



**The Municipality of Mississippi Mills  
Committee of the Whole Meeting  
MINUTES**

**November 21, 2023  
Hybrid  
3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Kathy Davis, Director of Corporate Services  
Cory Smith, Director of Public Works  
Melanie Knight, Senior Planner

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**A. CALL TO ORDER (immediately following Council)**

Councillor Holmes called the meeting to order at 7:30 p.m.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None were declared

**C. APPROVAL OF AGENDA**

**Resolution No CW255-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW256-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Lowe

**THAT** the minutes dated November 7, 2023 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW257-23**

**Moved by** Councillor Souter

**Seconded by** Deputy Mayor Minnille

**THAT** the following consent reports and committee minutes be received.

**CARRIED**

**E.1 Accessibility Advisory Committee - October 18, 2023**

**F. QUARTERLY REPORTS**

STAFF DIRECTION - when including financial updates (compare to prior year as well)

STAFF DIRECTION - provide comparatives for registrations in recreation programs from year over year

**F.1 Recreation Department Quarterly Report – Q4**

**F.2 Community & Economic Development Q4**

**G. CONSULTANT PRESENTATIONS**

**G.1 KPMG - Mississippi Mills Audit Findings Report**

Lori Huber, KPMG, provided an overview of the 2022 Financial Statement and audit findings highlights include: financial position has improved year over year, trend analysis, surplus, operating expenses, financial statement presents fairly, and internal controls. Members posed questions including: what percentage is too high for salary, wages & benefits, reserves funds, audit schedule for 2023 financial statement, annual surplus, sharing

information with residents, putting information into plain language for public,

STAFF DIRECTION - move reserves from Pakenham and Ramsay to general

**Resolution No CW258-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Souter

**THAT** the Committee of the Whole receive the 2022 Mississippi Mills Audit Report Findings presented by Lori Huber from KPMG as information.

**CARRIED**

**H. STAFF REPORTS**

Corporate Services

**H.1 2022 Audited Financial Statements**

**Resolution No CW259-23**

**Moved by** Councillor Ferguson

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole recommends that Council accept and approve the 2022 Audited Financial Statements for the Corporation of the Municipality of Mississippi Mills.

**CARRIED**

**H.2 Development Charges By-Laws Effective 2024-01-01**

**Resolution No CW260-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council approve the Development Charges background study and suggested bylaws;

**AND THAT** Committee of the Whole recommend Council approve the capital project listing set out in chapter 5 of the DC Background Study dated October 5, 2023, subject to further annual review during the capital budget process;

**AND THAT** there are no further public meetings required.

**CARRIED**

Development Services & Engineering

**H.3 D14-224-23 - 430 Ottawa Street - Lifting of a Holding Zone**

**Resolution No CW261-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend a portion of the zoning of the subject lands which are municipally known as RAMSAY CON 10 PT LOT 16 RP 27R-8445 PARTS 1 TO 4 9 TO 11, RP-27R-8990 PART 1, Almonte Ward, Municipality of Mississippi Mills, municipally known as 430 Ottawa Street from Highway Commercial holding zone (C4-4h) to Highway Commercial (C4-4) in order to permit a portion of the property to be redeveloped with a new free standing commercial building, similar in effect to the details in Attachment A.

**CARRIED**

Protective Services

**H.4 Bylaw Service Increased Hours**

**Resolution No CW262-23**

**Moved by** Councillor Torrance

**Seconded by** Mayor Lowry

**THAT** the Committee of the Whole recommend to Council to approve an increase to the Bylaw Enforcement contract hours of service to be purchased from 20hrs per week to 50hrs per week;

**AND THAT** the Mayor and Clerk be authorized in execute a contract for the provision of these services.

**CARRIED**

Roads & Public Works

**H.5 Traffic Calming and Public Safety Review and Options**

**Resolution No CW263-23**

**Moved by** Councillor Torrance

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole refer the report back to staff;

**AND THAT** Committee of the Whole hold a special meeting to establish community safety and well being, traffic calming and pedestrian safety priorities.

**CARRIED**

**I. NOTICE OF MOTION**

**I.1 Councillor Ferguson - OPA 28**

**Resolution No CW264-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Lowe

**WHEREAS** the national shortage of housing is having an impact in all areas of Mississippi Mills;

**AND WHEREAS**, Official Plan Amendment 28, Rural Villages and Rural Vitality will be reviewing the Rural and Agricultural policies of the Official Plan;

**AND WHEREAS**, the Official Plan permits the creation of rural, non-farm residential lots subject to a number of policies in the Rural designation;

**AND WHEREAS**, Additional Residential Units can make homeownership more viable, provide opportunities to support multi-generational farming operations and may also increasing local attainable rental stock;

**THEREFORE, BE IT RESOLVED THAT** Council direct staff to include the review of the rural, non-farm residential severance policies in the Rural designation and the policies related to Additional Residentials Units in the Rural and Agricultural designations as part of Official Plan Amendment 28.

**CARRIED**

**J. INFORMATION ITEMS**

**J.1 Correspondence**

STAFF DIRECTION: Share the three items of correspondence on social media

STAFF DIRECTION: Refer correspondence from Enbridge to staff to provide comment and report back to Council

**J.2 Mayor's Report**

Mayor Lowry announced that Councillor Holmes attended a networking call with the Leeds, Grenville and Lanark Health Unit. Councillor Holmes provided highlights from the call including: tool for older adult review.

**J.3 County Councillor's Report**

Deputy Mayor Minnille provided highlights from recent County Council meetings including: Climate Action Plan, FCM funding, warden nominations, ROMA delegation requests, and award of excellence.

**J.4 Mississippi Valley Conservation Authority Report**

None

**J.5 Lanark County Police Services Board**

Upcoming training and meetings relating to the new Police Service Board.

**J.6 Library Board Report**

J.6.a Christine Row, CEO Mississippi Mills Public Library, 2024 Library Budget

Christine Row, CEO Mississippi Mills Library, presented the 2024 Mississippi Mills Public Library Budget. Highlights include: overview, recent accomplishments, 3.6% increase, draft operating budget, succession planning, draft capital budget, organization chart restructuring.

Members then posed questions including: overall tax increase for library, technology capital, increase to municipal grant from 2023 to 2024 is 4.1%, and programming.

**J.7 Meeting Calendar**

K. **OTHER/NEW BUSINESS**

L. **ADJOURNMENT**

**Resolution No CW265-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**THAT** the meeting be adjourned at 9:25 p.m.

**CARRIED**

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Jeanne Harfield, Clerk