



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 7, 2021

IMMEDIATELY FOLLOWING COUNCIL

E-participation

	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 November 16, 2021 be approved.	6 - 13
E. CONSENT REPORTS Recommended Motion: THAT, the following consent reports and committee minutes be received.	
E.1. Parks and Recreation Advisory Committee	14 - 17
E.2. Mississippi Mills Library Board	18 - 20
E.3. LDD Moth Memo	21 - 25
E.4. Mississippi River Power Corporation	26 - 31
F. STAFF REPORTS	
<u>Fire</u>	
F.1. Emergency Response Plan C. Brown, Fire Chief T. Gervais, Loomex Group	32 - 88

Recommended Motion:

THAT, the Committee of the Whole recommend Council approve Municipality of Mississippi Mills Emergency Response Plan;

AND THAT, the Bylaw be approved at the next scheduled Council Meeting.

Daycare

- F.2. Almonte Daycare Fees 2022**
A. Legault, Childcare Manager

89 - 95

Recommended Motion:

THAT, Committee of the Whole recommend Council increase childcare fees 3% to help offset revenue loss in 2021 resulting in childcare services being more viable and sustainable in the future;

AND THAT, the part time rate be removed from the fee schedule bylaw, and the municipality proceed with one rate for each program;

AND THAT, staff report the increase to Lanark County for an effective date 60 days after approval, which is March 1, 2022.

Recreation and Economic Development

- F.3. Service Standards for Municipal Cemeteries**
C. Murphy, Recreation Coordinator

96 - 101

Recommended Motion:

THAT, the Committee of The Whole recommends to Council to approve the attached policy for Service Standards for Municipal Cemeteries as presented by The Recreation Manager.

Building and Planning

- F.4. Direction for Land Evaluation and Agriculture Review (LEAR)**
K. Kelly, CAO

102 - 105

M. Rivet, J.L Richards

Recommended Motion:

THAT, Committee of the Whole recommend to Council to confirm that another statutory public meeting is to be held to seek public comment on the revised proposal for Official Plan Amendment 29 –Prime Agriculture Area Designation Review followed by a summary report of the public's comments to Council to seek approval to make the submission to Lanark County for a revised schedule A – Rural Land Use Plan (OPA 29).

- F.5. C8669 Rogers Telecommunications Concurrence and Protocol**
M. Knight, Senior Planner

106 - 107

Recommended Motion:

THAT, the Committee of the Whole accept this report as information.

- F.6. C8723 Rogers Telecommunications Concurrence and Protocol** 108 - 109
M. Knight, Senior Planner
- Recommended Motion:**
THAT, the Committee of the Whole accept this report as information.
- F.7. Z-14-21 COW Staff Report - 913 Quarry Rd** 110 - 133
M. Knight, Senior Planner
- Recommended Motion:**
THAT, the Committee of the Whole recommend Council approve the Zoning By-law Amendment to change the zoning of the lands, described CON 6 W PT LOTS 3 AND 4 RP; 27R6172 PARTS 2 TO 13, Ramsay Ward, from “Rural” (RU) Zone to “Rural – Special Exception 37” (RU-37) Zone and “Limited Service Residential – Special Exception 25 - Holding” (LSR-25-h) Zone. 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 for the private road and the limited services for the proposed development.
- F.8. Site Plan Control - 500 Ottawa Street.** 134 - 150
M. Knight, Senior Planner
- Recommended Motion:**
THAT, Committee of the Whole recommend that Council approve the Site Plan Control application (D11-LOP-12) for the property described legally as Concession 10 East Part Lot 16;
- AND THAT**, the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of two (2) commercial self-storage buildings and associated outdoor storage area, as detailed in Documents 1, 2 and 3.
- F.9. Site Plan Control - 4676 Dark’s Side Road** 151 - 169
M. Knight, Senior Planner
- Recommended Motion:**
THAT, Committee of the Whole recommend that Council approve the Site Plan Control application (D11-DIL-12) for the property described legally as Part Lot 12, Concession 12;
- AND THAT**, the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of a low-rise apartment building containing 22 dwelling units, as provided in Documents 2 and 3;
- AND THAT**, any approval for the Site Plan Control application is not deemed to be written Municipal consent as required by Section 53 of the Safe Water Drinking Act.
- F.10. Safe Water Drinking Act – 4676 Dark Side Road** 170 - 184
M. Knight, Senior Planner

Recommended Motion:

THAT, Committee of the Whole recommend that Council pass the following resolution:

WHEREAS, as per Section 53 of the Safe Water Drinking Act, 2002 requires written consent by a Municipality for a non municipal drinking water system;

AND WHEREAS, staff are recommending approval of the Site Plan Control application (D11-DIL-12) for the proposed development which includes a non-municipal drinking water system;

THEREFORE BE IT RESOLVED;

THAT, the approval of Site Plan Control file D11-DIL-12 and subsequent building permit issuance for the subject lands at 4676 Dark's Side Road, are not deemed to be Municipal written consent as per Section 53 of the Safe Water Drinking Act, 2002;

AND THAT, if written consent is requested by the owner so that it can be provided to the Ministry of the Environment, Conservation and Parks, the municipality will consider this request separately and the ability to impose conditions and securities as per Section 53 of the Safe Water Drinking Act, prior to providing written consent;

AND THAT, the Clerk provide a copy of the resolution to the Director of the Ministry of the Environment, Conservation and Parks.

