 Building Permits at 2.4 ppu) –(14.59 m³/day)	20	48
Total Capacity Committed with site plans (802.56 m³/day)	802 lots	2640 people

As shown in Table 2, using the total equivalent population growth of 2640 and an average day per person usage of 0.304 m³/cap/d, the “committed” hydraulic reserve capacity totals **802.56 m³/d**.

UNCOMMITTED HYDRAULIC RESERVE CAPACITY

Based on MECF Procedure D-5-1, the “uncommitted” hydraulic reserve capacity is calculated by subtracting the committed hydraulic reserve capacity from the “uncommitted” hydraulic reserve capacity. The “uncommitted” hydraulic reserve capacity (Cu) is 1,551.7 m³/day – 802.56 m³/d = 749.14 m³/d. The total capacity committed at the WWTP is 3,950.86 m³/day or 84.1% of the rated capacity.

As such, based on MECF Procedure D-5-1 and reported approved/draft approved



development information, the Municipality has allocated approximately 84.1% of the entire hydraulic reserve capacity of the Mississippi Mills WWTP. The remaining residual capacity of 749.14 m³/d would be available to support an additional 2,464 persons or 1,027 residential units (at 2.4 ppu) above the developments approved in Table 2.

PROJECTED TIMING FOR MISSISSIPPI MILLS WWTP EXPANSION

Based on the wastewater demands presented in this report and growth development timelines identified in the Master Plan Update, planning to increase the capacity of the WWTP is recommended to begin as it will take a minimum of 3 to 6 years to plan and complete an expansion. The Council has authorized and funded the Municipal Class Environmental Assessment for the plant upgrade and Gemmills Bay Sewage Pump Station. The master plan identified project cost of \$75 M for the Wastewater Plant expansion and \$15 M for the Gemmills Bay Sewage Pump Station project. Construction of these facilities will be constrained by the availability of funding and grants.

The Municipality will be asked to approve developments and commit capacity that will exceed the available reserve capacity in the near future. The Municipality has begun to manage allocation of capacity by drafting a water and sewer allocation policy and bylaw which will provide a capacity allocation prior to draft approval of new developments.

SUMMARY

Based on the current wastewater generated within Almonte, the calculations show that there is sufficient hydraulic reserve capacity available at the Mississippi Mills WWTP to service all draft approved developments approved as of October 8, 2024.

The uncommitted reserve capacity of 749.14 m³/d could accommodate an additional estimated 1,027 residential units in the future at a density of 2.4 ppu. This is in addition to the equivalent 802 residential lots plus industrial lots noted in Table 2 as draft approved. It is noted that it will take in excess of 5 years to build out the current draft approved developments.

Good practice is to start planning for facility expansion when demand reaches 80% of the rated capacity limit. The Municipality has initiated a Municipal Class Environmental Assessment for Gemmill's Bay PS and Almonte WWTP as the WWTP plant capacity is 84.1% committed.

The Municipality has proactively taken steps to review their overall infrastructure needs by working with J.L. Richards & Associates to finalize a master plan update.



Since the Municipality is currently experiencing high development pressures, it is recommended that an uncommitted reserve capacity calculation be refreshed on an annual basis and again prior to approving additional developments.

Yours truly,

Michel Asselin, P.Eng
Senior Development and Capital Projects Engineer
/ma

Mississippi Mills Water Uncommitted Reserve Capacity



Municipality of Mississippi Mills Water Supply System Uncommitted Hydraulic Reserve Capacity
as of end of 2024

Prepared January 26, 2025



January 26, 2025

VIA E-MAIL mknight@mississippimills.ca

Melanie Knight
Director of Development Services and Engineering
Municipality of Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, Ontario K0A 1A0

Dear Ms. Knight:

**Re: Municipality of Mississippi Mills Water Supply System
Uncommitted Hydraulic Reserve Capacity - as of December 31, 2024**

This letter report summarizes the methodology and calculations used to determine the Uncommitted Hydraulic Reserve Capacity for the Municipality of Mississippi Mills Water System, with developments approved as of December 31, 2024.

BACKGROUND

The Municipality of Mississippi Mills is planning for growth within the urban boundary of Almonte and is preparing calculations for uncommitted hydraulic reserve capacity of their existing Water Supply System to determine capacity constraints and assist in making decisions on development approvals and allocation of infrastructure capacity for future development. This information will also allow the municipality to properly plan for needed capital projects.

The Mississippi Mills Water System consists of five (5) wells with local disinfection, a piped distribution network, pressure regulating valves for one additional pressure zone, one elevated storage tank, one ground level storage tank and pumping station and an assortment of hydrants and valves.

All wells begin pumping into the water distribution system when the elevated tank level reaches an operator selected setpoint. The water tower and wells are operated by the Ontario Clean Water Agency.

The wells operate in accordance with the following Certificates:

- Permit to Take Water (PTTW) No. 8175-AQPHA8, dated September 8, 2017, which allows for a total combined water taking of 11,335 cu.m/d (131.2 L/s). The PTTW expires on August 31, 2027.



- Drinking Water Works Permit (DWWP) No. 178-201, Issue No. 5, dated November 26, 2021 indicates a permitted pumping capacity of 7,508 cu.m/d (86.9 L/s).
- Municipal Drinking Water License (MDWL) No. 178-101, Issue No. 5, dated November 26, 2021, governs the system with an approved total combined rated capacity of 7,473.5 cu.m/d (86.5 L/s).

All wells are not operating at their full demonstrated yield. Well 6 will not be considered for operation beyond the observed operating limit (11.9 L/s) as pumping at higher rates result in increased sediment production and turbidity. Turbidity reduction may require substantial treatment, which is impractical or cost intensive.

The Municipality has proactively taken steps to review their overall infrastructure needs by working with J.L. Richards & Associates to finalize a master plan update.

The 2024 Water and Wastewater Infrastructure Master Plan Report provides a summary of well capacity and reports a current operational limit of wells as 6,056.6 cu.m/d (70.1 L/s) as follows:

Table 5 Well Operational Characteristics

Well	Year Constructed	Depth (m)	Size (mm)	Flow Parameter (L/s)				
				PTTW	DWWP	MDWL	Demonstrated Yield	Operating Limit ⁽¹⁾
3	1948	47.5	250	9.7	9.9	9.7	9.7	7.1
5	1970	38.1	203	9.5	9.5	9.5	9.5	6.4
6	1973	48.8	254	22.7	22.7	22.7	11.9 ⁽²⁾	11.9
7 & 8	1990/1991	79.2	254	44.7 ⁽³⁾	44.8	44.7	75.7	44.7
TOTAL				131.2 ⁽³⁾	86.8	86.5	106.8	70.1

(1) Operational limitations provided by OCWA (November 2006) and confirmed in 2023.
 (2) High turbidity/sediment levels limit the demonstrated yield to 11.9 L/s (operational limit).
 (3) The PTTW authorizes both Well 7 & 8 to take 44.7 L/s, meaning the total authorization is a sum of five wells, 131.2 L/s. However, the system operation does not allow Wells 7 & 8 to operate separately, and the MDWL set a limit of 44.7 L/s for Wells 7 & 8 combined.

The MDWL anticipated 7&8 to operate in a duty standby arrangement (one pump at a time) so flow (combined) is capped at 44.7 l/s (3862 m3/d) which matches the capacity on one pump. OCWA reports that currently both well pumps 7&8 operate at the same time, each pumping approximately 25 L/s.



METHODOLOGY

The methodology used to determine the Uncommitted Hydraulic Reserve Capacity is based on the MECP document titled “Procedure D-5-1: Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants” (March 1995). The uncommitted reserve capacity is calculated by taking the hydraulic reserve capacity of the Well supply (Cr) and subtracting the max day hydraulic demands created from draft approved development lots and commercial and industrial lots. Twenty (20) permits have been included in Table 2 to account for infill developments in the existing urban boundary that may not be captured in other development approvals.

TOTAL AVERAGE DAILY FLOW and MAX DAY FLOW

The uncommitted reserve capacity for the water system is based on Maximum Day water demands which is calculated as average day flow multiplied by a max day factor. Table 1 provides a summary of total treated water pumped as reported in OCWA annual reports and calculates a Max Day Factor.

Table 1: Average Daily Flow (2018-2023)

Year	Average Day Flow (cu.m/d)	Max Day Flow (cu.m/d)	Max Day Factor
2018	1958	3024	1.5
2019	2043	3284	1.6
2020	2038	3571	1.8
2021	2372	3816	1.6
2022	2539	4624	1.8
2023	2309	4830	2.1
Max/AVG	2210	4830	1.7

The average max day factor of 1.7 based on an average of six years of data will be used as presented in Table 1.

PER CAPITA DEMAND

Average day flow for new development is based on the per capita design demand of 304 l/p/d. The Town will continue to monitor actual demands and will update the Uncommitted Hydraulic Reserve Capacity calculation annually.



HYDRAULIC RESERVE CAPACITY

According to Municipal Drinking Water License (MDWL) No. 178-101, Issue No. 5, dated November 26, 2021, the approved rated capacity of the system is 7,473.5 cu.m/d (86.5 L/s).

The hydraulic reserve capacity (Cr) may be obtained by subtracting the Maximum Day Flow from the rated capacity. **Based on the above, the hydraulic reserve capacity (Cr) of the Mississippi Mills Water Supply System as of the end of 2023 is 7,473.5 cu.m/d – 4,830 cu.m/d = 2,643.5 cu.m/day.**

PERSON PER UNIT

The following unit densities were derived from a J.L. Richards & Associates population study dated April 2021 in support of Bylaw 21-034 OPA 22 and will be used to determine equivalent population of new developments. These values may be slightly different than the design values used for developments.

Average Household Sizes Based on Unit Type

Unit Type and Location	Average household size (persons per household)
Almonte – Low Density Residential	2.29
Almonte – Medium Density Residential	2.54
Almonte – Retirement Home	1.00
Almonte – Adult-oriented units	1.50
Almonte – Additional Residential Units (a.k.a. secondary units)	1.25
Villages	2.4
Rural / Agricultural Areas	2.35

Single detached homes are low density. Medium density includes semi-detached and rowhouses. A value of 2.4 persons per unit will be used for back-to-back townhouse units. A value of 2.1 persons per unit will be used for apartment units.

COMMITTED HYDRAULIC RESERVE CAPACITY

Developments that have been approved by Council have the function of committing capacity for the approved development.

Development includes:

- draft approved subdivisions
- remaining units to be built in registered subdivisions
- condominiums
- site plans approved in 2024 or earlier but not developed yet (in Almonte that are connected to services)



- consents where a building will go up on after Dec 31, 2023, in Almonte
- individual infill lots where permits can be obtained in Almonte with no other planning approvals

The amount of flow attributed to approved and draft approved developments and inclusion of existing dwellings intensification units is summarized in Table 2 below.

Table 2 – Committed Capacity Water Supply

Development	Units	Equivalent Population ¹
Mississippi Mills Developments		
White Tail Ridge (2.29 ppu) Remaining Lots (supernatant only)	8	19
Total Whitetail Ridge (5.78 m³/dayx1.7)= max day 9.82 cu.m/d	8	19
Weaver's Way (draft approved committed)		
Phase 1A		
Singles (2.29 ppu)	55	126
Back-to-Back Towns (2.4 ppu)	38	92
Townhomes (2.54 ppu)	49	125
Apartments (2.1 ppu)	0	0
Phase 1B		
Singles (2.29 ppu)	51	117
Townhomes (2.54 ppu)	22	56
Apartments (2.1 ppu)	0	0
Phase 2-4		
Singles (2.29 ppu)	147	337
Back-to-back towns(2.4 ppu)	34	82
Townhomes (2.54 ppu)	139	353
Apartments (2.1 ppu)	0	0
Industrial 7.56 ha (28,000 L/ha/d - 211.75 m ³ /day)		605eq



Development	Units	Equivalent Population ¹
Total Weavers Way (575.47 m ³ /day x 1.7) = max day 978.30 cu.m/d	535	1893
Mill Valley Living (draft approved – committed)		
Townhouses (2.54 ppu)	45	115
Apartment (2.1 ppu)	48	102
Total Mill Valley Living (65.97 m ³ /day x 1.7) = max day 112.15 cu.m/d	93	217
Hilan Village (draft approved committed)		
Singles (2.29 ppu)	41	94
Semi-detached and duplex (2.54 ppu)	30	77
Rowhouse /townhome (2.54 ppu)	18	46
Apartment block (would require site plan approval) (2.1 ppu)	36	76
Total Hilan Village (89.07 m ³ /day x 1.7) = max day 151.42 cu.m/d	125	293
Bakers Quarry (draft approved committed)(2.29 ppu)	15	35
Total Bakers Quarry (10.64 m ³ /day x 1.7) = max day 18.09 cu.m/d	15	35
Total Residential Lots Approved above (max day 1,269.78 cu.m/d) 776 lots 2457people		



Development	Units	Equivalent Population ¹
Approved Site Plans 10 St. Andrews 6 units (1- 4-unit town, 1 duplex) – (4.56 m³/day x 1.7) = 7.75 cu.m/d 340 Frank Davis (Industrial Park) 0.42 L/s DWF (36.48 m³/day x 1.7) = max day 62.02 cu.m/d	6	15 120 eq
Total Site Plans (max day 69.77 cu.m/d)		
Infill Lots (20 Building Permits at 2.4 ppu) –(14.59 m³/day x 1.7) = max day 24.80 cu.m/d	20	48
Total Capacity Committed with site plans (max day 1364.35 cu.m/d)	802 lots	2640 people

As shown in Table 2, using the total equivalent population growth of **2640** and an average per person demand of **0.304 m³/cap/d**, the “committed” hydraulic capacity for draft approved development totals **max day flow is 1,364.35 cu.m/d**.

UNCOMMITTED HYDRAULIC RESERVE CAPACITY

Based on MECP Procedure D-5-1, the “uncommitted” hydraulic reserve capacity is calculated by subtracting the committed hydraulic capacity from the “uncommitted” hydraulic reserve capacity. The “uncommitted” hydraulic reserve capacity (Cu) is 2,643.5 m³/day – 1,364.35 m³/d = 1,279.15 m³/d. The total capacity committed in the Water Supply Wells is 6,194.35 cu.m/day or 82.9 % of the rated capacity.

The remaining residual capacity of 1,279.15 cu.m/d would be available to support an



additional 2475 persons or 1,031 residential units (at 2.4 ppu) above the developments approved in Table 2.

Projected Timing for MISSISSIPPI MILLS Water Supply Expansion

Based on the water demands presented in this report and growth development timelines identified in the Master Plan Update, planning to increase the capacity of the Wells is recommended to begin in the short term (0-5 years) as it will take a minimum of 3 to 6 years to plan and complete well expansion. The Council has authorized starting the Municipal Class Environmental Assessment for the well upgrades beginning in 2025. The master plan identified project cost of **\$11 M** for the Well Upgrades. Construction of the well facilities may be constrained by the availability of funding and grants.

The Municipality will be asked to approve developments and commit capacity that will exceed the available reserve capacity in the future. The Municipality has begun to manage allocation of capacity by drafting a water and sewer allocation policy and bylaw which will provide a capacity allocation prior to draft approval of new developments.

SUMMARY

Based on the current water supply within Almonte, the calculations show that there is sufficient hydraulic reserve capacity available in the Mississippi Mills Water Supply to service all draft approved developments approved as of December 31, 2024.

The uncommitted reserve capacity of 1,279.15 cu.m/d could accommodate an additional estimated 1,031 residential units in the future at a density of 2.4 ppu. This is in addition to the equivalent 802 residential lots plus industrial lots noted in Table 2 as draft approved. It is noted that it will take in excess of 5 years to build out the current draft approved developments.

Good practice is to start planning for facility expansion when demand reaches 80% of the rated capacity limit. The Municipality has included plans to review well capacity beginning in the 2025 budget as the Water Supply capacity is 82.9% committed.



Since the Municipality is currently experiencing high development pressures, it is recommended that an uncommitted reserve capacity calculation be refreshed on an annual basis and again prior to approving additional developments.

Yours truly,

Michel Asselin, P.Eng

Senior Development and Capital Projects Engineer

/ma

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 25, 2025
TO: Committee of the Whole
FROM: Ashley Kulp, Communications Coordinator
SUBJECT: Communications Plan Review

RECOMMENDATION:

THAT the Committee of the Whole recommend Council approve the new Communications Plan, updated Social Media Policy and Mississippi Mills Style Guide.

BACKGROUND:

As part of the mid-term governance review, the Clerks Department has been in the process of examining policies and procedures. The Communications Plan and Social Media Policy were identified for review.

The previous Communications Plan was created in 2018, developed as part of the 2017 strategic plan process. It was informed by a communications survey and analysis of existing practices and policies within the Municipality.

All the objectives included in the initial plan have been actioned and therefore this new plan provides future objectives and recommendations.

The Social Media Policy was last updated in 2022.

DISCUSSION:

The purpose of the Communications Plan is to promote the Municipality of Mississippi Mills and encourage more interactive and transparent communications with external and internal audiences.

It provides best practice guidelines for staff and Council, strategies and protocols for creating a more engaged and informed community, Council and staff team.

It centres around a set of principles:

- Communicate in an efficient and professional manner
- Be open, transparent and accountable

- Value public input and two-way communication
- Share information in a proactive and timely manner
- Communicate in plain language, using diverse and accessible formats
- Consistent customer service approach

The plan includes a review of achievements of objectives from the initial plan and identifies future objectives to enhance communications within the Municipality, including:

- Explore further engagement opportunities through the addition of community engagement and citizen relationship management (CRM) software solutions.
- Strengthen internal communications processes with staff and Council and response protocols.
- Continue to grow consistent branding and message of the Municipality of Mississippi Mills.
- Enhance Indigenous communications, engagement and protocols.

An analysis of the communications techniques used by the Municipality was conducted, as well as an updated audit of municipal social media accounts, which showcases Mississippi Mills' consistent and informative presence on social media.

Minor changes were made to the Social Media Policy. The CAO was removed as administrator of the policy and replaced with the Clerk / Deputy CAO. Language was added aligning the policy with Council's strategic priorities. Sections have been added with guidelines on sharing and reposting content, along with social media usage for municipal representatives and Council.

To continue striving toward consistent messaging and branding, the Communications department created the Mississippi Mills Style Guide. As outlined in the Accessibility for Ontarians Act, the Municipality should aim to prepare documents for a Grade 6-8 reading level.

It acts as a handy tool for staff and Council to consult and contains guidelines for the following:

- Using plain language
- Writing for staff reports
- How to correctly hyperlink in documents
- Spelling and capitalization
- Inclusive language
- Indigenous relations
- Writing for the web

It also features standard templates for staff to use for policies, PowerPoint presentations and a consistent email signature.

The guidelines set out in the 2023 Community Engagement Strategy also work in partnership with the new Communications Plan, in identifying how the Municipality should consult with the community.

