



The Corporation of the Municipality of Mississippi Mills

Committee of the Whole Meeting

MINUTES

April 6, 2021

E-participation

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Dalgity
Councillor Maydan
Councillor Holmes
Councillor Guerard
Councillor Ferguson

Staff Present: Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Jennifer Russell, Deputy Clerk
Maggie Yet, Planner 1
Chad Brown, Fire Chief
Calvin Murphy, Recreation Manager
Rhonda Whitmarsh, Treasurer
Cory Smith, A/Director of Roads and Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Guerard called the meeting to order at 6:37 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Resolution No CW096-21

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW097-21

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the minutes dated March 16, 23 and 25, 2021 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW098-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the following consent reports and committee minutes be received.

CARRIED

E.1 Accessibility Advisory Committee Meeting Minutes - January 15, 2020

E.2 Parks and Recreation Committee Meeting Minutes - February 23, 2021

E.3 Community Economic Development Advisory Committee Meeting Minutes - February 25, 2021

F. STAFF REPORTS

Building and Planning

F.1 Official Plan Amendment (OPA) 22 - Almonte Settlement Area

Marc Rivet's presentation is attached to the minutes.

Resolution No CW099-21

Moved by Councillor Dalgity

Seconded by Councillor Maydan

Motion 1

THAT Committee of the Whole recommends that Council adopts Official Plan Amendment No. 22 being an amendment to expand Almonte's Settlement Area Boundary including a series of policy updates as they relate to development within Almonte's Settlement Area. These expansion areas consist of Area 1 - revised (17 hectares), Area 2 (21.9 hectares) and Area 3A (25.1 hectares).

AND THAT Committee of the Whole recommends that Council include Area 4 (8.9 hectares) to Almonte's Settlement Area Boundary as part of OPA 22 since OPA 26 is under appeal and therefore should not be considered as 'designated and available' for the purpose of this Comprehensive Review. Furthermore, Area 4 would provide enough lands to meet a 20-year planning horizon as per OPA 21.

CARRIED

Resolution No CW100-21

Moved by Councillor Holmes

Seconded by Councillor Maydan

Motion 2

THAT Committee of the Whole recommends an Official Plan Amendment for lands located along the east side of Ramsay Concession 11A to be included within the Urban Settlement Area and to re-designate approximately 1.07 hectares of lands from "Rural" to "Highway Commercial" and re-designate approximately 1.71 hectares of land at 1728 Concession 11 A from "Rural" to "Residential - Community Facility".

CARRIED

Resolution No CW101-21

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

Motion 3

THAT Committee of the Whole recommends that Council direct staff to submit an Official Plan Amendment to the Lanark County Sustainable Communities Official Plan (County SCOP) to expand Almonte's Settlement Area Boundary.

CARRIED

F.2 Zoning By-law Amendment - Mississippi Mills Business Park

Resolution No CW102-21

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole recommends that Council enacts and passes Zoning By-law Amendment No. 21-XXX being an amendment to change the zoning of the (proposed) subject property from “Business Park Special Exception” (E1-1) Zone to “Business Park Special Exception” (E1-X) Zone to permit a range of additional light industrial and commercial uses not currently permitted.

CARRIED

F.3 143 Marshall Street – Lifting of Holding Zone and Site Plan Control

Resolution No CW103-21

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend to Council to approve the lifting of the holding (h) symbol from the “Residential Third Density – Special Exception 15 Holding” (R3-15h) Zone for the lands legally described as Lot 11 and 12, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 143 Marshall Street;

AND THAT Committee of the Whole recommend to Council to approve the site plans for the property known municipally as 143 Marshall Street;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

CARRIED

F.4 Site Plan Control – 237 Borden Road (Riendeau)

Resolution No CW104-21

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Committee of the Whole recommend to Council to approve the site plans for the property described legally as Part Lot 2, Concession 9, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 237 Borden Road;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

CARRIED

F.5 Site Plan Control – 354 Lynx Hollow Road (D11-TER-20)

Resolution No CW105-21

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend to Council to approve the site plans for the property described legally as Lot 11, Concession 10, Being Parts 2 and 3 on RP 27R10265, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 354 Lynx Hollow Road;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

CARRIED

F.6 Delegated Authority for Municipal Planner

Resolution No CW106-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council approve amendments to the Delegated Authority By-law 13-18 to include under Schedule A, Section C – Specified Staff Authorities:

9. The Municipal Planner be authorized to approve minor Site Plan Control applications in accordance with By-law 19-93.

CARRIED

CAO Kelly thanked Maggie Yet, Planner I, for her service to the Municipality and wished her the best of luck in her future endeavors.