Recommended Motion:

THAT, Committee of the Whole recommends that staff report back with a draft written consent along with recommended conditions and securities if/when requested for the subject property.

Finance and Administration

- F.11. Award Contract to Develop Digital Master Plan**
K. Kelly, CAO

185 - 186

Recommended Motion:

THAT, Committee of the Whole recommend to Council to award the contract to develop a Digital Master Plan for the Municipality of Mississippi Mills to Blackline Consulting for the sum of \$61,811 plus HST and authorize the Chief Administrative Officer to negotiate and execute a contract with the vendor.

G. NOTICE OF MOTION

H. INFORMATION ITEMS

- H.1. Mayor's Report**

- H.2. County Councillor's Report**

187 - 190

- a. November 24 2021 Lanark County Media Release**

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b.	November 24 2021 Lanark County Media Release Awards of Excellence 2021	196 - 198
c.	December 1 2021 Lanark County Media Release Inaugural Meeting	199 - 200
d.	December 1 2021 Lanark County Media Release	201 - 202
e.	Lanark County 2022 Council and Committee Calendar	203
H.3.	Mississippi Valley Conservation Authority Report	
H.4.	Library Board Report	
H.5.	Information List #XX-21	
	Recommended Motion:	
	THAT, the information list #21-21 items be received for information.	
a.	Building Broadband Faster with Guideline	204 - 206
b.	Conservation Authorities Act re: Understanding Phase 1	207 - 247
c.	Honourable Lisa Thompson re: Canadian Agricultural Partnership	248 - 249
d.	Huron County Homlessness Task Force	250
e.	Lanark County Media Release Andrewsville Bridge Closure	251 - 252
f.	Lanark County Media Release Tay Havelock Trail Closure	253
g.	Lanark County STEM Program	254 - 260
h.	Municipality of Mattice Val Cote re: MPAC Property Assessment Postponement	261
H.6.	Meeting Calendar	
a.	December 2021	262
b.	January 2022	263
I.	OTHER/NEW BUSINESS	
J.	PENDING LIST	264 - 265
K.	ADJOURNMENT	
	Recommended Motion:	
	THAT the meeting be adjourned at X:XX p.m.	



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

**November 16, 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
Casey Munro, Deputy Clerk
Chad Brown, Fire Chief
Melanie Knight, Senior Planner
Cory Smith, Acting Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 6:36 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW276-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT, the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW277-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, the minutes dated November 2, 2021 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW278-21

Moved by Councillor Maydan

Seconded by Deputy Mayor Minnille

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

CARRIED

E.1 Mississippi River Power Corp

**E.2 Mississippi Mills Fire Department Memorandum re: Muscular
Dystrophy Canada Fundraising Update**

F. STAFF REPORTS

Fire

F.1 Fire Emergency Response Plan

Resolution No CW279-21

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT, Council accept the Emergency Response Plan as information.

AND THAT, the Emergency Response Plan for Mississippi Mills be amended to include the changes as outlined in this report.

AND THAT, the Fire Chief be directed to prepare a Report that outlines Annual Compliance

AND THAT, the Clerk be directed to prepare a Bylaw for the adoption of this plan

CARRIED

Building and Planning

F.2 Request for Concurrence Telecommunications Tower C8669 - Telecommunications Review Protocol

Resolution No CW280-21

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT, the Request for Concurrence Telecommunications Tower C8669-Telecommunications Review protocol be referred back to staff for further consultation with the applicant.

CARRIED

F.3 Request for Concurrence Telecommunications Tower C8723 - Telecommunications Review Protocol

Resolution No CW281-21

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT, the Request for Concurrence Telecommunications Tower C8723-Telecommunications Review protocol be referred back to staff for further consultation with the applicant.

CARRIED

F.4 Mill Run Phase 6 Subdivision Agreement Nov 8

Resolution No CW282-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, the Committee of the Whole is satisfied that the draft conditions regarding the Plan of Subdivision have been fulfilled, subject to a final review by the Acting Director of Public Works, and recommend that

Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Mill Run Subdivision Phase 6.

CARRIED

Roads and Public Works

F.5 Sidewalk Winter Maintenance Review 2021

Resolution No CW283-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, Council amend by-law 18-84 to re-classify sidewalks within the Municipality.

AND THAT, Council accept this report as information and implement the proposed changes to the 2021/2022 Sidewalk Winter Maintenance.