OPTIONS:

Options for Committee of the Whole to consider:

- 1) Approve the Communications Plan
- 2) Approve the plan with amendments
- 3) Do not approve the plan

FINANCIAL IMPLICATIONS:

At this time, there are no financial implications for 2025 associated with this report.

Community engagement and citizen relationship management (CRM) software subscriptions associated with the recommendations in this plan may be part of future budget deliberations.

STRATEGIC PLAN

This plan aligns with the following strategic initiatives of Council:

- 1) Modern, Efficient and Effective Municipal Operations
- 2) Accountable and Transparent Governance

PUBLIC ENGAGEMENT

There is no public engagement required for approval of the Communications Plan, however engagement may be involved in achieving some of the plan's recommendations.

SUMMARY:

The Communications Plan dictates strategies and processes for transparent external and internal communications within the Municipality. The accompanying Social Media Policy provides guidelines for municipal social media usage for staff and Council.

The Mississippi Mills Style Guide toolkit is another mechanism to ensure consistent branding and messaging for the Municipality.

Respectfully submitted by,

Ashley Kulp,
Communications Coordinator

Reviewed by:

Jeanne Harfield,
Clerk / Deputy CAO

ATTACHMENTS:

1. Draft Mississippi Mills Communications Plan
2. Social Media Policy
3. Mississippi Mills Style Guide



Mississippi
Mills

COMMUNICATIONS PLAN

February 2025

DRAFT

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EXECUTIVE SUMMARY

Proactive communications plays an integral role in the dissemination of information to priority audiences.

Mississippi Mills, like many other communities in Ontario, have consistently identified communications as a key priority area with the creation of the previous Communications Plan in 2018. Feeding this need is the persisting public appetite for greater transparency, accountability and access to information in municipal government.

This report builds on achievements since the 2018 plan, highlights existing practices, updated vision and objectives, strategies, etc.

Working in partnership with the Communications Plan are the following:

- Social Media Policy
- Mississippi Mills Style Guide
- Community Engagement Strategy

Enhanced management of proactive communications activities

A strong focus on enhanced communications practices has continued to be a key focus in the Municipality.

The addition in 2022 of a full-time Communications Coordinator position, reporting to the Clerks Department, has assisted in enhancing the management of communications strategies and liaising with departments on their communications needs. A part-time Communications Assistant role, created in 2024, provides further support.

Ongoing improvements to community engagement and transparency

Based on research and surveys when developing the 2018 plan, the Communications Coordinator and Communications Assistant positions have allowed the Municipality to maintain a consistent and informative presence on social media.

The newsfeed feature on the municipal website has been revamped and is updated on a nearly daily basis. Subscribers to municipal newsletters (Information, Public Notices, Community & Cultural Updates, Public Information and Meetings, Emergency Alerts, Service Disruptions & Facility Closures) receive information daily and weekly with news and community events recaps.

The realization of a Community Engagement Strategy in September 2023 outlines a process for when and how the Municipality engages with the public, as well as Indigenous communities. A Community Engagement Toolkit and training was also conducted with staff.

A subsequent Community Engagement section on the municipal website provides the public with information on current engagement opportunities, as well as campaigns and spotlights on municipal projects, including public information activities, budget process, surveys, etc.

Mississippi Mills brand consistency and messaging

Consistent messaging, as well as clear Mississippi Mills branding, ensures a familiarity with the public that certain content is being delivered by the Municipality. The Communications team has developed templates for public notices and job postings that are easy to understand and promote the Municipality's brand.

The updated Social Media Policy also sets out principles for posting to the Municipality's social media channels and for municipal staff developing content.

The creation of the Mississippi Mills Style Guide is a step toward improvement in this area. This document, established for staff, sets standards for tone when writing reports, guidelines for the use of the municipal logo, and provides templates for policies, PowerPoint presentations and email signatures in order to ensure the Municipality is putting forth a consistent approach.

The following strategy details revised communications goals and objectives for Mississippi Mills. This plan also acts as the basis for future communications policies and initiatives.

BACKGROUND

As part of the 2017 Strategic Plan process, Council elected to pursue the development of a comprehensive Communications Plan.

The resulting plan, developed in 2018, was informed by a communications survey conducted by Brand Clarity, as well as an analysis of existing practices and policies within the Municipality.

In 2024, an update to the Communications Plan and Social Media Policy (last updated in 2022) was identified by Council as part of the Mid-Term Governance Review. In an effort to be consistent with messaging and branding, a Mississippi Mills Style Guide has been created.

REPORT CARD

The following objectives were identified in the 2018 plan. This section revisits those objectives and the achievements made in each area.

OBJECTIVE 1:

To engage in effective dialogue with taxpayers, priority audiences and decision makers through public engagement (meetings, focus groups, surveys, etc.)

ACHIEVEMENTS:

The Municipality holds statutory public meetings as required, as well as Public Information Centres on major projects and initiatives.

The Municipality does publish surveys for public input periodically.

Creation of the 2023 Community Engagement Strategy outlining when the Municipality should engage and the level of engagement.

All public engagement opportunities are listed under the Community Engagement section of the website, created in 2024.

Community engagement is now a section on all staff reports and the MM2048 planning initiative has been a robust approach to community engagement for multiple master plans.

OBJECTIVE 2:

To listen, as an organization, to the needs and priorities of the community. This involves taking the input received from public meetings, questionnaires, etc. and incorporating it into policies and programs developed by Council.

ACHIEVEMENTS:

Public input is taken into consideration during public meetings, Public Information Centres, open houses and is reviewed by staff and Council before a final decision is made.

Results from surveys and questionnaires are reflected in policy changes and recommendations.

OBJECTIVE 3:

To inform taxpayers, priority audiences and decision makers of the organization programs and services of the Municipality and how they can participate.

ACHIEVEMENTS:

The Municipality updates the website regularly, promotes programs on social media channels and advertises in local media (where applicable).

The addition of the Community Engagement section on the website is another mechanism that has been successful for the Municipality.

The quarterly municipal newsletter, MM Messenger, is another mechanism to further reach residents.

OBJECTIVE 4:

To celebrate the spirit and success of the community and its community members and to communicate when exciting opportunities present themselves. For example, receiving grant funding for a project.

ACHIEVEMENTS:

The Municipality issues press releases and statements from the Mayor for significant events and achievements. These are also shared on the Municipality's social media channels.

A press release calendar has also streamlined this process.

OBJECTIVE 5:

To increase the transparency of decision making and strengthening public accountability by informing the public of meetings where items will be discussed. Provide background information in advance of meetings so that the public can inform themselves and advising of Council decisions as they are made.

ACHIEVEMENTS:

The eScribe software for Council meetings provides easier access for the public to reports. Once agendas are published, the municipal newsfeed is updated with links on where the public can access agendas.

On the morning of Council meeting days, a rundown of items of interest for that evening's meeting and links to agendas and livestream is published on municipal social media channels.

Council Highlights are circulated on the newsfeed, social media and to local media the following day. The Communications team has also broken the highlights into spotlights on particular issues to encourage more engagement.

POLICIES

Social Media Policy

The goal of the Social Media Policy is to ensure that the Municipality presents matters relating to emergency information, local events, important updates and items of general public interest to residents, businesses, visitors and other interested parties on our social media channels. The policy will continue to be updated to reflect the current social media landscape as well as make recommended updates and changes to ensure that it is reflective of all municipal business.

Community Engagement Strategy

the Community Engagement Strategy aims at developing a consistent approach to community engagement, providing guidance on when and how to undertake engagement activities and what steps and processes should be considered.

It outlines the Municipality's goals and guiding principles for community engagement, providing staff with tools and templates to ensure consistent and active participation in the planning, implementation and evaluation of programs and services. It also includes an Indigenous Community Engagement Protocol.



COMMUNICATIONS ANALYSIS

The goal of the Communications Plan is to support the effective management of the Corporation of the Municipality of Mississippi Mills through clear, concise and effective communication of the Municipality's programs, services, goals and objectives.

EXTERNAL COMMUNICATIONS

External communications is any form of outreach to anyone, be it an individual, group or business or outside Municipality or government organization that is not an internal partner like staff or Council. The Municipality uses press releases and public notices, distributed to local media and circulated on the municipal newsfeed as well as social media as a means to communicate with priority audiences.

The local media landscape changed in 2023 with the closure of the local newspaper. The Municipality previously purchased a weekly block ad, titled Municipal Matters, which included information such as meeting notices, tenders, Request for Proposals/quotes, municipal events, etc. This practice ceased following the paper's closure.

Since that time, other media have established in the area but the Municipality does not regularly advertise municipal updates in traditional print media, other than the occasional municipal event.

MEDIA RELATIONS / PUBLICATIONS

In the last two years, the Municipality has taken a more proactive approach to media relations compared to what was done previously.

Media releases are issued on a more regular basis and include Council Highlights, grant or funding announcements, municipal events and department initiatives such as training exercises conducted by the Mississippi Mills Fire Department.



Due to the closure of the local newspaper in 2023, Council directed a portion of that advertising budget to the creation of a part-time Communications Assistant position to focus on establishing a quarterly newsletter, MM Messenger, as well as support the Communications Coordinator in engagement efforts. It is available on the website and paper copies are made available at the two library branches and other community spaces, where requested. This has allowed the Municipality to be proactive when communicating programs, services and updates to the community.

SOCIAL MEDIA

In a survey done over a five-year period by Redbrick Communications, an Ontario-based communications consulting firm, 92 per cent of Ontario municipalities with populations over 10,000 people are using social media. The two most used platforms remain Facebook and Twitter.

According to Govstack, software developers of the municipal website, nearly 65 per cent of people learn better through visuals and infographics on social media. By using visual content, municipalities can relay important information and attract more attention to posts, increasing engagement.

The Municipality currently does a good job of utilizing Facebook with a high level of engagement. More emphasis on being active on Instagram began in 2023 has shown positive results. Moving forward, more emphasis will be put on expanding the Instagram audience to engage with the youth in the community.

The Twitter (X) account has not consistently over the past year due to the volatility of the platform. Previous engagement on Twitter has not been as strong as Facebook and Instagram.

The Municipality has a YouTube channel linked on the website; however it does not contain any municipal information/branding by the Municipality. It is used as more of a promotional tool for tourism and culture.

It is recommended that concentration be focused on Facebook, Instagram and using the Mississippi Mills' LinkedIn account to assist with sharing news, promotions and job opportunities within the Municipality.

On the following page is a list of existing accounts currently managed by the Municipality of Mississippi Mills.

Account	Platform	Purpose	Managed By	Audience
Mississippi Mills	Facebook	Main corporate account	Communications department	8,446
@Mississippi Mills	Instagram	News, tourism and culture	Communications department	2,377
@OurMissMills	Twitter	News, events	Communications department	290

WEBSITE

The current municipal website recently underwent an upgrade and transition to the modernized Govstack platform in January 2025. The previous version was updated in 2020. The new site not only has an updated look and feel, but there is a user-friendly emphasis. It also allows departments more individuality and flexibility when updating pages on the website.

There are additional community engagement tools to take advantage of with this platform, which will continue to be explored.

The Communications Coordinator, with support from the Communications Assistant, is responsible for adding new material, updating material and reviewing material prior to publishing. The Recreation and Culture, Development Services and Engineering departments have access to update their respective sections of the website. A workflow has also been integrated to maintain consistency and messaging on the website. Currently, users with access can make updates to respective pages, but final approval and publishing is the responsibility of the Communications team.

INTERNAL COMMUNICATIONS

With a Communications Coordinator in place, there has been an increase in internal communications but remains a large area of focus in this plan.

Department heads liaise with the Communications Coordinator regularly if they require support or messaging.

Sharing information is important so that municipal employees are apprised of what's happening within the municipality. Council Highlights are shared internally and going forward, Sharepoint and the ADP payroll system will be used to a greater degree to share information with staff on a more consistent basis.

A tool for departments to request assistance with promotions is in development as well, with the goal of being proactive rather than reactive.

Further improvements are planned to enhance internal communications, including the development of a response protocol strategy.

COUNCIL COMMUNICATIONS

Official updates provided to Mississippi Mills Council are circulated by the senior management team and department heads to update them on existing municipal projects and initiatives.

Enhancing protocols and processes for Council communications is an important aspect of this plan.

An improved process will be developed for who and how Council responds to inquiries from the public - electronic and in person. All inquiries should be directed to the appropriate staff member for response.

In addition, the Communications department will develop a timeline protocol for how staff will respond to members of Council.

FUTURE OBJECTIVES

There has been a heavy focus on improving external communications, maintaining a unified voice and growing the Municipality's audience. While that will continue, new objectives will focus on enhancing internal communications and Council communications.

VISION

The following vision and objectives for the Communications Plan will serve as the guiding principles for the development of strategies and processes.

To promote the Municipality of Mississippi Mills and encourage more interactive and transparent communications with external and internal audiences.

This Communications Plan provides best practice guidelines for staff and Council Members to assist in communications materials, including the updated Social Media Policy and introduction of the Mississippi Mills Style Guide. Strategies and tactics will also be developed with the goal of creating a more engaged and informed community, Council and staff team.

PRINCIPLES

- Communicate in an efficient and professional manner
- Be open, transparent and accountable
- Value public input and two-way communication
- Share information in a proactive and timely manner
- Communicate in plain language, using diverse and accessible formats
- Consistent customer service approach

PRIORITY AUDIENCES

The identification of priority audience groups is integral to a successful Communications Plan. Consideration must be given to how groups wish to receive communications. The 2023 Community Engagement Strategy has guidelines to assist with this.

Internal	External
<ul style="list-style-type: none"> • Staff • Council 	<ul style="list-style-type: none"> • Ratepayers • Neighbouring municipalities • Lanark County • Provincial and Federal Government • Boards and agencies • Health Unit/hospitals • Local clubs and groups • Youth • Indigenous community • Recreation/sports clubs • Associations or foundations • Local businesses • Developers

New objectives, current practices and recommendations for improvements are listed below.

OBJECTIVE 1:

Explore further engagement opportunities through the addition of community engagement and citizen relationship management (CRM) software solutions.

CURRENT PRACTICE:

The communications department currently manages a Community Engagement webpage on the municipal website where current and past engagement opportunities are listed. These opportunities are promoted through social media channels as well.

There is currently no citizen relationship management software in use and CRM protocols are managed internally by staff.

RECOMMENDED UPDATE:

Research software options for consideration in 2026 budget deliberations. It would offer a dedicated platform for the Municipality to share information with residents and gather feedback on important projects and initiatives.

CRM platforms assist small to medium municipalities improve citizen interactions, assist with issues management with the goal of bridging the gaps between local government and residents.

OBJECTIVE 2:

Review the the Municipality's Social Media Policy to ensure best practices and consider the development of a Mississippi Mills Style Guide to guide staff and Council in consistent messaging and branding.

CURRENT PRACTICE:

The Social Media Policy has been updated in 2025 and a Mississippi Mills Style Guide was created as part of the 2025 Communications Plan review.

RECOMMENDED UPDATE:

The Social Media Policy shall be reviewed at least once each term of Council. The Mississippi Mills Style Guide should be updated as required.

Training opportunities to be given for staff on updated Communications Plan, Social Media Policy and style guide.

OBJECTIVE 3:

Strengthen internal communications processes with staff and Council and response protocols.

CURRENT PRACTICE:

The Communications Coordinator liaises with members of the senior management team to circulate internal communications.

RECOMMENDED UPDATE:

Explore the addition of CRM software platform. Create more robust communications response protocol strategy, as well as share more information internally, leveraging Sharepoint and ADP.

Provide additional communications training for Council and staff.

OBJECTIVE 4:

Continue to grow consistent branding and message of the Municipality of Mississippi Mills.

CURRENT PRACTICE:

In 2024, a refinement of the Mississippi Mills logo was done, providing an accurate brand guide and high-resolution versions of the logo. The Communications department has built a bank of notice and infographic templates for use on the website and social media. This is regularly updated.

The new style guide also contains templates for email signatures, policies and PowerPoint presentations.

RECOMMENDED UPDATE:

Continue the creation of consistent branding materials and messaging. In the future, consideration may be given to a rebranding exercise, but is not planned at this time.

OBJECTIVE 5:

Enhance Indigenous communications, engagement and protocols.

CURRENT PRACTICE:

The Municipality follows the Indigenous Community Engagement Protocol outlined in the Indigenous relations, acceptable terminology and terminology to avoid is also highlighted in the Mississippi Mills Style Guide.

RECOMMENDED UPDATE:

Continue following the Indigenous Community Engagement Protocol while researching ways to strengthen communications with the local Indigenous community.

WHAT WE'VE HEARD

The last communications survey was conducted in 2017. As the Municipality issues an annual Budget Survey, the Communications team used the [2025 Budget Survey](#) to determine how the public wishes to receive information on the budget and municipal news. The top preferred method was email.

- Email: 47%
- Social media: 36%
- Mailouts: 16%
- Other: 1% (Newspaper, municipal website, town hall meeting, newsletter)

According to a report by Bridging Generations – Age-Friendly Pakenham ([Aging in Pakenham: Report and Recommendations, 2023](#)) also showed that the majority of the senior population surveyed prefer to receive information via email.

- Email: 40%
- Phone tree: 20%
- Social media: 15%
- Radio: 10%

This information will inform how the Municipality continues to engage with the public and further emphasis could be placed on boosting subscription to newsletters.

COMMUNICATIONS AUDIT

SOCIAL MEDIA AUDIT

Currently, the Municipality manages three social media accounts – Facebook, Instagram and Twitter. Of the three platforms, Facebook is the most updated and has the greatest number of followers.

The social media audit, conducted internally by the Communications team, looked into detailed analytics of the Mississippi Mills Facebook account from the period of November 2, 2024 to November 30, 2024, and provide a high-level overview of both Twitter and Instagram.

It should be noted that the Communications team monitors analytics for Facebook and Instagram accounts on a quarterly basis, highlights of which are included as part of the quarterly departments of the Clerks Department.

Some findings:

- Mississippi Mills' Facebook page has the highest performing page when compared to other similar-sized municipalities
- The majority of Facebook users are female aged 35-44 (75.9%)
- Twitter (X) account is updated infrequently
- More emphasis placed on Instagram posting has gained steady followers
- Instagram content could focus on more tourism-related, photo and video posts

Facebook Audit

Overall, the Municipality does a good job managing the Facebook account, updating the page multiple times a day with new content and sharing information from other relevant users (community organizations and agencies, Lanark County).

In the past, Facebook posts tended to focus on events happening in Mississippi Mills and while these types of posts still make up a large number of the posts, there has been more emphasis placed on ensuring there is a balance of municipal branded content with community content.