Fire Department

F.7 Fire Safety Grant Transfer Payment Agreement

Resolution No CW107-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Committee of the Whole recommend to Council that it authorize the Clerk and Treasurer to execute a Fire Safety Grant Transfer Payment Agreement with the Province of Ontario.

CARRIED

Recreation and Culture

F.8 Appointment to Community Services Master Plan Working Group

Resolution No CW108-21

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the Committee of the Whole recommends to Council to appoint (2) two members of Council to the Community Services Master Plan Steering Committee being Councillor Dalgity and Councillor Guerard;

AND FURTHERMORE THAT staff representation from the Recreation and Culture department, Library and Daycare departments be included in the working group.

CARRIED

F.9 Grave Marking for Veterans at Rest

Resolution No CW109-21

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the Committee of the Whole recommends to Council to approve the grave marking for the late veteran John Donohoe Senior at the Wesleyan Methodist Burial grounds on County Road 29 in the Municipality of Mississippi Mills.

CARRIED

Finance and Administration

F.10 2020 Year End Results

Resolution No CW110-21

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT Committee of the Whole recommends that Council accept the 2020 year end results presented by the Treasurer as information.

CARRIED

F.11 Water and Sewer Rate Study

Resolution No CW111-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Committee of the Whole recommends that Council sole source the completion of the Water and Sewer Rate Study update to Watson and Associates Economists Ltd. In the amount of \$28,415 (including non-refundable HST).

CARRIED

F.12 Write off of Uncollectible Taxes

Resolution No CW112-21

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Committee of the Whole recommends that Council write off taxes on five (5) tax accounts as uncollectible per the Treasurer's report dated April 6, 2021.

CARRIED

F.13 Appointment to Carleton Place's Parks and Recreation Committee #4

Resolution No CW113-21

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the Committee of the Whole accepts the staff report as information.

CARRIED

G. NOTICE OF MOTION

G.1 Councillor Holmes Motion - Approval of Executive Assistant Position

Resolution No CW114-21

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT the Committee of the Whole recommends to Council to approve the staff position of Executive Assistant effective as soon as possible;

AND FURTHERMORE THAT the estimated salary of \$25,980 subject to job evaluation and \$2,500 for office set up be funded from the 2021 year end surplus.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report - Verbal

Mayor Lowry provided highlights on the Carleton Place Business Chamber of Commerce meeting on Lanark County's Climate Action Plan.

H.2 County Councillor's Report

Deputy Mayor Minnille provided a summary of the items discussed at the meeting including 2021 taxation policies, third phase of Social Services Relief Funding, childcare reinvestment funding allocation, and the Community Paramedicine Program.

H.3 Mississippi Valley Conservation Authority Report

Councillor Holmes provided an overview of the meeting including a low chance of flooding and issues with off-leash dogs.

H.4 Library Board Report

Councillor Maydan provided highlights from the meeting including the Library's strategic plan, regular review of policies, and space needs analysis.

H.5 Joint Recreation Cost Sharing Committee Report - Verbal

Councillor Dalgity provided a summary of the meeting including the 2021 budget, draft terms of reference, discussion with Mississippi Mills Public Library Board and Carleton Place Mayor regarding the Joint Recreation Cost Sharing Agreement, budget proposal and calculations, and repercussions for issues arising between municipalities.

H.6 Information List #07-21

Resolution No CW115-21

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the information list #07-21 be received for information;

AND THAT item #14 - Town of Carleton Place - Mayor Doug Black re:
Letter - Library Component of Howard Allan Cost Sharing Agreement, be
pulled for further consideration.

CARRIED

H.7 Meeting Calendar (April & May)

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW116-21

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:05 p.m.