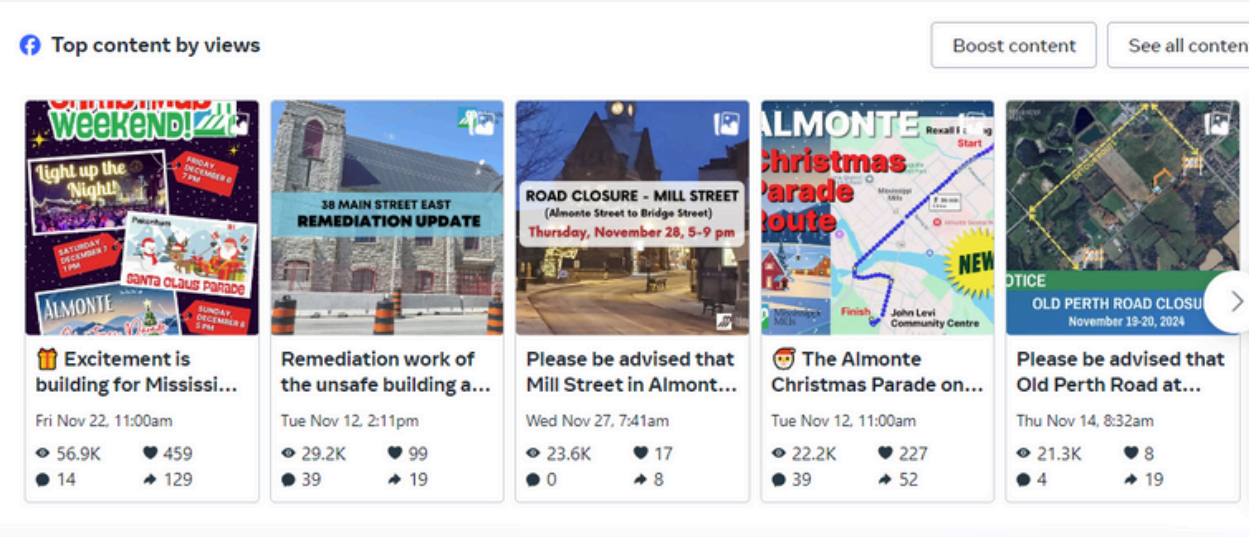
Regular information and updates from Recreation and Culture, Development Services and Engineering, Roads and Public Works, Mississippi Mills Fire Department and Corporate Services are included which make the page information more well-rounded than in the past.

This audit looked at a four-week period of the Municipality’s Facebook activity – November 2, 2024 to November 30, 2024. Specifically, analytics looked at demographics, publishing breakdown, audience engagement, audience growth.

Audience Growth

Over the course of the four weeks, the total number of followers increased by 102.

The posts garnering the most likes during this time were all municipal communications, including capital project updates, road closures and Christmas events.



The Communications team regularly tracks which posts resonate with the public the most in order to tailor our engagement and promotion methods. Monitoring this kind of information that resonates with our audience will help shape how we craft content going forward.

Publishing Breakdown

Overall, the Municipality does a good job of posting to Facebook on a daily basis with 4-5 posts a day. This has increased with the addition of the Communications Coordinator. The ability to schedule posts in advance is an asset so when the Communications Coordinator is on vacation or sick, there is less pressure on other staff to post.

Having the Communications Coordinator managing all social media accounts has been beneficial in maintaining consistent and regular messaging.

The Communications team is exploring utilizing Canva, a program used to create graphics, to develop a social media calendar that will allow further scheduling of posts. Currently, Meta (which owns Facebook and Instagram) only permits scheduled posts up to a month in advance. Having more flexibility would allow more pre-planning for campaigns and promotions.

Audience Engagement

There are a number of factors that go into measuring audience engagement. The three main ones are views, reach and content interactions. Views refers to the number of times content was played or displayed (including videos, posts, stories and ads), and reach refers the number of people who see the content. Content interactions refers to the number of likes or reactions, saves, comments, shares and replies on content, including ads, posts, stories, reels, videos and more.

During the four-week time frame, the following is a high-level breakdown of views, reach and content interactions:

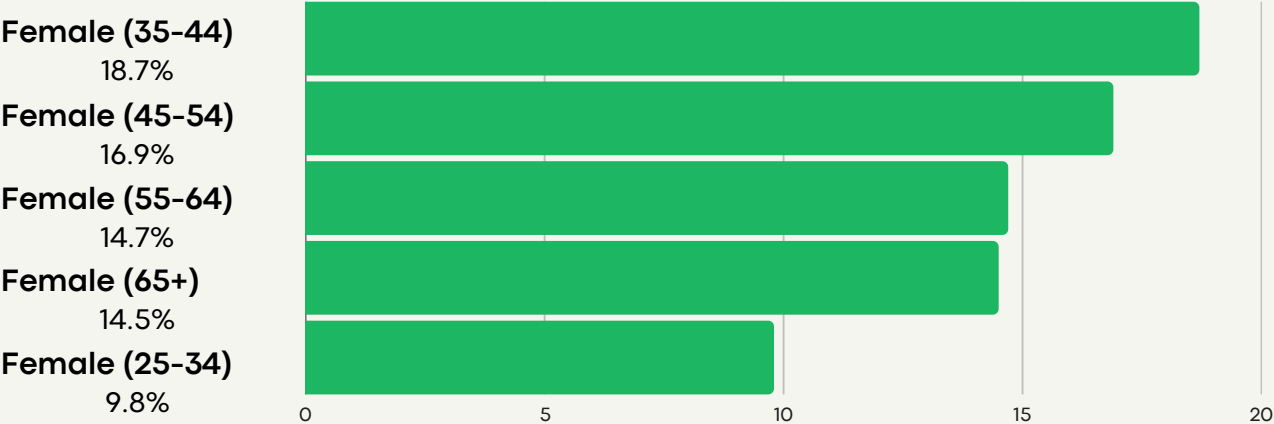
- Views – 484,000
- Reach – 104,900
- Content interactions – 3,700

Monthly monitoring is important to track growth and post engagement.

Demographics

Women make up the largest majority of Mississippi Mills Facebook page followers - 75.7%. Men represent 24.7% of followers.

Facebook Followers by Age and Gender



Competitive Analysis

To see how the Mississippi Mills Facebook page compares with other similar-sized municipalities, the following municipal Facebook pages were looked at:

- Town of Carleton Place
- Town of Arnprior
- Town of Perth
- Town of Smiths Falls
- Municipality of North Grenville

The pages were analyzed during the January 11, 2025 to February 7, 2025 time frame.

The table below outlines the number of followers per municipality’s Facebook page:

Municipality	Facebook Followers (January 11, 2025 - February 7, 2025)
Mississippi Mills	8,425
Town of Perth	7,900
Town of Carleton Place	7,700
Municipality of North Grenville	6,700
Town of Smiths Falls	6,100
Town of Arnprior	5,800

In addition to the number of fans, Mississippi Mills out performed all other municipalities in terms of number of posts over that four-week period - January 11, 2025 to February 7, 2025.

Municipality	Number of Facebook Posts (January 11, 2025 - February 7, 2025)
Mississippi Mills	121
Municipality of North Grenville	119
Town of Arnprior	59
Town of Perth	54
Town of Smiths Falls	54
Town of Carleton Place	23

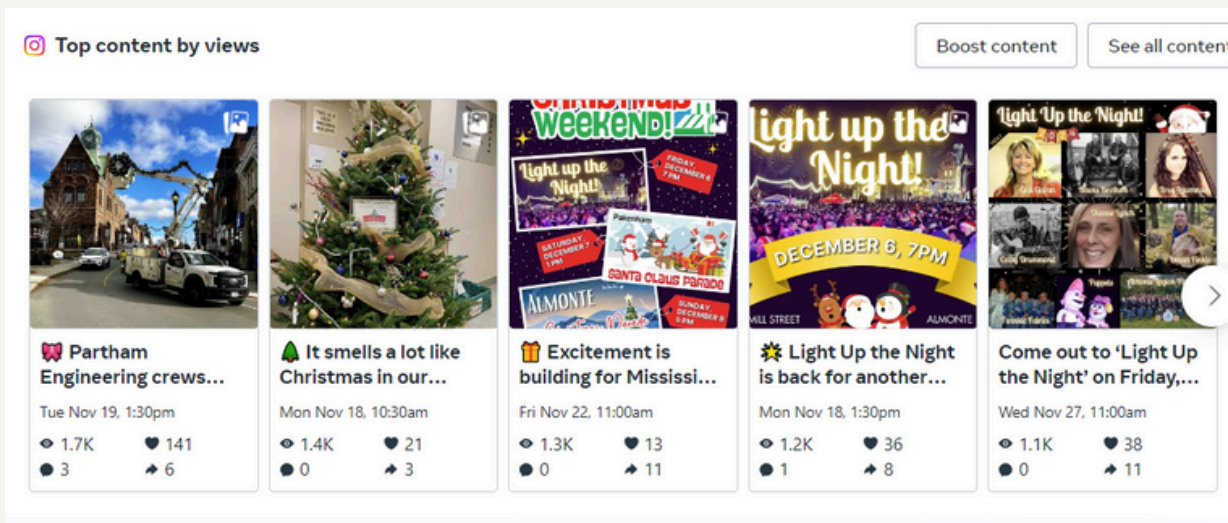
Instagram

The Instagram profile was created in June 2013 and was previously primarily used by the Recreation and Culture Department for tourism and marketing promotions. Since 2022, the Communications Coordinator has taken over the page and focused on more engagement. Much of the posts are duplications of what is posted on the Municipality’s Facebook page.

Below are some high-level analytics of the Instagram account over a four-week period – November 2, 2024 to November 30, 2024.

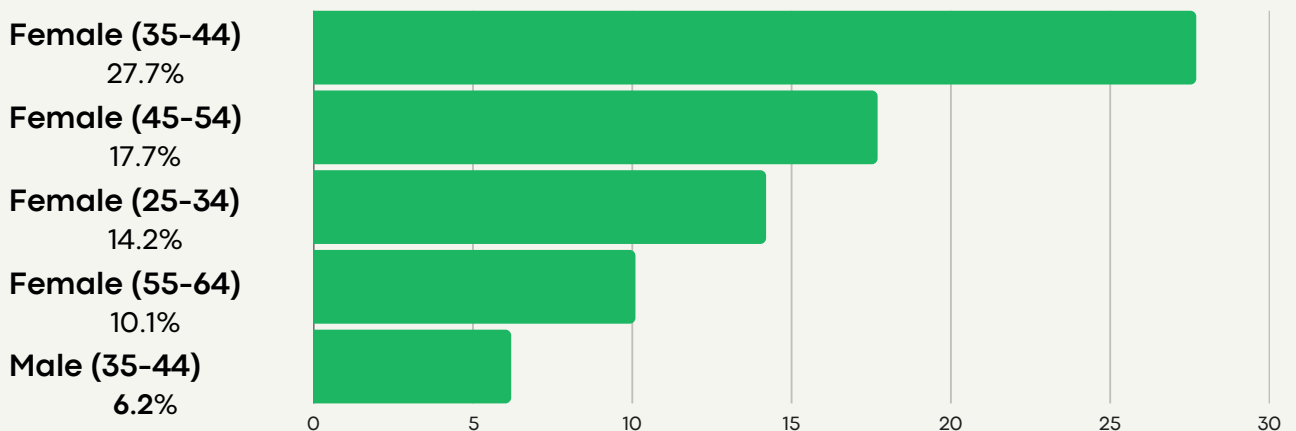
Audience Engagement

- Views – 52,700
- Reach – 5,100
- Content interactions – 1, 200



Women make up the largest demographic of followers on the Municipality’s Instagram account – 78.1%. Men account for 21.9%

Instagram Followers by Age and Gender



Competitive Analysis

To see how the Mississippi Mills Instagram account compares with other similar-sized municipalities, the following municipal Instagram accounts were looked at:

- Town of Carleton Place
- Town of Arnprior
- Town of Perth
- Town of Smiths Falls
- Municipality of North Grenville

The pages were analyzed during the January 11, 2025 to February 7, 2025 time frame.

The table below outlines the number of followers per municipality’s Instagram account:

Municipality	Number of Instagram Followers (January 11, 2025 - February 7, 2025)
Mississippi Mills	2,363
Town of Perth	3,711
Town of Smiths Falls (Tourism Information Centre)	3,325
Town of Carleton Place	1,966
Municipality of North Grenville	1,689
Town of Arnprior	1,163

In addition to the number of fans, Mississippi Mills out performed all other municipalities in terms of number of posts over that four-week period.

Municipality	Number of Instagram Posts (January 11, 2025 - February 7, 2025)
Mississippi Mills	97
Town of Perth	76
Town of Arnprior	55
Municipality of North Grenville	48
Town of Smiths Falls (Tourism Information Centre)	36
Town of Carleton Place	0

Twitter (X)

Due to the limited amount of use and data available, a detailed analytic report of the Municipality's Twitter (X) profile would not be useful. It is infrequently updated.

Website Audit

Due to the recent transition of the Municipality's new website, an audit at this time would not provide accurate numbers as the site has been live for just over a month.

Staff will continue to review features of the site, focusing on content, ease of use, consistency and accessibility features.

STRATEGIES

Media Relations

The changing media landscape across the country has also been felt locally with the closure of the local newspaper in 2023 and a shift in coverage of regular Council activities for issue-based stories.

As a result, it's important for the Municipality to tell their own story without reliance on media. However, the Communications Coordinator acts as a centralized contact for media. A list of local and Ottawa media is retained and updated periodically. The Communications Coordinator also proactively distributes story ideas and media advisories to encourage coverage of Mississippi Mills stories.

Municipal Spokespeople

Traditionally, the Head of Council and CAO are identified as the spokespeople for the Municipality. This doesn't preclude department heads from serving as municipal spokespeople, where applicable.

The Communications Coordinator is responsible for arranging the interview as well as preparing the spokespeople for potential questions and providing relevant talking points and background information to ensure that the message is consistent and accurate. This may involve the Communications Coordinator consulting with other department heads for background information or obtaining questions in advance from the media.

Media Training

Learning how to effectively communicate and to strengthen how the Municipality engages with the media can be enhanced through media training. It is recommended that designated municipal spokespeople, senior staff and Council Members partake in media training. This is already part of the Council orientation package.

Media training increases the confidence and effectiveness of media relations and training can be updated on an as-needed basis.

Additional Social Media Accounts

The Communications Coordinator currently manages three social media accounts for the Municipality – Facebook, Instagram and Twitter (X). It's not recommended to add additional accounts at this time. The fewer accounts the easier it will be for followers to find relevant and accurate information.

The Municipality does have a LinkedIn account and there are plans to use it more to communicate municipal notices, job postings, etc.

Graphics

The Municipality pays an annual subscription fee for a Canva Pro account, which is used to create branded content and infographics used in municipal communications and social media. The Pro account provides access to more templates and features.

Other departments also use the account, which is another way for departments to connect, keep up to date on activities and enhances collaboration. Current departments utilizing the account in addition to Communications: Recreation and Culture, Development Services and Engineering, Administration and Mississippi Mills Fire Department.

Infographics and photographs remain a key way to illustrate and convey municipal messaging.

Content Calendars

A monthly social media content calendar is currently in use by the Communications team. There are plans to create three-month calendars to continue the proactive approach that's been taken with municipal social media accounts.

The Communications Coordinator also distributes a weekly 'Comms at a Glance' snapshot of what's planned on social media for that week, the products and projects the Communications department is working on, as well as an upcoming events list. This is provided to the Mayor and relevant departments.

Response Protocol

Successful social media platforms are interactive and the Municipality responds to comments and questions in a timely manner.

Messages, comments and questions are monitored on a daily basis (excluding weekends). The Communications team commits to providing a response or obtaining an answer to the concern within 48 hours (not including weekends or holidays).

For members of the public who send private messages, an automated note is generated acknowledging receipt of the message and commitment to respond during business hours – Monday to Friday from 8:30 a.m. to 4:30 p.m.

Promotion of Accounts

The Municipality makes use of sponsored Facebook posts regularly. Through a pre-determined target area and budget, the sponsored post will appear more often in followers' newsfeeds. This has been quite successful for initiatives including budget surveys, municipal events, new programs, etc.

Users who like a post or make a comment are monitored and the Communications team may encourage them to follow the Municipality's social media accounts.

Consideration of cross-promotion of pages should be made to increase followers. The Communications team has used social media to encourage subscribers to municipal newsletters, which has proved beneficial.

Community Engagement

Considerable work has been done in the area of community engagement. This was a key takeaway from the 2017 community surveys and a strategic priority of Council. To maintain and develop strong relationships within the Municipality, it is important to create effective two-way communications with residents.

The strategy includes an Indigenous Protocol, with specific recommendations on how to engage with the Indigenous community to achieve meaningful engagement.

Community engagement opportunities include, but are not limited to:

- Workshops/community roundtables
- Focus groups
- Open houses
- Education series
- Public Information Centres
- Surveys or questionnaires

For example, the process to develop the Community Services Master Plan involved extensive community engagement with focus groups from priority audiences.

The strategy shall be updated as needed.

Issues Management

The CAO leads the Project Management Office, where the status of projects and any issues that arise are monitored.

The Communications Coordinator is also responsible for monitoring media coverage and social media, flagging possible issues.

The creation of an Issues Management Strategy is recommended to consider the development of proactive procedures for emerging issues.

SOCIAL MEDIA POLICY

1.0 PURPOSE

The purpose of this policy is to set out the conditions for the use of social media sites to further the business purposes of the Municipality of Mississippi Mills, while protecting and promoting the image of the Municipality.

The primary goals of the Municipality's use of social media mirror the communications principles set out in the Communications Plan:

- Communicate in an efficient and professional manner
- Be open, transparent and accountable
- Value public input and two-way communication
- Share information in a proactive and timely manner
- Communicate in plain language, using diverse and accessible formats
- Consistent customer service approach in line with the goals of communications strategies

This policy also aligns with Council's strategic priority – Modern, Efficient, Effective Municipal Operations:

The Municipality will strive to integrate across facilities, equipment and staff, as well as provide excellence in services, processes and communications while recognizing both rural, suburban and urban needs.

2.0 DEFINITIONS

- Authorized user:** any individual who has the authority to manage, add or remove content on social media pages.
- Social media:** forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content.
- Social media content:** is content planned and developed by the Municipality's departments and posted or intended to be posted on the Municipality's social media sites. This refers to posts, notices/media releases, documents, photos/graphics, videos, links and other information created for distribution or transmission via social media.
- Comment:** a response that is often provided as an answer or reaction to a social media post or message.
- Municipality:** the Municipality of Mississippi Mills.
- Municipal representative:** an employee, elected official, contractor or consultant who acts on behalf of the Municipality.
- Regular business hours:** Monday to Friday, 8:30 a.m. to 4:30 p.m., and closed on all statutory holidays.

3.0 SCOPE

This policy applies to social media activities and sites for all **municipal representatives** including Members of Council when social media sites, posts or comments relate to the business or operations of the Municipality.

The policy shall apply to all municipal employees and others who are authorized to post information on corporate social media sites in an official capacity on behalf of the Municipality.

Communications through social media and the use of associated technology must comply with all other relevant municipal policies, procedures and guidelines, as well as provincial and federal legislation.

This policy shall be administered in accordance with the *Municipal Freedom of Information and Privacy Protection Act* (MFIPPA) and any other relevant legislation.

4.0 RESPONSIBILITY

a. **The Clerk / Deputy Chief Administrative Officer (CAO):**

- The policy shall be administered by the **Clerk / Deputy CAO**.
- Responds/approves to requests for new social media accounts and/or administrative changes to existing sites.

b. **Communications Coordinator (with support from the Clerk / Deputy CAO and department heads):**

- Monitors the policy and Communications Plan, coordinates or provides training to municipal representatives and suggests revisions for Council's consideration.
- Reviews policy on a regular basis or at the direction of the **Clerk / Deputy CAO**.
- Approves and oversees social media accounts and tools for official corporate use.
- Ensures consistent messaging and imaging for all social media sites.
- Generates, monitors, updates, edits, responds to and/or removes social media content or comments.
- Ensures social media sites comply with applicable policies.

c. **Municipal Representatives and other authorized users:**

- Ensures that their use of social media is in accordance with this policy and other related policies, procedures, guidelines and legislation.

5.0 GOVERNING RULES AND GUIDELINES

The Municipality's **official accessible** website, www.mississippimills.ca, will remain the Municipality's primary online source for information. Social media **accounts** will be used to **complement the** website and broaden the reach of the Municipality's information and **messaging**.

a. Usage Guidelines

- In all forms of social media usage, municipal representatives should assume the same representative standards as in other official municipal business. Even if not identified with an explicit municipal affiliation, municipal representatives implicitly represent the Corporation and will be held to the same expectations.
- Where possible, social media pages should indicate they are maintained by the Municipality and will contain appropriate contact information.
- All social media sites shall clearly indicate that any posts and any other content posted are subject to public disclosure.
- Social media sites should contain links directing users back to the Municipality's website for in-depth information, forms, documents and online services necessary to conduct business.
- Information posted on social media sites must be related to official municipal business.
- Municipal representatives or authorized users should promote the goals, objectives and policies of the Municipality through social media in a professional manner.
- All Municipal social media sites that allow posts shall be monitored by designated municipal representatives or authorized user to ensure that the content posted is appropriate.
- Municipal representatives or authorized users who write, post and respond to items on social media sites are expected to adhere to best practices and to use common sense when using online outreach and community building.
- The Municipality does not commit to responding to every communication received through social media; however, the Municipality will make every effort to comment when appropriate, during regular business hours and within two business days.

b. Sharing or Reposting Content

When sharing or reposting content that is not owned by the Municipality, the Communications Coordinator must abide by the following guidelines.

Content may be shared or reposted if:

- It connects the public with information and services from upper tier governments or government-funded agencies/boards;
- It provides further information on a subject matter from an official or accredited source;
- It is from a municipally-affiliated organization, service club or registered charity;
- It is promoting a community event within the boundaries of Mississippi Mills or Lanark County that is open to the public; sponsored or funded in part by the Municipality; is organized by a Chamber of Commerce for general promotional purposes; organized by another level of government, agency or board; or is not a commercial or for-profit business.

Exceptions can be made, as determined by the Clerk / Deputy CAO.

c. Removal of Content or Comments

The Municipality reserves the right to remove any content from municipal social media sites without notice and withdraw access to social media at any time for failure to comply with the requirements of this policy. All inappropriate and prohibited content will be

subject to immediate removal from the site, this includes content that:

- Is not topically related to the particular post being commented on;
- Includes profane language or content;
- Supports or advertises commercial services, entities or products ;
- Is obscene ;
- Discusses or encourages illegal activity;
- Contains information that may compromise the safety and security of the public or public systems;
- Content that reveals the personal or private information about any particular person that is otherwise protected by the *Municipal Freedom of Information and Protection of Privacy Act* or any other applicable legislation; and
- Any content that is deemed inappropriate.

d. Records Management and Retention

Documents and records generated as a result of this policy will be maintained in accordance with the Municipality's Records Retention By-law.

e. Misuse of Social Media

Municipal representatives or authorized users are expressly forbidden to misuse social media access privileges in any way that may include, but are not limited to:

- Using social media accounts for unlawful activities. Posting or commenting on material that is discriminatory, harassing, abusive, offensive or otherwise inappropriate in accordance with the Ontario Human Rights Code, applicable to Code of Conduct and Workplace Harassment and Discrimination Policy.
- Violating the acceptable use policies and network to which they connect to the account.
- Misrepresenting the Municipality's programs or policies in their communications.
- Disclose confidential information pertaining to the business or operations of the Municipality, including items discussed in closed session meeting.
- Disclose personal information about any individual, municipal employee, elected or appointed official, client, customer, vendor, supplier, etc. without their written consent.
- Promote, endorse or allow the marketing of non-municipal businesses, products or any other non-municipal related opportunities, with the exception of economic development/retention activities and the official role of Elected Officials as per the Municipal Act.
- Communicate or engage in any conversations about the Municipality in a destructive manner.
- Represent the personal opinions of those of the Municipality.

Municipal representatives are free to express themselves as private citizens on social media sites, however, their speech cannot impair or impede the performance of their duties or negatively affect the public perception of the Municipality. No employee shall speak in a way as to cause deliberate harm or disruption to the mission and functions of the Municipality.

Municipal representatives may identify themselves as a municipal employee, however online postings cannot reveal confidential information about the Municipality. Any questions about what is considered confidential should be directed to their supervisor,

the Communications Coordinator or Clerk / Deputy CAO.

f. Council Usage of Social Media

In accordance with the Municipal Act, 2001, Council should take the following into account regarding social media usage:

- Members of Council represent the public and must consider the well-being and interests of the Municipality and ensure the accountability and transparency of the operations of the Municipality.
- If responding to a public comment about a municipal matter, members of Council must identify themselves as a member of Council.
- Council is free to express themselves as private citizens on social media sites, however, their speech cannot impair or impede the performance of their duties or negatively affect the public perception of the Municipality. No employee shall speak in a way as to cause deliberate harm or disruption to the mission and functions of the Municipality.

6.0 COMPLIANCE

Failure to comply with this policy may result in discipline up to and including dismissal.

DRAFT

Writing and style guide

The writing and style guide is to be used by Municipality of Mississippi Mills staff for all internal and external communications. It highlights best practices in communication. It is recommended that the Municipality use Canadian Press style. Items not covered in this guide can be found in The Canadian Press Stylebook or The Canadian Press Caps and Spelling.

Plain language

The Municipality of Mississippi Mills uses ‘plain language’ for its communications. Plain language is easy to read, understand and use, and makes documents and web content easier to understand. The Accessibility for Ontarians Act states communications should aim for a Grade 6-8 reading level.

- Keep sentences short and cut unnecessary words
- Avoid jargon, acronyms and bureaucratic language
- Use the active voice (avoid passive language)
- Use the present tense
- Be consistent: use the same word to describe the same thing

Voice and tone define the relationship between the Municipality and its audience. They reflect the Mississippi Mills brand, organizational principles and key messaging, ensuring they remain effective and consistent.

Use headlines and visuals

Looks for opportunities to break up long blocks of text. Many readers will scan the copy and jump from headlines, captions, and lists before reading long sentences and paragraphs.

- Divide text up with headlines and subheads
- Use images, charts, or graphs instead of text
- Caption images with key points
- When using images use local photos not stock photos to keep the content interesting
- Bullet points and numbered lists are better than long paragraphs

Time and dates

- Write the full month, date and four-digit year – February 1, 2025. Avoid using superscript (2nd, 3rd, 4th).
- 8 a.m. Lowercase and beside the number. The colon is only necessary for times that are not on the hour like 8:15 a.m. or 9:45 p.m.
- Write noon or midnight, never 12 noon or 12 midnight.

Style and tone

The Municipality of Mississippi Mills is an inclusive and welcoming community. Write in a tone and style that reflects a professional, yet friendly style.

- Be welcoming, yet with a voice of knowledge and authority
-

Writing and style guide

Avoid navigation instructions

Provide a direct link that tells users where they can be redirected. Avoid using 'Click here for more information.'

- Avoid overusing 'please' and 'thank you'
- Use a tone similar to a conversation



Document structure

Use the inverted pyramid as a guide for content structure. Present the most important information first. Follow that with background or additional details about the topic.

Active, first-person voice

Write directly and to the point. Activate actions by avoiding -ing verbs. Ensure the subject is doing the action and not having it done to them.

Passive (-ing verb)	Active
This is the most commonly used method of	This is the most common way to assess
When making decisions on the hiring and	When you decide to hire or retain
It details procedures for handling	It explains how to handle

Sample plain language usage

Original text	Plain language
High-quality learning environments are a necessary precondition for facilitation and enhancement of the ongoing learning process	Children need good schools if they are to learn properly
Prospective applicants should fill in the form	Complete the form
Advance planning	Planning
After this is accomplished	Then
In the absence of	Without
Please be advised that	[try to avoid]

Writing for staff reports

Staff reports should follow the same guidelines, maintaining professionalism, but using an active voice.

Write sentences in which the subject performs the action, in this case, the Municipality.

YES – The Municipality launched a new campaign yesterday.

NO – A new campaign was launched by the Municipality yesterday.

Links

Consider whether your message needs to end with a call to action. Is there something you want the reader to do? If you want them to click on a link, consider the best way to do that:

- Embed the link in the text so the reader only needs to click on the name of the report or site you want them to visit.
- If it is print material, ask the Communications department to create a custom or friendly URL for you. For example, www.mississippimills.ca/parking is much easier to remember than www.mississippimills.ca/municipal-services/roads-parking-and-traffic/parking/
- If you cannot embed the URL in text you could also shorten it. Free sites like TinyURL allow you to copy your URL and generate one with less characters. This is not a replacement for a custom URL as the one that is created is not easy to remember but it works well for sites like Twitter when you need fewer characters. There has been some security issues around these sites, so where possible, a custom or friendly URL is a better option.

Spelling and Capitalization

Nothing is straightforward, and English is no exception. The City of Prince George looks to the Canadian Oxford Dictionary for spelling and [The Canadian Press \(CP\) Stylebook](#) for editorial guidance. The Communications department has a copy of the Stylebook, as well as its companion, [The Canadian Press Caps and Spelling](#), a smaller handy guide that alphabetically lists the words, proper names and abbreviations most likely to cause issues for writers. Annual online subscriptions to both are also available.

Writing and style guide

This list is a brief overview of commonly misspelled words. Suggestions, corrections and spirited discussions can be directed to the communications team.

and – whenever possible, do not use the ampersand (&) symbol

animal waste – never use poop, crap, fecal matter, doggie doo or dung

bylaw – never hyphenate (by-law) or capitalize, unless it's part of the proper name (the Business Licence Bylaw)

cancelled – cancelling (verb) Canadian spelling uses two Ls

council, councillor, mayor – is not capitalized unless used as a proper noun ('we will speak with council members tomorrow,' 'We will speak with Mayor Lowry tomorrow.')

municipality vs Municipality – capitalized Municipality is a metonym for the municipal government ('the Municipality passed the new bylaw'); lower case municipality is a synonym for the area ('there are a number of trails in the municipality'). When using the capitalized version, try to use the entire name Municipality of Mississippi Mills, as there are other Municipalities in the region. Media outlets always use a lower case m.

email – do not hyphenate

firefighter – the compound word version is the correct Canadian spelling

internet – is not capitalized

its and it's – its is the possessive form of it; it's is a contraction of "it is"

licence – is a noun, as in a driver licence (remember: you can "c" your driver licence)

license – is a verb, as in dog owners must license their pet

non-profit – or not-for-profit

per cent – it is two words in Canada. Percentages is one word. (when writing for social media, it's acceptable to use the symbol %)

property tax notice or tax notice is correct – capitalizing it to read Property Tax Notice is incorrect

social media – is not capitalized

website and webpage – are not capitalized. The website refers to the whole site, webpage refers to one page on the website.

Board of directors and committee – capitalize only when using their formal name

Black, Indigenous, Inuit, First Nations, Métis – are capitalized

Writing and style guide

The first word in a sentence or a heading is capitalized. The others are not. Contrary to what we learned in elementary school, most words are not capitalized.

Proper nouns – the official names of people, places and organizations are capitalized. This includes the names of municipalities and First Nations, government departments and a person’s title if it accompanies their name. Never capitalize for emphasis.

The following are correct:

- Sally is in Mississippi Mills.
- Sally, the communications coordinator, is in the park.
- Mayor Sally is in Gemmill Park.
- Sally, the mayor, is in the municipal office.
- Ms. Sally is in the Mississippi Mills Municipal Office.

Avoid exclamation marks – They note excitement, surprise or sarcasm. Rarely do these match the Municipality’s voice. Do not use exclamation marks for emphasis, with the exception of municipal event promotions on social media channels.

Inclusive language

Gender neutrality is important when writing about people because it is more accurate and respectful and is consistent with the values of equality recognized in the Canadian Charter of Rights and Freedoms.

Gender-specific words should be replaced with gender-neutral words that have the same meaning. In addition, the following writing techniques should be considered to avoid using a gender-specific pronoun:

- use the singular "they" and its other grammatical forms ("them", "themselves" and "their") to refer to indefinite pronouns and singular nouns;
- replace the masculine pronoun with an article;
- use both pronouns "he" and "she";
- use the plural;
- use a neutral word or phrase such as "person", "any person", "every person" or "no person";
- repeat the noun;
- rewrite the sentence in order to eliminate the pronoun completely.

For example: Instead of ‘The applicant must fill out the form and provide his or her ID’ use ‘Fill out the form in person and provide ID.’

Writing and style guide

Replace gender specific terms:

Avoid	Use
chairman	chairperson
fireman	Firefighter
policeman	police officer
businessman	business executive/entrepreneur/business person
workman	Worker
foreman	Supervisor
cameraman	camera operator
mailman	letter carrier
waiter / waitress	Server
stewardess	flight attendant
fisherman	Fisher

Indigenous relations

Chief – A Band Chief is a person elected by Band members to govern for a specified term. Hereditary Chief is a leader who has power passed down from one generation to the next along bloodlines or other cultural protocols.

Elder – Elders have earned the respect of their community through wisdom, harmony and balance of their actions in their teachings. Elders work to instill respect in their community members for the natural world.

Equality – “Equality” and “Equally” are terms that should be avoided when working with Indigenous Peoples. The term equality or equal suggests they are asked to give up their constitutionally protected rights or they can be equal only if they give up their human rights to be who they are as a People.

“Indian”, “Aboriginal,” “Native” or “Indigenous” – In Canada the most common term which includes Metis and Inuit, is Indigenous. However, if referring to a specific Nation or Band, it is best to ask them what they are calling themselves.

Usage of the word “Indian” in Canada is decreasing due to connections to colonial policies under the Indian Act, and government departments. The term should only be used in reference to the Indian Act or for Bands that continue to use it. The term “Aboriginal,” was made more popular in the 1980s when the federal government began using it. Today, the term has fallen out of use and should be avoided. The term “Native” is outdated and no longer used except when working with specific organizations who use the term.

Writing and style guide

First Nations – First Nations is a term used to identify Indigenous peoples of Canada who are neither Métis nor Inuit. It can be used to refer to a single band or pluralized to refer to several bands. Some communities use Band as in Burns Lake Band while others use Nation as in Squamish Nation. If unsure, always ask.

Plural – When referencing the peoples generally and not a specific Band or Nation, First Peoples, First Nations and Indigenous Peoples are always plural and capitalized.

Possessive language - Avoid using possessive phrases like “Canada’s Indigenous Peoples” or “our Indigenous Peoples” as they have connotations of ownership. Consider “Indigenous Peoples in Canada” instead.

Reserve – In Canada we do not use the term “reservation.” Reserve is the Canadian term. Bands and their members are situated on reserves. Reservation is the American term for a place where Native American tribes live.

Stakeholder – While currently widely used, the term “stakeholder” is generally considered to be deeply rooted in colonial practices. The term “target audience” should also be avoided. The Municipality will not use this term but instead use terms such as:

- Priority audiences and partners
- Interested parties
- Invested parties
- Collaborator
- Community Partner
- Affected groups
- Community Groups
- Ally

The Government of British Columbia has a beneficial resource for writing content that respects the cultural integrity of Indigenous Peoples. [Writing Guide for Indigenous Content](#), contains topics on creating content, terminology, language and grammar, capitalization and formatting of Indigenous terms and cultural safety and Indigenous gender-based analysis.

Colloquialisms – the following colloquialisms will not be used in any communication:

- Indian giver
- Circle the wagons
- Low man on the totem pole
- Rain dance
- Too many Chiefs, not enough Indians
- Pow wow
- Indian Summer
- Indian Time

Writing for the web

When writing for the web, try and make the writing principles above even plainer. Write short and adapt content for online reading.

The goal is to help users find the information they need quickly and easily.

Points to keep in mind:

- Web users scan for relevant content
- They look at the top of the page, headlines, bold text and images
- Users only read **20-28 per cent** of the text on a page
- Every 100 words added to a page makes it harder for users to process information

Guidelines

Get straight to the point and focus on what users need to know.

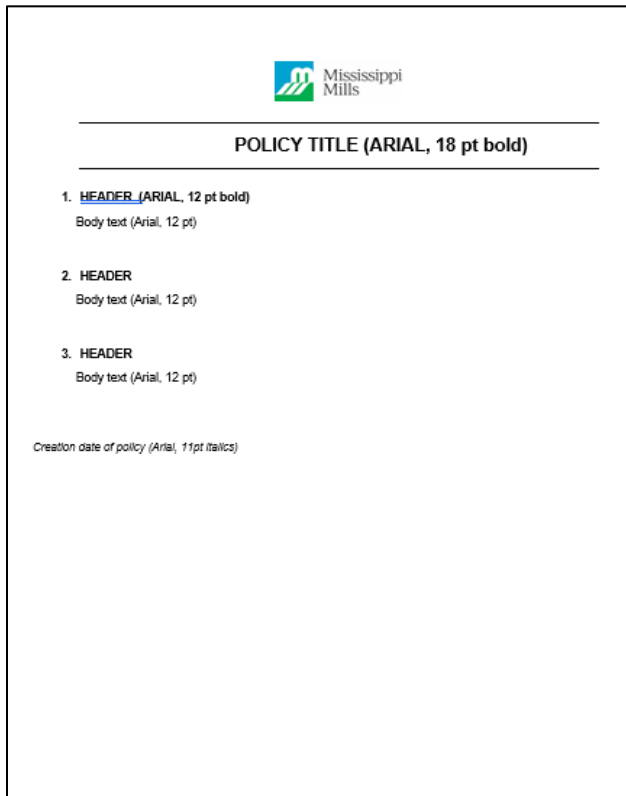
- For web writing, use first- and second-person language – ‘we’ and ‘you.’ It helps connect with users.
- Front-load important information (inverted pyramid). Start with the most important information and then get into the details.
- Make web text scannable. Use bullet points and numbered lists, clear headlines and subheadings, short sentences and paragraphs, as well as visual cues and images.
- Use calls to action and make them clear. They keep users engaged.
- Link sparingly. Links are a type of content and must relate to the purpose of the page. Avoiding adding links to each resource on a page. Don’t have multiple links to the same place on the same page, as it can confuse users. Embed links into your content instead of telling people to go somewhere.
- When writing for social media, it’s acceptable to use symbols such as & and %. These are not ideal for print or web writing, unless space is limited.