CARRIED

Cynthia Moyle, ACTING CLERK

<p>Municipality of Mississippi Mills Committee of the Whole Meeting</p> <p>OPA No. 22 Urban Settlement Area Review Comprehensive Review</p> <p>Prepared by: Marc Rivet, MCIP, RPP Associate, Senior Planner, J.L. Richards & Associates Limited</p>	 <p>Mississippi Mills</p>  <p>J.L. Richards ENGINEERS · ARCHITECTS · PLANNERS</p>
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1



Mississippi
Mills



J.L. Richards
ENGINEERS · ARCHITECTS · PLANNERS

Agenda

- Step 1 – What do we need as expansion lands to 2038
 - Growth Projections (Demand) – 2020 to 2038 projections (Lanark County)
 - Land Needs Analysis (Supply Versus Demand)
 - Residential Permit Activity
- Step 2 – Determining logical expansion lands
 - Land Supply
 - Site Evaluation (Expansion Areas)
- Step 4 – Virtual Information Session – Public Meeting (consider public submissions)
- Step 5 – Final Draft OPA 22 for COW
 - Difference between OPA 22 (original version) and OPA 22 (revised version)
- Next Steps – Local & County

2

Growth Projections (Demand)

- Official Plan Amendment No. 21 (OPA 21) (Five Year Review) Mississippi Mills is projected to grow to a population of 21,122 to the year 2038; a 60% increase.
- Almonte is expected to see a population growth of 4,098 people between 2021-2038 (total 2038 population of 10,977).
- Employment projections: 1,517 jobs / 33.7 ha of land.
- Between 2018 and 2038, 2,077 units would be required to meet growth projections (average of 115 units per year).

Table 1: Population Projections 2016, 2020 and 2038

2016, Census Urban population	2016, Census Rural / Villages population	2020 Almonte population (est.)	2020 Rural / Villages population (est.)	2038 Urban population projection (projected)	2038 Rural / Villages population projection (projected)
5,039	8,124	6,879	8,388	10,978	10,144
13,163		15,267		21,122	

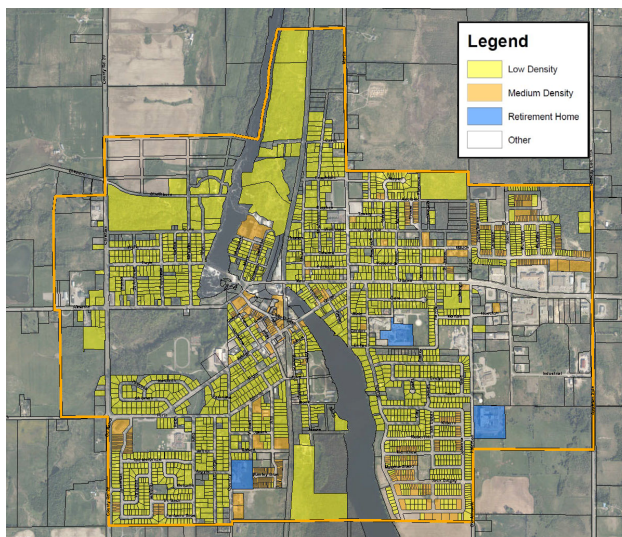
Table 2: Average Household Size Based on Unit Type and Location

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



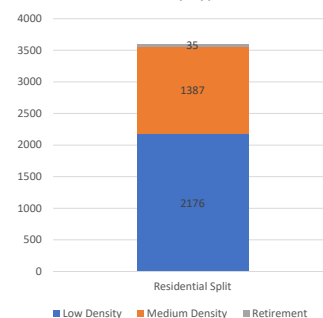
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Residential Densities



Low vs. Medium Residential Density Split (2020)	
Low Density	62 %
Medium Density	38 %

Number of Dwellings According to Density Type



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Residential Permit Activity

2010 – 2020 Building Permit Activity:

- Mississippi Mills: 110 units / year average
- Almonte Urban: 80 units / year average
- 72% Urban / 28% Rural/Villages.

Building Permit Activity last 5 years:

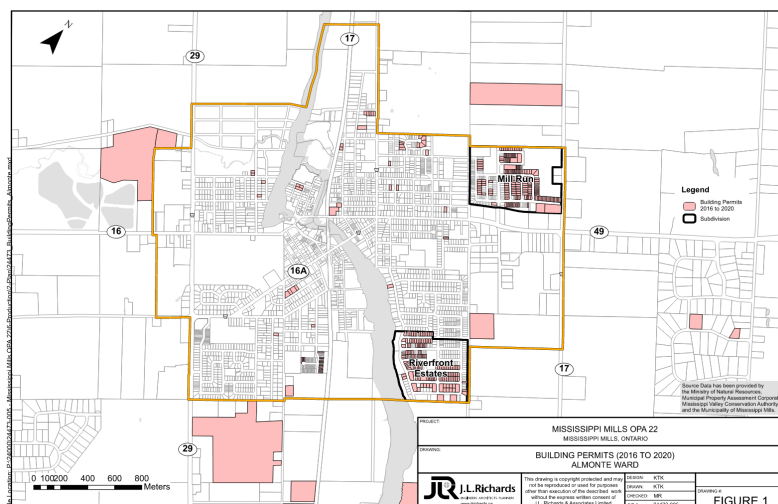
- Mississippi Mills: 140 units / year average
- Almonte Urban: 117 units / year average
 - Low Density Residential: 48%
 - Medium Density Residential: 52%

This review is projecting an average number of units / permits at 115 units per year between 2021-2038.



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Residential Permit Activity



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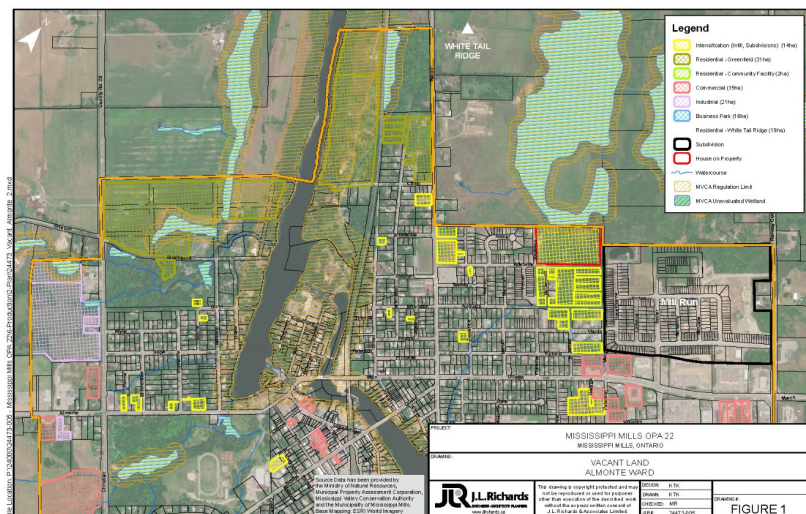
Land Supply

- **Infill properties (including additional units) per Infilling Policies of the COP.**
 - Average net density within the built-up area of Almonte is between 9 (low density) to 15 units per net hectare (medium density) depending on areas.
 - Infill areas in character with established neighbourhoods would represent an average 160 units.
- **Greenfield properties (generally greater than 4 hectares and generally developed by site plan and/or plan of subdivision).**
 - 55% for residential uses and 45% for non-residential uses (including parks and open space, natural features and constraints, institutional uses / schools, local retail / commercial, stormwater ponds and tributaries, and roads).
 - Mix of Housing Types at 60/40 split
 - **Net residential area of Greenfield properties (17 ha) would represent an average of 255 low density units and 170 medium density units representing 425 units (25 u.n.ha).**