Templates

To be consistent and ensure all staff are working with the same materials, the Communications department has created some new and adapted existing templates.

Policy template

This the current template, updated with the high-res version of the Mississippi Mills logo.



Email signature template

Currently, there is no standard email signature template for staff. This represents a cleaner, modern and consistent signature with the Mississippi Mills logo displayed prominently.



This message is confidential. It is intended only for the individual(s) named. If you have received it by mistake, please let me know by email reply and delete it from your system; you may not copy or distribute this message and its attachments or disclose its contents to anyone without consent.

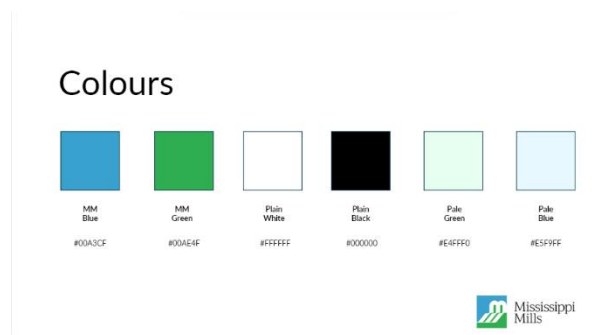
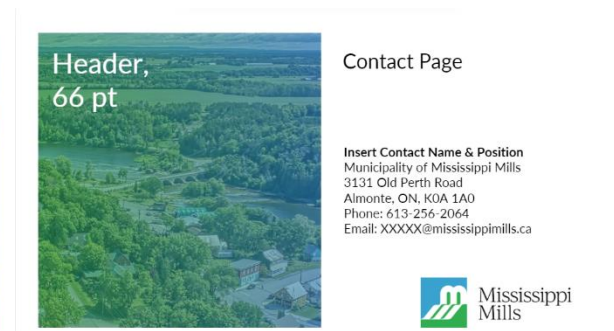
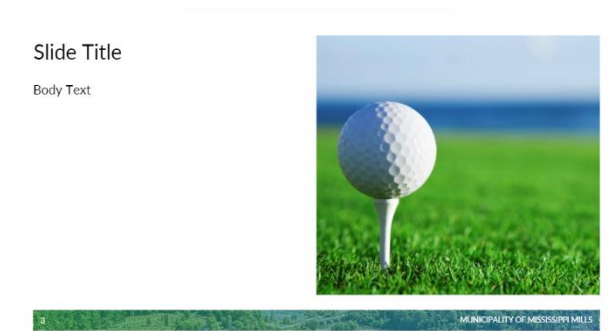
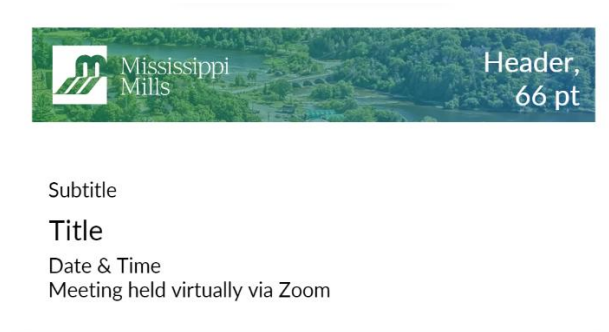
Staff can determine whether they wish to include their direct Teams phone number or the general Mississippi Mills number.

This signature will assist the Municipality with consistent messaging and branding.

Writing and style guide

PowerPoint presentation template

Get straight to the point and focus on what users need to know.



Resources



Writing and style guide

To access the templates, see the complete Mississippi Mills Style Guide under the Communications department section on SharePoint.

Sources

- City of Prince George, *Communications writing and style guide*, May 23, 2023
- The Government of British Columbia, *Writing Guide for Indigenous Content*, last updated May 3, 2024
- Federation of Canadian Municipalities, *English style guide*, December 2020
- Redbrick Communications, *Five Plain Language Writing Tips*, 2024

Attachments:

- Redbrick Communications, *Five Plain Language Writing Tips, Social Media Response Chart, Communications Review*, 2024

Your personal success – and that of your organization – hinges on being able to communicate in clear and simple language. It is key to building trust, influencing decisions and reducing confusion or conflict.

Taking time to plan and organize your information at the start will save you from hours of writer's block, drafting and revising.

1 Know your audience

Anticipate questions and consider your target audience's wants and needs.

Consider key questions like:

- What do they care about?
- What are their priorities?
- What do they know already?
- How will the information likely affect them?

2 Understand your objective

Think carefully about the outcome you hope to achieve.

Consider key questions:

- Why is this important right now?
- What do I want the reader to do?
- What do I need them to know / remember?
- How can I connect my objectives to their interests?

3 Organize your information

Take time to sort and prioritize information according to your objectives and your reader's needs.

- Brainstorm and identify what matters most.
- Use an outline, sticky notes or other tools to collect and organize information. Create a logical structure, including headings, key facts and messages.
- Remember that people tend to scan, rather than read. Decide what subheadings make sense. What information – if any – lends itself to a fact box, call-out or other element that will highlight important information?
- Make it interesting. If appropriate, use anecdotes, compelling numbers or examples to bring the information to life.
- Demonstrate concern and empathy when appropriate.

4 Write in plain language

Readers will find it easier to understand and act on plain language information.

Short paragraphs: Paragraphs should be three to five sentences each and about one topic. Place the most important information at the beginning or end, to engage those who are scanning.

Short sentences: Sentences should be an average of 20 words. Sentence length should vary for readability and flow – not too choppy, but no run-ons either. If a sentence contains too many ideas, try splitting it into two sentences. Use bullet points to break up long lists or steps.

Before putting pen to paper, ask:

1. *What does the audience already know and believe deeply?*
2. *What do they want to know?*
3. *What do you want them to know and do?*
4. *How will you make your information easy to receive, understand and remember?*

Active voice: Sentences should be direct and to the point. Passive voice is muddy and bureaucratic because it is less clear who is doing what. Less than 15% of sentences should be passive.

Passive	Active
The cookies were eaten by my boys.	My boys ate the cookies.

Short words and simple phrases: Avoid extra words that add no meaning. Opt for a direct verb rather than a phrase.

Wordy	Simple
In order to	To
Utilize	Use
Conduct an analysis	Analyze

Words with common understanding: Avoid technical jargon by imagining how you might explain the content to a neighbour or family member. Use neutral words. Avoid terms that are open to subjective interpretation, like activist or environmentalist.

Positive language: Positive language is easier to understand and avoids misunderstandings.

Negative	Positive
If you fail to pass the examination, you will not qualify for admission.	You must pass the exam to qualify for admission.

5 Edit three times

Content: Is the purpose clear? Does the content address potential reader questions or concerns? Is everything included that should be? Remove extra or repetitive information.

Structure and style: Examine your words, sentences and paragraphs. Make sure paragraphs and sentences are clear. Avoid run-on sentences. Use strong opening sentences and write paragraphs that flow nicely into the next paragraph.

Copy-edit and proofread: Check for grammar, misspellings, consistent numbers, capitalization, etc. Follow your organization's style guide, if one exists.

Avoid acronyms: Acronyms can mean different things to different people. If they must be used, spell out acronyms the first time and provide the acronym in parentheses so it is understood in subsequent paragraphs. Use alternatives, if available.

An actual conversation:

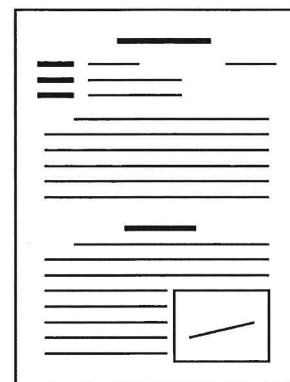
Physician: We are concerned about VOCs.

Chemical engineer: Volatile Organic Compounds?

Physician: No, Variants of Concern.

Inclusive language: Put people first, rather than identifying by ability, race, culture or sexual orientation. If your audience prefers "a person experiencing homelessness" rather than "a homeless person," go with that.

Clean layout: Use readable font sizes and styles, with white space and charts to make the document more inviting. Use headings and subheads to direct the reader. Graphs should be relevant and clear, and illustrate a single point.



Aim for a Grade 8 to 12 reading level.

Use common, simple words.



accomplish

activate

adequate

allocate

ascertain

assist

disseminate

eliminate

ensure

endeavour

expedite

facilitate

formulate

in lieu of

indicate

inform

locality

obtain

optimum

regarding

request

strategize

utilize

narrative



do

begin

enough

give

find out

help

send out, distribute

remove

make sure

try

hasten, speed up

make easier, help

work out, devise, form

instead of

show

tell

place

get

best, greatest, most

about

ask

plan

use

story

Cut out unnecessary words.



adequate number of

at the present time

by means of

during such time

has the capacity

in respect of

in the absence of

in the event that

in order to

in the first instance

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The Municipality of Wellrun has used the first funds received by the municipality under the provisions of the Canada Community-Building Fund to assist with the rehabilitation and repair of two major bridge structures in the Municipality. The rehabilitation to the two structures involved deck repairs, waterproofing and paving, and the installation of guardrail safety end-abutments.

55 words, Grade Level 18

Wellrun is using the Canada Community Building-Fund to extend the life and improve the safety of two local bridges. The \$270,000 project will repair and repave the road surface. Barrels that absorb collisions will be added at both ends of the bridge to improve safety.

42 words, Grade Level 9

The project will identify significant natural heritage features and functions, provide the general public, non-governmental organizations and government agencies with a better understanding of the environment in the study area, and support public education, stewardship and protection initiatives and sound ecosystem management, ensuring long-term community health.

46 words, Grade Level 30

This information will help people and governments make decisions that help protect our environment for years to come.

18 words, Grade Level 11

At its meeting of January 4, 2013, the Council of the City of Wellrun approved the recommendations in the Pedestrian Crosswalks - 2013 Downtown Courtesy Crossing Pilot Project report ES58-13. The goal of the project is to improve safety and awareness at the existing uncontrolled crossings along Smith Street by introducing new signage and enhanced pavement markings. Should the pilot project be successful, a number of other existing uncontrolled crossings in the City may be converted.

81 words, Grade Level 17

The City is placing new signs and road markings on Smith Street. The signs warn pedestrians that cars do not have to stop for them. If it prevents accidents, signs may be added to other crosswalks.

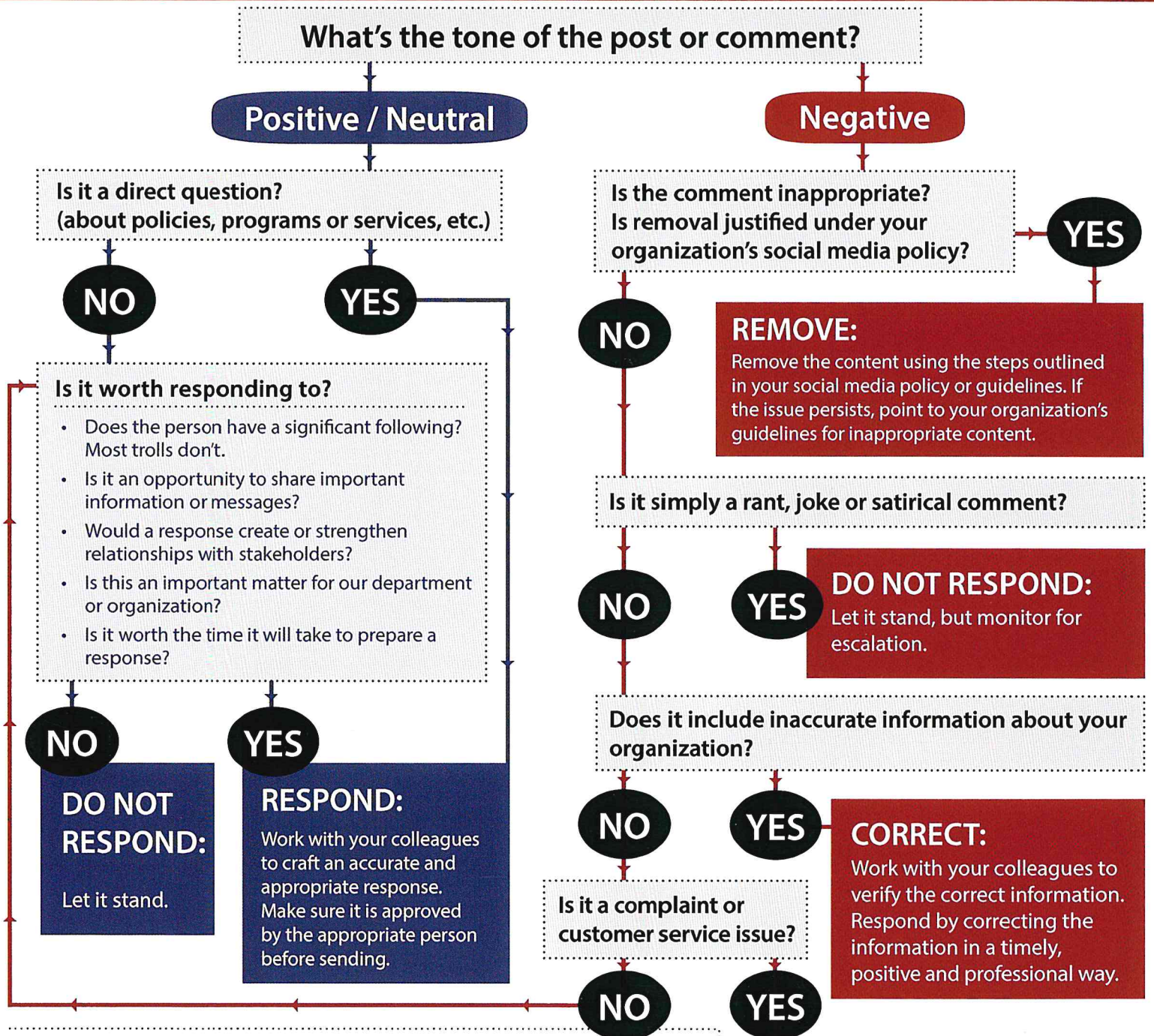
36 words, Grade Level 5

The LWC Project is intended to enhance the degraded local aquatic and terrestrial habitat conditions (based on the local historical conditions and using other reference sites along the north shore of Lake Ontario), and provide public access to the waterfront in an area that currently does not provide such opportunities.

52 words, Grade Level 25

The project aims to restore natural habitat and provide new public access to the waterfront in the Lakeview area. The plan will reflect how the area looked historically, based on similar sites.

32 words, Grade Level 10



RESPONSE CONSIDERATIONS

Keep these things in mind when you're crafting your response:

- **Respect Privacy:** Don't share or invite others to share personal information on public channels.
- **Respect Ownership:** Cite your sources. If you're sharing or drawing from someone else's information or material, then say so.
- **Be Credible:** Stick to the facts and avoid value judgments.
- **Be Appropriate:** Your tone should be appropriate to the situation and should reflect positively on your organization.

RESOLVE:
Acknowledge the concern and respect their privacy by inviting them to continue the discussion offline. This could be by phone, email, or other customer service channels, depending on what's outlined in your organization's social media policy.

** Adapted from the United States Environmental Protection Agency's social media response chart.*

Are Your Communications and Engagement Efforts Moving Your Municipality Forward?

Please rate the following statements on a scale of 1 to 4 (1=low 4=high)

We have sufficient, dedicated communications staff.	1	2	3	4	unsure
Our municipality has a corporate communications plan and public engagement framework.	1	2	3	4	unsure
All communications efforts are tied to organizational goals and priorities.	1	2	3	4	unsure
Our communications and engagement activities are for the most part anticipated, proactive and planned.	1	2	3	4	unsure
Communications and public engagement activities are evaluated against set measures.	1	2	3	4	unsure
Our municipality has clear policies and processes for corporate branding, media relations, website and social media use.	1	2	3	4	unsure
Members of the community are satisfied with the level of communications and engagement from the municipality.	1	2	3	4	unsure

If you answered “**1, 2 or unsure**” for two or more of the above statements, you may be missing opportunities to help meet community needs and achieve organizational goals and priorities.

It might be time to review your municipality’s communications approach.

Redbrick has developed a customized *Municipal Communications Maturity Index* detailing five levels of maturity. It provides a framework to identify ways to make communications more strategic and effective across the whole organization.

1 Side Hustler



2 Doer



3 Ally



4 Strategist



5 Partner



To find out more and learn how we can help your communications and public engagement efforts bring more value to your municipality and community, contact:

Andrea Montgomery, Vice President | montgomery@redbrick.ca | 289-983-1781

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 25, 2025
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk & Deputy CAO
SUBJECT: **MM2048 Community Engagement Strategy 2025**

RECOMMENDATION:

THAT the Committee of the Whole recommend Council approve the 2025 MM2048 Community Engagement Plan as presented.

BACKGROUND:

MM2048 is the overall strategy for the municipality's planning for the next 20+ years. Since the launch in 2022, the municipality has held multiple public information sessions, held numerous focus groups, launched surveys all in an effort to gather feedback from the community. In 2023 and 2024 the public information centres focused on the following plans:

- Water Wastewater Master Plan
- Official Plan Amendment 32 and 33
- Transportation Master Plan
- Solid Waste Management Strategy
- Development Charges
- Economic Development Strategic Plan
- Community Services Master Plan

The last MM2028 public Information centre (PIC) was held in January 2024. At each PIC, all master plans have poster boards explaining the status, sharing information, and may seek input from the community. Staff are also present to answer questions that residents may have.

In 2023, the municipality adopted the Community Engagement Strategy. This strategy follows the IAP2 Public Participation Spectrum which identifies 5 methods of engagement (inform, consult, involve, collaborate and empower) as well as stages of engagement. The MM2048 community engagement strategy for 2025 will follow the principals of the approved community engagement plan.

DISCUSSION:

In order to continue the momentum of MM2048 a community engagement plan has been drafted for 2025. This plan will include 3 public information sessions and will provide information on completed plans identifying next steps, sharing and seeking input on draft plans, and sharing information on municipal projects that are of strategic importance.

The tables below provide information regarding the proposed engagement plan for 2025.