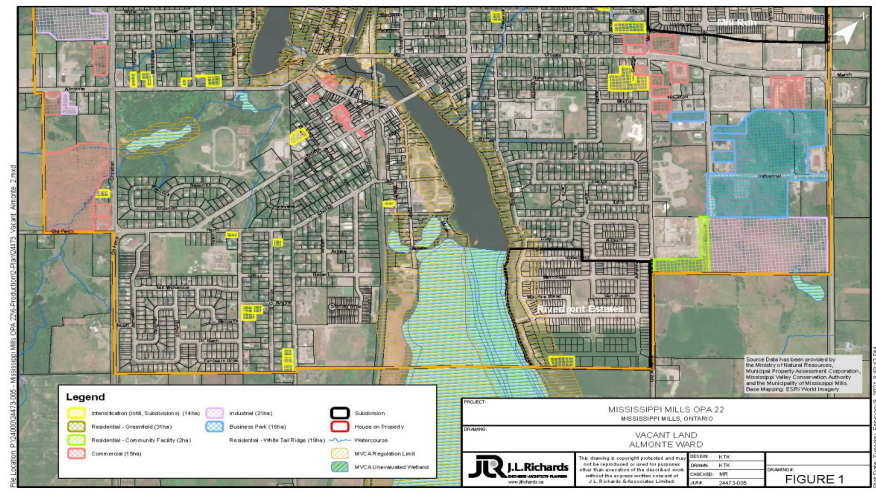
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Land Supply



8

Land Supply



9

Land Needs Analysis (Supply Versus Demand)

Table 3: Residential Supply vs. Demand

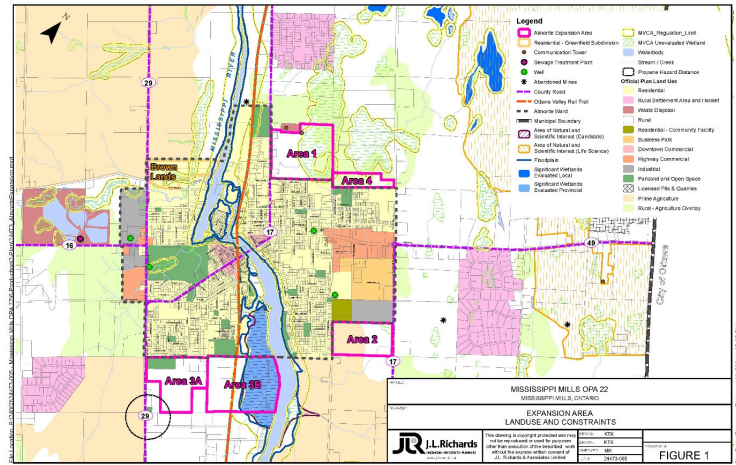
	Population	No. of Units
Total estimated Population in Almonte (2020)	6,879	
Total Population to be Accommodated in Almonte between 2021-2038	4,099	
Total units required to meet growth projections in Almonte between 2021-2038		2,077
LDR @ 2.29 people per household		
MDR @ 2.54 people per household		
Urban Settlement Area		
Almonte – Infilling (LDR) @ 9 u/n/ha	174	76
Almonte – Infilling (MDR) @ 15 u/n/ha	213	84
Almonte – 31 ha of Greenfield 60% LDR @ 55% residential	584	255
Almonte – 31 ha of Greenfield (40% MDR @ 55% residential	432	170
Almonte – 430 Ottawa Street (OPA 26) 124 units at 1.5 persons per unit (UNDER APPEAL - therefore not designated and available)	186	124
Almonte – Houchaimi Seniors' Residences (OPA 27) 48 retirement home rooms (at 1 person per room) and 45 adult bungalows (at 1.5 persons per unit)	116	93
Additional Residential Units (aka secondary units, basement apartments)		
2.5 per year assumption or 2.5% (at 1.25 persons per unit)	56	45
Mill Run Phases 5, 6 LDR units	140	61
Mill Run Phases 5, 6 MDR units	94	37
Total Projected Lots/Units (Site Plans, Draft / Registered Plans)		1,195
Total Estimated Population Accommodated (estimated)	1,995	
Total Estimated Population Left to Be Accommodated (estimated)	2,104	
No. of Additional Lots/Units Required to Meet Projected Demand 60/40 split		551 LDR 331MDR



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Land Needs Analysis (Supply Versus Demand)

- There is a shortfall of 882 units / lots to meet projections and therefore a demand for 2,077 new units between 2021-2038.
- **An average of 115 permits per year (between 2021-2038) will be required to accommodate growth within Almonte.**
- 64 hectares of expansion lands are required to accommodate growth to the year 2038 (**assuming 55% residential = 35.2 ha**)



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SUBMISSIONS & COMMENTS

Residents

DESL (Area 3A)

Fotenn (Areas 3A, 3B, 2)