Table 1: 2025 Public Information Centres

PIC	Date	Location
1	April 10, 2025	Stewart Community Centre
2	June 4 or 18, 2025	John Levi Community Centre
3	November 2025	Virtual

Table 2: Pic 1 - Plans and Level of Engagement

MM2048	Master Plan	Public Engagement Strategy
How we Prosper	Economic Development Master Plan	consult
How we Play	Community Services Master Plan	consult
	Childcare Expansion project	inform
How we Fund	Long Term Financial Plan	inform
	Asset Management Plan	inform
	Asset Management Plan	inform
	Development Charges	inform
How we Grow	Human Resources Master Plan	inform
	Space Needs Assessment	inform
	Rural Village Vitality (Official Plan Amendment 28)	consult
	HAF - general information	inform
	BuildingIN/4-units as of right - HAF	inform
	Public Realm for Commercial Sectors of Almonte (Downtown Commercial and Highway Commercial)	inform
	Update the Heritage Conservation District and create a Secondary Plan for downtown Almonte	inform
	CIP for Affordable Housing - HAF	inform
How we Flow	Water Wastewater Master Plan	inform
How we Go	Transportation Master Plan	inform

How we Dispose	Solid Waste Master Plan – Organic Waste	consult
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Table 3: PIC 2 – Plans and Level of Engagement

MM2048	Master Plan	Public Engagement Strategy
How we Prosper	Economic Development Master Draft Plan	consult
How we Play	Community Services Master Final Plan	inform
	Childcare Expansion project	inform
How we Fund	Long Term Financial Plan	inform
	Asset Management Plan	inform
	Asset Management Plan	inform
	Development Charges	inform
	Budget 2026	consult
How we Grow	Human Resources Master Plan	inform
	Space Needs Assessment	inform
	Rural Village Vitality (Official Plan Amendment 28)*	consult
	HAF - general information	inform
	BuildingIN/4-units as of right - HAF	inform
	Public Realm for Commercial Sectors of Almonte (Downtown Commercial and Highway Commercial)	consult
	Update the Heritage Conservation District and create a Secondary Plan for downtown Almonte	consult
	CIP for Affordable Housing - HAF	consult
How we Flow	Water Wastewater Master Plan – EA for the plant and gemmils bay*	consult
How we Go	Transportation Master Plan	inform
How we Dispose	Solid Waste Master Plan – Organic Waste	inform

*required PIC as per legislation.

The PIC planned for November will be virtual and share updates about completed plans, next steps and how to provide comments. The majority of the consultation phase will be focused on the in person PICs in April and June.

The [Community Engagement page](#) on the Mississippi Mills website will be leveraged to share updated information, provide opportunities to complete surveys and also provide feedback. Staff will be looking at utilizing technology at all of the PICs to ensure accessibility standards are met. Staff will promote information about engagement opportunities in newsletters, social media, advertisements and the website.

Staff will draft information boards that will be displayed at the PICs and also then shared to the website. The virtual PIC will have similar information shared and presentations from staff that will be recorded and hosted on the municipal website.

OPTIONS:

Option 1: (recommended)
Approve the MM2028 Engagement Plan for 2025.

Option 2:
Do not approve the plan

FINANCIAL IMPLICATIONS:

There will be costs to printing the material and staff time to attend the PICs. The advertisement and printing budgets will come from the 2025 approved communications budget.

STRATEGIC PLAN

MM2048 projects and plans hit all strategic plan pillars.

PUBLIC ENGAGEMENT

This report does not require public engagement, once approved, the engagement plan for MM2048 will be widely promoted.

SUMMARY:

MM2048 is a key municipal-wide strategy that encompasses all municipal departments. Since its introduction, the municipality has been focused on completing master plans under MM2048 and consulting with the public along the way. In 2025, there are a number of key plans that will be presented to Council with consultation from the public as well as next steps for previously completed plans. The engagement strategy for 2025, sets out timing for public information sessions, identifying the level of engagement, leveraging municipal tools such as the website and social media in an effort to garner greater community interest and involvement in key municipal priorities.

Respectfully submitted by,

Jeanne Harfield,
Clerk & Deputy CAO

Reviewed by:

Ken Kelly,
CAO

ATTACHMENTS:

N/A

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: February 25, 2025

TO: Committee of the Whole

FROM: Mike Williams, Director of Protective Services

SUBJECT: Protective Services Quarterly Report – Q4 (2024)

DEPARTMENT HIGHLIGHTS:

During the first week of October, the Mississippi Mills Fire Department's (MMFD) Regional Training Centre hosted the first ever certified Effective Command Level 1 Officer course. This brand-new curriculum, designed for officer development and skill maintenance through the utilization of XVR Simulation software and the Effective Command marking criteria, saw MMFD's chiefs and officers, along with participating officers from Ottawa Fire Services, assessed, critiqued, and debriefed by certified Effective Command instructors. MMFD has prioritized officer training to ensure exceptional service and professionalism for the community and its visitors. During the simulations held on the Mississippi Mills Regional Training Centre, officers developed key strategies and tactics to conduct risk analysis and safely manage crews during complex emergencies. MMFD remains committed to supporting our officers with this advanced and contemporary training approach for our chiefs, captains, and lieutenants.



During Fire Prevention Week (October 6th to 12th), MMFD staff and volunteers visited every kindergarten class in the municipality. Their presentations included discussions on what to do when your house is full of smoke, demonstrating the sound of a smoke alarm, playing the game 'Hot, Not Hot', and familiarizing students with firefighters in full gear. In addition to the kindergarten visits, fire drills were performed at each school. Staff also visited the Cooperative Nursery School of Almonte to discuss fire safety and give a tour of a fire truck. Finally, staff and volunteer firefighters performed a door-to-door campaign to discuss the importance of testing smoke and carbon monoxide alarms

every month with residents while promoting the department's Community Connect program.



On October 12th, the Almonte Firefighters Association held their annual Fill the Boot Drive for Muscular Dystrophy Canada. On Halloween, the Pakenham Firefighters Association held an open house and gave out candy to trick-or-treaters at Station 2. Both associations participated in another round successful Santa Claude Parades. Finally, the Almonte Firefighters Association hosted Santa at Station 1 for some pictures with families in support of the Lanark County Food Bank – The Hunger Stop.



The Regional Training Centre's two Pump Operations (NFPA 1002) courses were completed in the fourth quarter; one for a single department, and the other for a mix of students from departments across the County (including three firefighters from Mississippi Mills). This blended course is designed to equip students to have expertise in pumper operations.

2024 PROJECT UPDATES/PENDING ITEMS:

Community Emergency Preparedness Grant Round 2

On August 16, 2024, the Ontario government announced launching another round of the Community Emergency Preparedness Grant. This second investment of \$5 million will continue to increase local resilience and provide communities and organizations across the province with the resources and equipment they need to prepare for natural disasters and emergencies. Similar to Round 1, those eligible were able to apply to purchase critical supplies and equipment and deliver training and services to improve local emergency preparation and response.

In October, in consultation with the Director of Roads & Public Works, the Director of Protective Services submitted an application for \$49,262.00. This project focusses on the procurement and outfitting of mobile traffic control trailers for swift and effective emergency road closures. Designed for rapid deployment, these trailers will address emergencies like severe weather, accidents, and natural disasters, enhancing the municipality's ability to secure public and first responder safety for critical incidents. The trailer components will include essential traffic control devices such as barricades and cones, safety lighting, detour signage and first aid kits. The trailers will streamline emergency responses, reduce logistical delays, and equip staff to manage road closures effectively in any location.

FMPFSC Certification Grant

On November 14, 2024, the Fire Marshal's Public Fire Safety Council (FMPFSC) announced the third year of their Firefighter Certification Grant in the amount of \$150,000. Eligible departments can apply for funding to support the purchasing of firefighter training and educational needs to assist with the certification requirements as part of O.Reg.343/22 (Firefighter Certification) through Best Buy Business and Staples Professional. MMFD applied for funding for technology to support training initiatives.

Fire Protection Grant Awarded

As reported in the third quarter, MMFD submitted an application in the amount of \$36,128.00 for the province's Fire Protection Grant for Cancer Prevention initiatives. In December, the municipality was informed that the application was successful and was awarded \$16,460.90. Staff will be adjusting the application's PPE and equipment list for the difference in allocated funds and will be committing the funds for the project before March 31, 2025.

KPIs:

In the fourth quarter, MMFD responded to 67 incidents, conducted 31 comprehensive fire inspections, carried out 9 public education sessions, and successfully administered 2 full training courses at the training centre.

ACTIVITY	ACTIVITIES PER QUARTER			
	Q1	Q2	Q3	Q4
Incident Response	41	51	40	67
Fire Inspections	34	35	32	31
Fire Safety Plans Review	4	6	11	8
Public Education Events	7	8	9	9
Regional Training Centre	1	4	1	2

Below is a summary of incident types presented in the chart. The cumulative staff hours dedicated to incidents during the fourth quarter (Q4) amounted to a total of 2,042 hours.

RESPONSE TYPE	RESPONSE TYPE PER QUARTER			
	Q1	Q2	Q3	Q4
Property Fires/Explosions	6	6	2	5
Overpressure Rupture/Explosion (No Fire)	1	0	0	0
Pre-Fire Conditions/No Fire	4	3	1	2
Burning (Controlled)	3	2	0	2
False Fire Calls	9	13	14	24
CO False Calls	3	1	2	2
Public Hazard	3	5	9	6
Rescue	2	11	6	11
Medical/Resuscitator Call	1	1	0	3
Other Response	4	9	6	12
Total Calls	41	51	40	67

The chart below provides a breakdown of incident locations based on areas within our municipality or with mutual aid/automatic aid areas.

GEOGRAPHIC LOCATION	INCIDENTS PER QUARTER			
	Q1	Q2	Q3	Q4
Ramsay	10	13	8	11
Almonte	16	26	21	31
Pakenham	7	7	8	13
Beckwith	1	2	0	2
Lanark Highlands	4	2	1	6
Carleton Place	2	0	1	3
Ottawa	0	0	0	0
BBDE	1	1	1	1
Total	41	51	40	67

During the fourth quarter, MMFD organized 27 internal training sessions including 7 station and officer meetings, resulting in a combined duration of 264 hours for sessions and a total of 1,529 work hours for staff.

Training Activities	
Pump Operator Training	Fast Water
Forcible Entry	Ground Ladders
Auto Extrication	Chimney Fires
Rural Water Supply	Relay Race
Department Operational Review	First Aid, CPR/AED & Basic Life Support

Bylaw Services KPI's

In the fourth quarter, there has been a decrease of 77 bylaw complaints when compared to the third quarter of 2024. There were 65 parking fines issued this quarter compared to 78 fines in the third quarter.

BYLAW INQUIRY TYPE	BYLAW INQUIRIES PER QUARTER			
	Q1	Q2	Q3	Q4
Parking Issues	33	43	37	29
Animal Control	31	23	29	20
Noise	4	11	12	6
Property Standards	8	19	11	6
Garbage/Waste	1	2	0	2
Outdoor Spaces	0	1	0	0
Wildlife	0	0	0	0
Trees	0	0	0	0
Clean Yards	0	16	19	2
Zoning	1	1	2	0
Draining/Ditching	0	0	2	0
Event	0	1	0	0
Inspection	0	10	21	2
Building Code	0	2	0	0
Other	4	8	14	3
Total Bylaw Complaints	82	137	147	70
Total Bylaw Complaints Resolved	80	125	132	70

The chart presented below provides a breakdown of the geographic locations of these bylaw complaints.

GEOGRAPHIC LOCATION	BYLAW INQUIRIES PER QUARTER			
	Q1	Q2	Q3	Q4
Ramsay	13	11	15	10
Almonte	57	115	127	50
Pakenham	12	6	5	10
Total	82	137	147	70

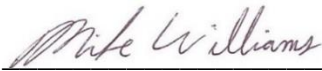
LOOKING AHEAD:

In Q1 of 2025, Protective Services will undertake several projects and reports such as:

- Fire Prevention Policy
- Forecasted Training Requirements Staff Report
- Long Range Apparatus Replacement Plan
- Completion of the FMPFSC Certification Grant
- Initiating procurement for both the Fire Protection Grant and the Emergency Preparedness Grant

Respectfully submitted by,

Reviewed by:



Mike Williams,
Director of Protective Services



Ken Kelly,
CAO

ATTACHMENTS (if applicable):

1. None.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: February 25, 2025

TO: Committee of the Whole

FROM: Tiffany MacLaren, Manager, Community & Economic Development

SUBJECT: Community Economic Development Quarterly Report – Q#4 2024

DEPARTMENT HIGHLIGHTS:

In 2024, the Community & Economic Development department had a bustling year, organizing and hosting 27 special events, both large and small, including five new in 2024. The Mississippi Mills Long Term Service Awards made a comeback for the first time since the pandemic, and we opened facilities across the Municipality as part of Doors Open Ontario for the first time in over a decade.

The Municipality assisted more than 30 community groups with events and initiatives through funding, promotion, event equipment, and staff support. A total of \$71,333.00 was awarded directly to community organizations to support local community and culture. This funding was provided through Municipal Grants, Community Safety and Wellbeing Funding, Neighbourhood Micro Grants, and Ramsay Facility Operation Grants.

Throughout 2024 we continued to support our local museums with annual funding for their operations and free promotion of their activities. New this year, we created and launched a Museum Passport that encourages visitors and residents to visit each museum and collect stamps towards prizes. We also lent our support hosting a venue during "Paranormal along the Mississippi" by Phantom of Lore. This ghost hunting fun night took place in six venues across Mississippi Mills, including Almonte Old Town Hall, with all proceeds shared by the three museums.

The Ron Caron Auditorium at Almonte Old Town Hall had an exceptionally busy year, with the calendar showing fewer and fewer open days. The venue hosted a variety of events, including three unique theater performances (each with multiple shows), two art and craft shows, 15 concerts, nine dances, 30 private functions (such as weddings, funerals, and private parties), and 14 municipal events (ranging from staff functions to public meetings). Throughout the week, the venue is heavily utilized for recreational and fitness activities, offering dance, fitness, and yoga classes during both the day and evening.

Activity continues in the Mississippi Mills Business Park Phase 3 throughout 2024. The opening of 341 Frank Davis has provided space for five local businesses and organizations. Additionally, four more lots have been sold, with the owners currently navigating the planning and building process with support from the Development Services Department. Both projects are intended to be multi-unit commercial properties available for lease, fulfilling a significant need in Mississippi Mills. Upon completion, these projects will not only make efficient use of land but also create future employment opportunities as the spaces are filled with new and expanding businesses.

2024 PROJECT UPDATES/PENDING ITEMS:

The Community Services Plan is in its final stages as staff hand off two years of data collected to Stantec who will be compiling the final report.

As a key step in data collection for our Economic Development Strategic Plan, we launched a business survey in the fall. We received 77 individual responses from across the Municipality, with 68% from Almonte, 9% from Ramsay, and 23% from Pakenham. The survey results will support our economic development needs and goals and will inform our Economic Development Strategic Plan for 2025-2029. The data collected will be used to educate decision-makers, identify trends that require attention, and plan for the future by informing economic development strategies and programs.

Responses came from a wide range of industries represented in Mississippi Mills. The top sectors included Agriculture (10), Construction (4), Manufacturing (4), Retail Trade (16), Information and Cultural Industries (4), Professional, Scientific, and Technical Services (6), Health Care and Social Assistance (7), Arts, Entertainment, and Recreation (5), and Accommodation and Food Services (7). Full survey results will be shared at the April 2025 Public Information Event.

A couple of interesting questions:

Economic development (encouraging jobs, prosperity and business activity in a community) means different things in different places. When we talk about intentionally supporting economic development, what does it mean to you?

Three most popular responses:

- Supporting local business owners (58)
- Growing in a way that fits our community (47)
- Improving the local economy (35)
- Attracting the kinds of businesses and jobs residents want (25)

What three words best describe your vision for the economic future of Mississippi Mills?"

The four most popular answers were:

Creative/Innovative (40) Prosperous (36) Historically/culturally connected (34)
 Unique/ authentic (32)

KPIs:

In 2024 staff dedicated time to updating and refining our booking procedures and policies for Almonte Old Town Hall to ensure the best allocation of time and space for all users and the community. Our priority is to host public performance-based events, as they foster recreation, encourage tourism, stimulate secondary economic development, and support our user groups. In the short term, we allocate space for weekly recreation, fitness, and yoga classes, which provide additional revenue and create opportunities for residents. Additionally, we welcome weddings and other private bookings because they generate revenue, fill empty dates, and introduce the venue to new audiences. By managing the allocation effectively, we aim to accommodate everyone's needs and maximize the benefits for the community. When the venue is in full use, our casual part-time event staff receive more shifts, and the facility costs for maintenance, utilities are better distributed.

AOTH Booking Revenues by Booking Type and Quarter

BOOKING TYPE	Q1		Q2		Q3		Q4		ANNUAL TOTALS
	Ticket Surcharge	Total Revenue (incl. ticket surcharge)	Ticket Surcharge	Total Revenue (incl. ticket surcharge)	Ticket Surcharge	Total Revenue (incl. ticket surcharge)	Ticket Surcharge	Total Revenue (incl. ticket surcharge)	
Live Music, (Concerts and Tea Dances)	\$2355.00	\$4512.12	\$808.00	\$1723.30	\$272.00	\$904.00	\$2098.00	\$4075.50	
Private Functions, (Weddings, Funerals, Parties)	\$365.00	\$3331.25	\$410.00	\$4946.25	\$112.50	\$4659.00	\$502.50	\$1835.90	
Misc. Bookings, Yoga Retreats, Fundraisers, etc.	\$95.00	\$290.15	\$292.00	647.95	\$20.00	\$1902.74	\$324.00	\$1035.90	
Theater Productions			\$802.00	\$3491.40	\$1742.00	\$3437.00	\$2052.00	\$5432.90	
Arts and Craft Shows			\$100.00	\$574.60			\$200.00	\$970.60	
Weekly Bookings (Dance Yoga Fitness)	\$90.00	\$6372.90	\$366.00	\$5052.00		\$2317.44		\$5469.20	
Municipal Events (staff events, public meetings)									
Total Revenue		\$14,606.32		\$16,435.60		\$13,221.43		\$18,820.00	\$62,983.25
Total Ticket Surcharge	\$2095.00		\$2778.00		\$2146.50		\$5176.50		\$12,946.00

LOOKING AHEAD:

In Q1 & Q2 we will be finalizing and sharing the Community Services Master Plan and the Economic Development Strategic Plan, a major milestone for our municipality. These plans will provide a clear vision and direction for enhancing community services and fostering economic growth. By using comprehensive data and stakeholder input, Council will be able to make informed decisions that meet the community's needs sustainably. This process has involved considerable community engagement, to ensure residents and businesses feel involved and supported.

For department staff, these plans will offer clear guidelines and priorities, helping to keep work focused and efficient. They may also present opportunities for professional development. For stakeholders, these vital plans will be designed to increase transparency and build trust, offering future opportunities for collaboration on various initiatives. Overall, these plans will set the stage for an organized, engaged, and forward-thinking community and economic development department, aligning local data, ideas and efforts towards common goals.

Our annual event calendar is below. After their initial successes staff will continue with new events launched in 2024: Community Organization Luncheons (2/annual) Almonte Beer Fest and Doors Open Ontario (returning). New this June we are partnering with Home Hospice to host a 55+ Expo at the John Levi Community Centre. This initiative came up through the Community Safety and Wellbeing project list and fills a need left when Carebridge discontinued the event. Hope Hospice reached out to partner and will be applying for funding under the provincial seniors grant program. The plan is to rotate this expo by sharing hosting responsibilities with the Town of Carleton Place, Year 1 Almonte, Year 2 Carleton Place, Year 3 Pakenham. This event is designed to provide valuable resources, information, and activities tailored to the needs and interests of seniors and their caregivers.

2025 Mississippi Mills Municipal Community Events

<i>*NEW</i>	
Family Day Movie & Skating	February 17
Business Breakfast	February 19
March Break Movie & Skate	March 12
March Break Movie & Skate	March 13
St. Patrick's Day Dance	March 17
MM Community Open House	March 27
Community Organization Luncheon	April 10
Arbour Week	April 22-25
Volunteer Appreciation Event	May 1
*Youth Week Promotion	May 5-10
Business Breakfast	May 14

Community Builder Awards	May 22
*Participaction Promotion/Events	June
Bicycle Month & Silver Chain Challenge	June
55+ Expo	June 5
National Indigenous Peoples Day Celebration	June 21
Canadian Multicultural Day Potluck	June 27
Canada Day Eve Parade and Celebration Pakenham	June 30
Canada Day Almonte	July 1
Craft Beer Fest	July 25
Community Movie Nights	August
MM Community Open House	September 10
Business Breakfast	September 25
Doors Open	September 28
Truth & Reconciliation	September 30
*Harvest/Pumpkin Fest Events TBD	October
Community Organization Luncheon	October 16
Trick or Treat at MM	October 31
Long Term Business Awards	November 6
Business Breakfast	November 19
Light Up the Night	December 5
Santa Claus Parade Pakenham	December 6
Christmas Night Parade Almonte	December 7

Respectfully submitted by,

Tiffany MacLaren,
Manager, Community & Economic Development

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

Delegated Authority Report

DATE: February 25, 2025
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Delegated Authority Procurement 2024

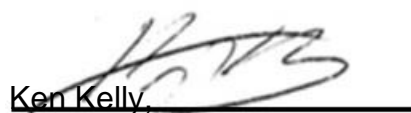
DEPARTMENT HIGHLIGHTS:

As per Procurement Bylaw 24-054 Schedule G – “Signing Authority” adopted on September 10th, 2024 an information report to Council is required for purchases authorized by the CAO for amounts between \$40,000 to \$100,000. Anything above \$100,000 requires a report to Council for approval.

The following is a monthly breakdown of purchases made under CAO delegated Authority that is required to be reported to Council.

Date	Amount (no HST)	Purpose	Supplier	Notes
Sept, 2024	\$44,220	Sewer Relining Program	Clean Water Works Inc.	
Oct, 2024	None			
Nov, 2024	None			
Dec, 2024	\$85,195	CSMP	Stantec Consulting Inc	Funded from HAF as per Budget 2025. Oct 8, 2024 Motion to fund up to \$100,000 from reserves.
Jan, 2025	None			

Respectfully submitted by,


Ken Kelly,
CAO

MEDIA RELEASE

For immediate release
February 12th, 2025

Lanark County Wins Workforce Development Award from the Economic Developers Council of Ontario (EDCO)

The Economic Developers Council of Ontario (EDCO) has honored Lanark County with the prestigious Workforce Development and Talent Attraction Award. This accolade recognizes the county's outstanding efforts in fostering workforce development and enhancing economic growth within the community through the "Land in Lanark Campaign".

The criteria for the Workforce Development and Talent Attraction Award include effectiveness, innovation and creativity, collaboration, and economic impact in the community.

The "Land in Lanark" project was launched in response to ongoing labor shortages and an aging population. Lanark County developed a strategic digital campaign aimed at attracting skilled professionals, particularly immigrants residing in Canada's urban centers, to relocate to the county's rural communities.

The Land in Lanark campaign was part of the County's Rural Community Inclusion Pilot Project, a collaborative initiative between Lanark and Renfrew counties and funded by the Ontario Ministry of Agriculture, Food and Agribusiness' (OMAFRA) Rural Economic Development (RED) program. Our mission is to create a more inclusive, diverse, and economically vibrant community by connecting local businesses with skilled newcomers and fostering a welcoming environment.

The primary objective of the six-week digital campaign, which ran from July to August 2024, was to position Lanark County as a top destination for immigrants seeking both meaningful employment and a balanced lifestyle. The campaign highlighted the county's rural charm, abundant amenities, and quality of life, targeting recruits with necessary skills in healthcare and the trades.

The campaign achieved remarkable success, significantly exceeding its objectives. It garnered nearly 3 million impressions across various digital platforms, including TikTok, Facebook, Instagram, Google, YouTube, and LinkedIn. The campaign also resulted in substantial engagement, with 119 inquiries submitted through the campaign's dedicated landing page.

"We are thrilled to receive this recognition from EDCO," said Toby Randell, Warden of Lanark County. "This award is a testament to the hard work and dedication of our team and partners who

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have worked tirelessly to create a thriving workforce. We remain committed to continuing our efforts to support our community and drive economic prosperity."

The Workforce Development Award is one of the highest honors bestowed by EDCO, celebrating excellence in economic development practices. Lanark County's achievement underscores its commitment to fostering a robust and resilient workforce, positioning the county as a leader in economic development.

Land in Lanark Campaign materials can be found here: <https://www.lanarkcounty.ca/en/doing-business/land-in-lanark.aspx>

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For more information/media interviews, contact:

Jasmin Ralph

Clerk

Lanark County

1-888-9-LANARK, ext. 1502

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Here are the highlights from the Lanark County Council meeting held Feb. 12, 2025.

Rural Economic Development through Immigration Pilot Project to Begin: Lanark County Council received a report about the Rural Economic Development through Immigration (REDI) one-year pilot project that is geared to supporting economic immigration in select communities outside of the Greater Toronto Area.

Clerk Jasmin Ralph explained at the economic development committee meeting last month the county was one of four municipalities in Ontario selected to participate in the pilot developed by the Ministry of Labour, Immigration, Training and Skills Development. She said the county will be allocated up to 200 nominations through the Ontario Immigrant Nominee Program's (OINP) Employer Job Offer streams. This will help local employers that are looking to fill labour gaps to attract and retain skilled workers.

Under the program, the county must establish a working group composed of employers and other relevant community organization members to work with ministry staff to oversee REDI activities. It will connect employers with the OINP program. The county's economic development representative and the recruitment and settlement coordinator will assist in leading the working group. The ministry provides staff support and information and will actively engage with the business community and working group to support those experiencing labour shortages. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

Climate and Environmental Budget Outlined: Lanark County Council received a summary of the climate action priorities and workplan for 2025, along with an overview of the climate and environmental sub-department budget for this year.

At the public works committee meeting last month, Climate Environmental Coordinator Michelle Rabbetts said 2025 priorities include the launch of the Better Homes Lanark program later this year, starting the study on developing a natural heritage system, completing the roadmap for the Building to Net Zero (BNZ) cohort, completing the green infrastructure inventory for the asset management plan, and completing a work plan and a risk and vulnerability assessment for the Climate Adaptation Plan.

Some of the workplan highlights for this year also include installing two level-three electric vehicle charging stations at the county offices in Perth, organizing spring and fall tree seedling giveaways,

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supporting ALUS (Alternative Land Use Services) Mississippi-Rideau, creating a new community climate grant, funding the Municipal Climate Action Grant, and more.

The 2025 budget, which was developed with the Climate Action Working Group and is part of the public works budget, includes funds for the Municipal Climate Action Fund (eight grants of \$7,500 for each municipality), a \$25,000 Community Climate Grant, as well as funds for consultation fees, planning, nature-based climate solutions and other climate action initiatives for a total of \$210,000.

“Lanark County is launching several new programs and updating plans to achieve greenhouse gas emissions targets and meet climate action goals,” Rabbetts said. For more information, contact Michelle Rabbetts, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

Traffic By-law Updated to Regulate Additional Signage: Lanark County Council has approved an amendment to the by-law to regulate traffic to include all existing regulatory signs on county roads that require a by-law.

At the public works committee meeting last month, Public Works Manager Sean Derouin explained the county received a request for a “no left turn” sign on McNeely Avenue across from Waterside Retirement Facility in Carleton Place, which requires a by-law in order to install. After further review, it was found there were other existing regulatory signs on county roads that currently require a by-law and did not have one.

In 2022, council approved consolidating 80 traffic by-laws into one comprehensive by-law that encompasses stop signs and yield signs on county roads, through highways, speed reduction zones, traffic restrictions on bridges and traffic restrictions on county roads. The amendment adds additional categories: lane designations (i.e., right turn only), turn control (i.e., no left turn), pedestrian crossovers, reserved lanes (i.e., bicycle lanes) and miscellaneous controls (i.e., no fishing from bridge).

The new sign on McNeely Avenue was approved as the current entrance to the retirement facility had been designed as a “right-in/right-out” due to its proximity to the Mississippi River Bridge crossing. The “no left turn” sign will be installed for southbound traffic. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

Work in Right-of-Way Policy Adopted: Lanark County Council has passed a by-law adopting a new Work in Right-of-Way (ROW) Policy.

At the public works committee meeting last month, Public Works Manager Sean Derouin explained the county adopted a by-law in 1999 regulating the excavation of county roads for the

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installation of utilities, which outlined requirements for persons undertaking the activities within the county ROW, including requirements for permits and conditions for acceptance. Derouin said the current policy did not consider non-excavation work within the ROW, such as lane/sidewalk closures or obstructions to facilitate construction on private property, unloading of materials, and temporary encroachments, such as waste disposal bins.

The new policy allows public works to ensure people working within the ROW are insured to work there, naming the county as an additional insured and indemnifying the county from actions arising from their work. It also ensures proper traffic control and collects fees/deposits that reflect actual costs incurred.

"The new policy includes an updated fee structure that will better ensure costs are recovered from the applicant for time spent by county staff administering and inspecting locations," Derouin said. "It allows for the use of Permit Central to administer permit applications and collect fees, which will reduce staff administrative effort and provide a more efficient process for the public." For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

Upcoming Meetings: County Council, Wednesday, Feb. 26, 5 p.m.; Public Works, Feb. 26 (following County Council); Economic Development, Feb. 26 (following Public Works). **County Council, Wednesday, March 12, 5 p.m.;** Community Services, March 12 (following County Council); Corporate Services, March 12 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Instagram!

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MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on January 8, 2025 at 1:30 p.m. at the Almonte branch.

1. CALL TO ORDER

The meeting was called to order at 1:32 p.m.

2. ATTENDANCE:

PRESENT:

Barbara Button, Chair
Alison Ball
Leanne Czerwinski, Vice-Chair (via Zoom)
Emma Kinsman
Jeff Fraser
Vicki Lowe, Council Representative
Mary Lumsden
Cathy Peacock
Warren Thorngate
Christine Row, staff

ABSENT:

3. APPROVAL OF AGENDA

Resolution No. 01-25

Moved by M. Lumsden

Seconded by E. Kinsman

THAT the MMPLB approves the agenda with the addition of a review of the Library's Bank of Montreal account's annual transactions and an Investment Policy plan.

CARRIED

4. DECLARATION OF ANY CONFLICTS OF INTEREST

[None]

5. DELEGATIONS OR PRESENTATIONS

[None]

6. MINUTES OF THE PRECEDING MEETING

Resolution No. 02-25

Moved by J. Fraser

Seconded by V. Lowe

THAT the MMPLB approves the November 20, 2024 and the December 16, 2024 minutes as amended.

CARRIED

7. CONSENT ITEM

a) Correspondence

[None]

b) Reports- CEO report, Friends update, 2025 Holiday Schedule

c) Incidents

[None]

Resolution No. 03-25

Moved by E. Kinsman

Seconded by C. Peacock

THAT the MMPLB accepts the consent items as presented.

CARRIED

8. UPDATES

a) Policy Review

[None]

b) Financial Review

Board reviewed the October 31, 2024 Financial Statement.

c) 2025 Operating Budget update

Council plans to discuss the 2025 budget on Tuesday, January 14th.

d) Board Advocacy- B. Button and L. Czerwinski will be attending the Ontario Library Association's Superconference at the end of the month.

9. FOR DISCUSSION/DECISION

a) MMPL Strategic Plan and 2024 Strategic Directions

The Board will begin preparations for a new strategic plan, which will be drafted before the end of the current term (2026). The Strategic Plan Working Group includes W. Thorngate, E. Kinsman, A. Ball, and B. Button.

11. OTHER/NEW BUSINESS

Bank of Montreal - annual transactions

The Board reviewed the list of annual transactions.

12 COMMUNICATIONS

Strategic planning to begin this year.

12. NEXT MEETING

February 12, 2025 at 1:30 p.m. at the Pakenham branch

13. ADJOURNMENT

Resolution No. 04-25

Moved by V. Lowe

Seconded by W. Thorngate

THAT the meeting be adjourned at 2:30 p.m.

CARRIED



Mississippi
Mills

COUNCIL CALENDAR

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Council COW	5 4pm Heritage	6 3pm AAC	7	8
9	10	11	12 1:30pm Library (ALM) County	13	14	15
16	17	18 Council COW	19 4:30pm COA	20	21	22
23 OGRA 30	24 OGRA 31	25	26 County	27	28	29



Mississippi
Mills

COUNCIL CALENDAR

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 OGRA	2 OGRA	3	4	5
		Council	4pm Heritage	3pm AAC		
		COW				
6	7	8	9	10	11	12
			1:30pm Library (PAK) County			
13	14	15	16	17	18	19
			4:30pm COA			
20	21	22	23	24	25	26
			County			
27	28	29	30			
		Council				
		COW				

November 20th, 2024, 9:00am

PW Administration Building- CP Boardroom

Participants

Councillor Jane Torrance, MM
Councillor John Matheson, DNE
Councillor Greg Hallam, TVT
Councillor Gary Waterfield, PERTH
Councillor Dena Comley, CP
Councillor Ron Closs, LH
Robert Croth, OPP
Zach Drinkwalter, CFO, EORN
Elizabeth Gillingwater, Court Manager, Town of Perth
Jeff Barten, Energy and Asset Services Manager, LAS
Tanner Watt, Municipal Program Specialist, LAS
Rodger Bates, Automated Enforcement Program Manager

Staff

Sean Derouin, PW Manager
Sam Poole, PW Senior Technologist
Jasmin Ralph, Clerk

Regrets

Richard Kidd, BCK
Jeff Carroll, MON
Jason St. Pierre, CEO, EORN

MEETING OUTLINE

1. Roll Call
2. Presentations
 - Presentation by Rodger Bates on City of Barrie's implementation of ASE
 - a) Rodger presented the steps required to implement an ASE program and detailed the City of Barrie's experience.
3. Review Previous Meeting Minutes
 - September 17th, 2024, Meeting Minutes

Minutes Accepted

4. Old Business

a) Automated Speed Enforcement

Summary of ASE implementation discussions:

I. Legal framework

- HTA 205.1 authorizes use of ASE
- HTA 207 Drivers can be charged
- Municipal Act 434.1 Municipalities can order a person to pay an AP
- O.Reg 398/19 sets out parameters for ASE
- Municipal Speed By-Laws
- CSZ / School Zone By-laws
- ASE can only be used in Community Safety Zones (CSZ) or School Zones with speed limits < 80 km/h.
- Not allowed on provincial highways, unless the highway is considered a “connecting link” under the authority of the local Municipality.
- Intent to operate as a traffic safety program for Municipalities, alongside existing traffic calming measures/ initiatives.

II. Camera supply and installation

- 3rd party lease agreement for the supply of camera & software, installation, including relocating the camera, and yearly certification.
- Detection limited to traffic in one direction, therefore 2 cameras are required for both directions.
- Pole mounted recommended due to vandalism and accuracy.
- Minimum length per location is 3 months, recommended more
- Mandatory 90day signage required prior to camera installation

III. Ticket processing

- Captured images are automatically sent for processing.
- Ticket processing is completed by Provincial Offences Officers
 - Provincial Offences Officers are required to be designated by the province after a condensed 1-day training course provided by the Ontario Traffic Council (OTC).
 - OTC has only been providing this course 4x per year
 - Provincial Offences Officers are either hired/appointed Municipal employees or 3rd party contracted.
- Typical 3rd Party contractors operate Joint Processing Centres (JPC) with multiple officers processing tickets for multiple Municipalities (Such as the City of Barrie)
- Provincial offences officers review the images and retrieve plate owner information from MTO, and issue either a charge under the Provincial Offences Act (POA) or a penalty order under the provincial Administrative Penalty (AP) regime.
- Individual officers can on average process up to 30K tickets per year, reviewing up to 600 images per day, and issuing up to 150 tickets per day.
- 150/600 because of inaccuracies in photos due to damaged plates, trailers, weather conditions, etc.
- Charges are sent digitally to either the applicable court management system (court representing the area the ticket was issued) or to AP software the Municipality is using.
- City of Barrie started with 2 provincial offenses officers and has since expanded to 8 due to the high volume of tickets to be processed.

IV. Adjudication

- Administered by either Provincial Offences Act (POA) or Administrated Penalties (AP's)
- Higher prepayment rate with ASE related charges noticed in Barrie
 - ~80% pre-payment (Local data will be different)
- No demerit points

V. Administrative Penalties (AP's)

- Municipality purchases case management software to administer appeals.
- Municipal employed screening officers required to review appeals.
 - Hearing may be completed in person at the Municipal building or via Zoom.

- Municipality must contract independent hearing offices for cases involving a 2nd appeal.
 - Hearing Officer has final authority.
- Municipality to enter into agreements with MTO and the Ministry Attorney General (MAG).
- Monthly reporting requirements to MTO & MAG.
- Vendor of Records are required prior to obtaining agreements with MTO and MAG
- Completing a Privacy Impact Assessment and obtaining approval from the Privacy Commissioner is highly recommended.
- If tickets are not paid, the plate denial process is followed, same as parking tickets.
- Speeding infractions over 50kph above speed limit are treated in the same manner.
- AP pros:
 - Municipal Controlled
 - Higher revenues due to lower operating costs compared to court system
 - Can be expanded or reduced
 - Shorter timeframes i.e. 30-days to decide whether to pay or appeal
 - Only two appeals: screening officer/ hearing officer. hearing officer makes final decision, therefore no trials.
- AP Cons:
 - Start up costs
 - Cost of software required (i.e. CAMS)
 - Office space required
 - New staffing
 - Heavy reporting requirements to MTO and MAG.
 - Reduced late payment fee compared to POA.