Novatech (Areas 1, 3A, 3B, 4)

McIntosh Perry (Area 2)

Zander Plan (Greenfield)

Kevin Duguay Planning (Highway Commercial @ roundabout)

Lanark County

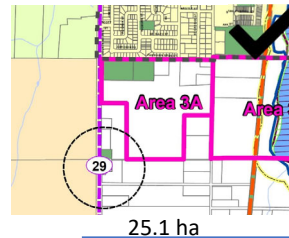
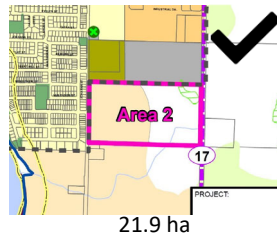
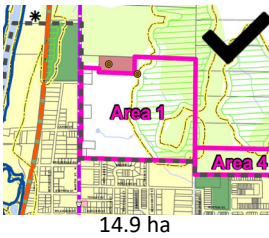
Mississippi Valley Conservation Authority

Public Utilities and School Boards



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Site Evaluation (Expansion Areas)



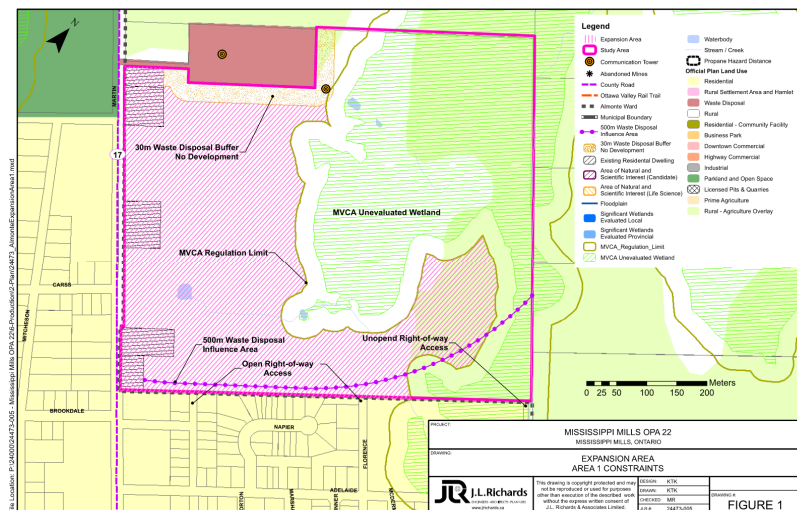
70.8 hectares of
expansion lands

Theme	Area 1	Area 2	Area 3a	Area 3b	Area 4
Site Location	6	6	5	5	6
Servicing	10	10	8	7	10
Transportation and Road	10	11	10	9	9
Land Use Constraints	6	4	8	7	6
Natural Heritage Constraints	3	4	4	2	4
Total	35	35	35	30	35



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AREA 1 Revisions



14

Density & Housing Target Mix (range of housing types)

OPA 22 (preliminary version)

- 70/30 Housing Target Mix
- Community Official Plan:
 - Low density development: the **gross density** shall be 15 units per hectare (6 units per acre).
 - Medium density development: maximum **net density** of 35 units per net hectare (15 units per net acre).

OPA 22 (final version)

- 60/40 Housing Target Mix
- General approach (net density):
 - Low densities in the range of 15 to 30 units per net hectare
 - Medium density within a range of 30 to 40 units per net hectare to a maximum average of 25 units per net hectares
- Some situations (gross density):
 - 10.5 to 21 units per gross hectare for low density areas
 - 21 to 28 units per gross hectare for medium density areas to a maximum of 19.25 units per gross hectares.
- Four (4) Storey Apartments where fronting on Collector or Arterial Roads.



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Process – application to County

- What are the next steps:
 - MM Council Decision (Bylaw adopted)
 - Application to County (concurrent Municipal OPA 22 and LCSCOP OPA)
 - County review (up to 6 months)
 - County Public Meeting on LCSCOP OPA
 - County Council Consideration
 - County Council makes amendments to the LCSCOP and Approval* of OPA 22
- *(Approval, Approval with Modifications, Refusal)
- Notice of Decision / Appeal Period

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THANK YOU – STAY SAFE

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