VI. Provincial Offenses Act (POA)

- Court receives charges from the joint processing centre electronically.
- Court must have available staff to process appeals.
- Court imposed fines require a finding of guilt.
- Higher costs associated with Court system due to possible appeals and trials.
- If tickets are not paid, the plate denial process is followed, same as parking tickets.
- Tickets are paid to the court, and revenues from tickets get distributed back to the Municipalities based on the cost sharing agreements between the Courts and Municipalities.
- Pros:
 - Lower start up costs as court system is already in place.
 - Generates revenues for the Courts which are facing a decline in revenues each year.
- Cons:
 - Court system is provincially managed (Staffing, Facilities, # of judicial officers)
 - Higher Costs due to court room, Justice of Peace, court reporters etc.
 - Longer timelines due to no limitations to extensions, trials, appeals etc.
 - Court time to trial is greater than AP system
 - Less revenue for Municipality

VII. Fines

- Ticket fine amounts are set by the Highway Traffic Act, schedule “B” and “D”, specific to the rate of speed over the speed limit that the vehicle was travelling at the time the image was taken
- Speeds of 50km/h and over would be issued a summons for the offence there are no summons under the AP structure.
- Victim Surcharge and Court costs added to the fine

VIII. Costs/ Revenues

- Costs:
 - Signage
 - Camera Lease
 - Ticket Processing Fee (~\$12/ticket- LAS)
 - MTO Plate Lookup Fee
 - POA: \$1.06/plate

- AP: \$8.25/plate-> Can be recovered by including in the ticket fine amount
 - AP administration:
 - Screening officer employee costs
 - Contract costs for independent hearing officers
 - Case management software
 - POA administration: no costs to the Municipality (lower revenues returned).
- Revenues:
 - AP administration:
 - Ticket fines get paid to the Municipality, and after the Municipality recovers their costs, it is up to them on how they wish to spend it.
 - POA administration:
 - Courts collect the ticket fines, recover their costs, and distribute remaining revenues to local municipalities as per their cost sharing agreements.
 - Municipalities should be transparent on how net revenues are spent.
 - ASE programs should not be seen as cash grabs.

IX. Effectiveness and Implementation

- ASE has been shown to reduce speeding and improve driver behavior in Barrie.
- ASE programs should be transparent, and the public should have access to the certificates of accuracy for the cameras online, as well as the camera locations.
- Revenues from ASE should be used to fund traffic calming measures
- ASE has been successful in rural areas such as ESSA Twp. and Durham region

X. Lanark County Court (Town of Perth)

- a) Court is currently facing a major backlog of charges which is resulting in tickets being withdrawn due to exceeding time limits.
- b) The Courts revenues have been reducing year over year while costs have been increasing.
- c) Town of Perth Court Cost Sharing Agreement with Lanark County:
 - Revenues distributed to lower tiers are based on weighted assessment and not the location where the infractions took place.
 - Revenues are paid to the lower tier municipalities twice a year.
- d) If revenues continue to decrease and costs continue to increase, then the Court would have to start billing the Townships.
- e) Perth Court is in favour of the POA administration for the start up of the County ASE program as it would increase their revenues but agrees that ultimately an AP program would be most beneficial to the County in the long term.

b) Reviewed list of CSZ's, School Zones, and areas of concern throughout the County

- Outstanding speed data required from the following Municipalities
 - Town of Perth
 - Town of Carleton Place
 - Mississippi Mills Township
- List to be provided to Tanner Watts for review once all data from applicable zones has been collected.

5. New Business

- a) EORN provided an update on their plans to assist Municipalities in Eastern Ontario with implementing ASE:
 - EORN seeking approval to request invitations for vendors contracts next week for the supply of cameras and applicable software.
 - EORN plans to operate a JPC for municipalities to assist in implementing ASE programs
 - EORN hopes to build a program similar to LAS

- b) Reviewed Proposed Speed Management Measures for the following locations: McDonalds Corners; Middleville; and Clayton (Tatlock Road)
 - Middleville:
 - Install oversized speed signs
 - Trial flashing radar signs for “education” purposes
 - See attached proposed sketch.
 - Potential for implementation of physical measures in future rehabilitations such as gateway treatments.
 - McDonalds Corners:
 - Install oversized speed signs
 - Trial flashing radar signs for “education” purposes
 - Implements a 60 kph transitional speed zone as per the policy.
 - Tatlock Road, South of Clayton:
 - Install oversized speed signs
 - Implements a 60 kph transitional speed zone as per the policy

Suggested motion:

THAT the Lanark County Traffic Advisory Working Group (TAWG) approve the proposed speed management measures for Middleville, McDonalds Corners, and Clayton, as detailed above and shown on the attached sketches.

Moved by Ron Closs, Seconded by Dena Comley

CARRIED

6. Round Table Discussion

- Policy / By-Law would be required to be approved by Council for the implementation of ASE that would outline responsibilities, costs, and revenues for each Municipality.
- Discussion on possibility of Lower-tier municipalities purchasing their own cameras and retaining all proceeds from fines or a greater percentage.
 - To be discussed further and would require inclusion in the future policy.
- Discussion on the costs/revenues to be divided based on the # of eligible CSZ and school per Township.
 - Some Municipalities may not participate if they don't have a current speeding issue in an eligible zone.

- LAS to review the data to ensure that volumes warrant the use of ASE in all lower Tier Municipalities
(LAS review will offer insight)
- All updated information to be assembled and assessed by Tanner before next meeting.
- Moving forward, PW staff to provide the TAWG group information regarding all speed assessments whether denied or under investigation.
- Discussion on the TAWG sending out a media release to inform the public and interested stakeholder that the group is currently investigating the use of ASE.
 - This could provide an opportunity to collect feedback from the public.

7. Next Meeting Date:

- **February 19th 9:00 AM – 11:00 AM**
 - **April 16rd 9:00 AM – 11:00 AM**
- a) Proposed Agenda Items:
- Continued Review of ASE Zones,
 - Presentation of LAS data Review
 - Update on speed management requests

8. Action Items

- a) PW will continue with data collection within municipalities.
- b) PW to update chart to show School Zone vs CSZ
- c) PW to issue a Media Release for public/ stakeholder notification on the groups investigation into the use of ASE in CSZ and School Zones and request feedback.
 - Draft media release to be distributed to the group for review and approval prior to releasing.
 - PW will summarize public concern and questions and circulate with group members upon receipt.
- d) PW to notify Clerks and PW members regarding decisions relating to sign upgrades and speed transitional zones. (Speed management requests)

Meeting Concluded: 11:15 AM

T.A.W.G County Wide Community Safety Zones and School Zones											AADT by Speed Group (km/h) Per Day																											
MUNICIPALITY	ROAD #	ROAD NAME	LOCATION	FROM	TO	DURATION	SPEED LIMIT	AADT TOTAL	DATE FROM	DATE TO	DAYS RECORDED	ZONE TYPE	0 to 5	5 to 10	10 to 15	15 to 20	20 to 25	25 to 30	30 to 35	35 to 40	40 to 45	45 to 50	50 to 55	55 to 60	60 to 65	65 to 70	70 to 75	75 to 80	80 to 85	85 to 90	90 to 95	95 to 100	100 +					
Lanark County	76	Downs Road	Town of Carleton Place	The West limit of the Town of Carleton Place	Industrial Drive	7:00 am to 8:00 pm	40	7400	1-Oct-24	8-Oct-24	6	CSZ	0.0	0.0	1.2	2.5	2.2	39.2	197.8	842.2	207.7	14.3	1119.7	513.1	138.9	39.5	10.9	2.2	1.2	0.3	0	0	0.7	0				
	19	South Street	Town of Perth	West Boundary limits of the Town of Perth	580 metres eastward to the West Curb of Industrial Avenue	Monday to Friday: 8am - 5pm	50	8500	8-Sep-24	16-Sep-24	6	CSZ	0.0	0.0	0.7	3.7	5.5	27.2	84.5	175.0	315.3	737.0	1523.9	1217.0	747.7	313.2	90.2	29.5	7.5	2.3	1.3	0.7	0.2					
	17	Marin Street North	Almonte	Wilkinson St.	Brookdale St.	Monday to Friday: 8am - 5pm	40	2200	15-Oct-25	22-Oct-25	6	CSZ	0.0	0.0	7.5	15.2	21.9	42.8	42.8	100.0	278.3	531.0	663.0	140.7	114.0	134.0	43.6	15.3	5.5	2.0	1.2	0.3	0.2					
	18	Port Elmley Road	Port Elmley	315 metres west of Highway 43	500 metres west of Highway 43	Monday to Friday: 8am - 5pm	60	1250	30-Apr-24	7-May-24	6	CSZ	0.0	0.0	0.8	0.7	0.8	2.0	2.8	8.3	24.3	60.3	152.5	288.8	419.0	550.2	239.2	116.8	68.8	23.2	9.0	3.3	1.0					
	23	Roadside Road South	Roadside	340 metres south of Roger Stevens Drive	60 metres south of Roger Stevens Drive	Monday to Friday: 8am - 5pm	60	600	8-Aug-24	13-Aug-24	6	CSZ	0.0	0.0	0.2	0.8	1.3	0.5	1.5	1.2	0.7	3.3	5.7	20.5	17.1	39.7	129.8	166.0	160.3	136.8	99.7	65.2	41.3					
Beckwith Township	29	County Road 29 North	Pakenham	CVRT Underpass	CR 29 Wabaa Road	At all times	40	3700	8-Oct-24	15-Oct-24	6	CSZ	0.0	0.0	4.5	15.5	43.3	65.0	173.5	503.2	851.2	1792.4	1231.8	748.3	328.3	130.7	38.5	12.3	4.5	2.5	1.2	0.8	0.2					
	511	George Street	Village of Lanark	Owen Street	100 metres north of Robertson Drive	Monday to Friday: 8-10am & 3-5pm	50	4000	8-Oct-24	15-Oct-24	6	CSZ	0.0	0.0	2.2	3.7	7.3	17.3	37.2	130.8	411.2	825.0	993.0	620.0	267.5	91.8	30.2	7.8	2.7	0.3	0.3	0.5	0.0					
Mississippi Mills	9th Line Beckwith		Beckwith Park East		East of Beckwith Public School	All Times	60	Not Calculated	29-Jun-23	8-Jul-23	9	CSZ	0.0	9.1	20.2	10.0	13.1	14.3	35.1	101.7	184.1	291.2	307.0	275.8	190.7	11.0	63.2	33.2	14.7	7.9	4.2	2.3	1.7					
Mississippi Mills	Paterson St.	Almonte	Ottawa St.		Robert Hill St.	All Times	40	None	22-Jul-24	26-Jul-24	5	CSZ	0	0	6	6.8	11.2	32.2	94.2	159.4	115.7	51.0	25.2	8	4	0	0	0	0	0	0	0	0	0				
	Kyle St	Almonte	Perth St.		Apple St.	All Times	40	None	22-Jul-24	25-Jul-24	5	CSZ	0	0	1	3	9	18.8	17.6	18.4	10.2	0	0	0.2	0	0	0	0	0	0	0	0	0	0				
Drummond North Elmley	Jeanne MacFarlane St	Pakenham	CR-29		Jessie St.	All Times	50	None	19-Jul-24	19-Jul-24	5	CSZ	0	0	1.4	3.4	9.8	6	1.4	0	0	0	0	0.4	0	0	0	0	0	0	0	0	0	0				
Drummond North Elmley	Drummond School Road		80m South of Drummond Con. 7		450m South of Drummond Con. 7	All Times	50	None	26-Sep-24	9-Oct-24	14	SCHOOL	0.0	0.8	1.3	1.8	2.6	3.8	8.0	13.4	19.5	23.0	17.6	10.7	6.6	1.9	0.4	0.1	0	0	0	0	0	0				
Tay Valley	Harper Road	Gen. Tay	Highway 7		75m North of Tay Valley Admin Building	All Times	50	1470	25-Sep-24	2-Oct-24	7	CSZ	0.0	0.0	0.0	0.4	2.3	5.9	11.7	21.6	42.1	133.9	267.4	309.9	295.1	182.3	122.7	60.9	27.1	10.1	3.6	2.0	1.3					
Lanark Highlands	North Street	Lanark	No Defined Limits		No Defined Limits	All Times	40	277	11-Oct-24	18-Oct-24	6	SCHOOL	0.0	0.0	8.7	14.2	25.7	72.9	95.8	63.9	36.0	24.8	13.5	10.7	2.3	2.0	1.2	0	0	0	0	0	0	0				
Town of Carleton Place	Bridge St.		Carleton Place	Townline Rd	Thomas St.	All Times	40	None	15-Oct-24	22-Oct-24	6	SCHOOL	0.0	0.0	16.7	85.7	72.2	69.9	163.0	420.3	639.2	500.5	197.0	63.5	11.9	2.3	1.2	0.2	0.3	0.2	0	0	0	0				
	John St.		Carleton Place	Riverside Park	Frank St.	All Times	40	None	22-Oct-25	29-Oct-24	6	SCHOOL	0.0	0.0	16.8	61.3	144.9	196.2	182.0	78.5	23.5	10.0	1.7	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0		
	Hawthorne Ave		Carleton Place	Lake Av. West	John St.	All Times	40	None	14-Jan-25	21-Jan-25	6	SCHOOL	0.0	0.0	3.3	16.0	43.7	101.2	169.3	134.5	65.5	15.3	9.9	6.5	1.5	0.5	0.2	0	0	0	0	0	0	0	0	0		
	Lake Ave. W		Carleton Place	Mississippi Road	Frank St.	All Times	40	None	14-Jan-25	21-Jan-25	6	SCHOOL	0.0	0.0	1.3	9.3	23.3	74.2	175.5	338.0	509.3	573.8	383.7	179.8	56.3	19.5	9.0	1.6	0.7	0.7	0	0	0	0	0	0	0	
	Caldwell St.		Carleton Place	Lake Ave. W	Arthur St.	All Times	40	None	22-Oct-24	29-Oct-24	6	SCHOOL	0.0	0.0	23.3	48.2	63.7	60.0	84.5	69.8	40.7	18.9	8.7	2.7	1.0	0.0	0.2	0	0	0	0	0	0	0	0	0	0	
	Joseph St.		Carleton Place	Patton St.	Preston St.	All Times	40	None	8-Oct-24	15-Oct-24	6	SCHOOL	0.0	0.0	8.7	31.4	56.2	60.8	117.5	160.3	134.0	42.3	9.0	1.0	0.5	0.2	0	0	0	0	0	0	0	0	0	0	0	0
	Boyd St.		Carleton Place	Lake Ave. W	Donald St.	All Times	40	None	22-Oct-24	29-Oct-24	6	SCHOOL	0.0	0.0	3.7	7.7	20.3	32.0	26.0	9.2	2.0	0.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Patterson Cres.		Carleton Place	McNeely Ave.	Bagley St.	All Times	40	None	21-Jan-25	2-Jan-25	5	SCHOOL	0.0	0.0	5.0	19.5	80.2	231.7	283.8	125.0	21.3	1.2	0.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lake Ave. E.		Carleton Place	McNeely Ave.	Nearby St. / Park Ave.	All Times	40	None	21-Jan-25	26-Jan-25	5	SCHOOL	0.0	0.0	3.3	19.5	80.2	248.7	283.8	125.0	21.3	1.2	0.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Town of Perth	77 Wilson street west	Town of Perth	00m South of Isabella Street		40m North of Harris St.	All Times	50	None	18-Oct-24	3-Nov-24	16	CSZ	2.0	2.5	9.9	21.7	41.1	95.9	337.1	891.9	1179.7	990.3	549.7	301.6	59.8	14.9	3.5	0.9	0.4	0.3	0.1	0.1	0				
		Wilson St. E Queen Elizabeth School	Town of Perth	NOT CURRENTLY DESIGNATED		NOT CURRENTLY DESIGNATED	NO	40	None	7-Jan-25	14-Jan-25	6	SCHOOL	0.0	0.0	2.2	11.3	32.0	72.2	83.5	89.7	54.6	35.7	12.5	5.8	2.8	0.3	0.2	0.2	0	0	0	0	0	0	0		
Wilson St. E St. John Elementary School	Town of Perth	NOT CURRENTLY DESIGNATED		NOT CURRENTLY DESIGNATED	NO	40	None	7-Jan-25	14-Jan-25	6	SCHOOL	0.0	0.0	17.2	129.5	159.5	122.2	101.5	46.5	14.0	9.0	1.8	0.3	0.5	0.5	0.5	0.2	0	0	0	0	0	0	0	0	0		

LC	0	0	7	15	43	181	944
	0	0	4	22	33	163	567
	0	0	45	91	126	257	600
	0	0	5	4	5	12	17
	0	0	1	5	8	3	9
	0	0	27	93	260	390	1041
	0	0	13	22	44	104	223
BK	0	82	182	90	118	129	316
	0	0	30	34	56	161	471
MM	0	0	5	15	45	94	88
	0	0	7	17	49	30	7
	0	0	0	3	16	41	82
TV	0	0	0	3	16	41	82
LH	0	0	52	85	154	432	581
	0	0	100	520	433	414	978
CP	0	0	101	368	867	1177	1092
	0	0	20	96	262	607	1016
	0	0	8	56	140	445	1053
	0	0	140	289	382	360	387
	0	0	52	189	337	365	705
	0	0	22	46	122	192	156
	0	0	30	117	481	1390	1703
	0	0	20	117	481	1492	1703
	TOP	2	37	148	326	616	1490
0		0	13	68	192	433	501
0		0	103	777	957	733	609

3253	7246	8795	6718	3078	953	237	60	13
1050	1892	4422	7349	7482	4486	1879	541	177
1676	3186	3978	3241	1884	804	261	92	33
50	146	362	915	1739	2514	2101	1435	713
7	4	20	34	123	344	580	779	936
3019	5605	7775	7391	4489	1970	784	231	74
785	2467	4950	5958	3722	1605	551	181	45

915	1657	2621	2763	2480	1716	117	569	299
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797	591	309	126	40	20	0	0	0
92	51	30	2	1	0	0	0	0
0	0	0	0	1	0	0	0	0

151	295	937	1872	2162	1856	1276	859	420
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378	216	149	81	64	14	12	7	0
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2522	3829	3003	1182	381	71	14	7	1
471	141	24	10	3	3	0	0	0
807	279	93	59	39	9	3	1	0
2028	3035	3443	2302	1025	338	117	36	6
419	241	98	40	16	6	0	1	0
962	678	254	54	6	3	1	0	0
55	12	1	0	0	0	0	0	0
750	128	7	3	0	0	0	0	0
750	128	7	3	0	0	0	0	0

13379	17560	14855	8838	3054	897	224	53	13
538	324	172	75	35	17	2	1	1
279	84	18	11	2	3	3	1	0

7	2	0	1	0
45	14	8	4	1
12	7	2	2	1
413	139	54	20	6
962	833	598	331	248
27	15	7	5	1
16	2	2	3	0

132	71	38	21	15
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0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

190	71	25	14	9
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0	0	0	0	0
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2	1	0	0	0
0	0	0	0	0
0	0	0	0	0
4	4	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

6	4	2	1	0
0	0	0	0	0
0	0	0	0	0