CARRIED

Finance and Administration

F.6 Ontario Land Tribunal Dismissal of Maynard Appeal of 430 Ottawa St Rezoning

Resolution No CW284-21

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT, Committee of the Whole recommend to Council to accept this report as information.

CARRIED

F.7 Long Term Debt to Finance Water Reservoir

Resolution No CW285-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, the CAO/Deputy Treasurer be authorized to obtain long term financing in an amount not to exceed \$2,417,250 from TD Bank at a fixed

rate of 2.85% for no more than 20 years with repayment from revenue derived from water fees charged to users of the system;

AND THAT, any two of the Mayor and Acting Clerk or CAO be authorized to execute the agreement with the preferred financing institution.

CARRIED

G. NOTICE OF MOTION

G.1 Council Renumeration - Deputy Mayor Minnille

Resolution No CW289-21

Moved by Deputy Mayor Minnille

Seconded by Mayor Lowry

THAT, Mississippi Mills Council directs the clerk's department to review the current council remuneration policy;

AND THAT, staff update the per Diem rates to include provisions for special meetings and day meetings;

AND THAT, staff bring back the updated policy for Council's consideration.

CARRIED

G.2 Pedestrian Crossover OVRT - Mayor Lowry

Resolution No CW290-21

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

WHEREAS the Ottawa Valley Recreation Trail (OVRT) is used by many residents and tourists;

AND WHEREAS the OVRT crosses Main Street in Almonte, a busy municipally owned thoroughfare;

AND WHEREAS Lanark County has installed a pedestrian crossover to enhance safety at the Bridge Street (County 16A) crossing of the OVRT;

AND WHEREAS pedestrian crossovers increase safety for all users of the road and trail;

THEREFOR BE IT RESOLVED THAT staff bring forward options for a pedestrian crossover at Main Street and the OVRT during Budget 2022 deliberations.

CARRIED

G.3 Recruitment Policy - Mayor Lowry

Resolution No CW290-21

Moved by Mayor Lowry

Seconded by Councillor Maydan

WHEREAS the Recruitment, Selection and Hiring Policy was created in 2013;

AND WHEREAS the policy has not been reviewed and updated since that time;

AND WHEREAS the policy requires Council approval before staff can advertise for staff positions;

AND WHEREAS this does not represent effective or strategic use of Council's time;

THEREFOR BE IT RESOLVED THAT Committee of the Whole direct staff to review and update the Recruitment, Selection and Hiring Policy to ensure it is up-to-date and reflects an efficient use of both Council and staff time.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

No Report

H.2 County Councillor's Report

Deputy Mayor Minnille had the following updates from Lanark COunty;

- Warden Lowry declared November 22nd National Housing Day in Lanark County

- Lanark County Council authorized a by-law amendment that changes the speed limits in a number of sections along County Road 19 (Bennett Lake Road).
- Indigenous representation on Climate Action Committee
- Community Climate Action Plan
- There will be a 1/2 day Budget meeting on November 17th and "Financial Friday" will be November 19th.

H.2.a November 10 2021 Lanark County Media Release

H.3 Mississippi Valley Conservation Authority Report

Councillor Holmes reported the following;

- The draft budget outlines the proposed levy, if approved will result in an increase of \$8,177 for Mississippi Mills.
- The museum has been disqualified from funding and the committee is currently looking for alternate funding options.

H.3.a September 15 Board of Directors Meeting Minutes

H.3.b October 7 2021 Board of Directors Special Meeting Minutes

H.3.c October 2021 Board Summary Report

H.4 Library Board Report

Councillor Maydan had the following report;

- 429 new users since January 2021, 247 from Almonte, 58 Ramsay, 41 from Pakenham, and other 80 outside Mississippi Mills
- A new arrangement with North Lanark Museum to host a pickup/drop off kiosk during operating hours.
- 4 requests for reimbursements from Ramsay residents since October

H.5 Information List #20-21

Resolution No CW291-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT, the information list #20-21 be received for information.

CARRIED

H.5.a Enbridge Gas Federal Carbon Pricing Program Application

H.5.b October 15 2021_Ministry of Municipal Affairs and Housing
Enhanced COVID-19 Vaccine Certificate with QR Code and Verify
Ontario App Available for Download

H.6 Meeting Calendar

Staff confirmed that the budget meeting scheduled for November 23, 2021, has been cancelled and will be rescheduled.

H.6.a November 2021

H.6.b December 2021

I. OTHER/NEW BUSINESS

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW292-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT, the meeting be adjourned at 7:53 p.m.

CARRIED

Casey Munro, Deputy Clerk



The Corporation of the Municipality of Mississippi Mills
Parks and Recreation Advisory Committee Meeting
MINUTES

November 4, 2021
3:45 p.m.
E-participation

Committee Present: Councillor Dalgity
Christine Andersen
Lyn Button
Sherryl Smith
Scott Newton
Terry Ainsworth
Vicki Lowe
Victoria James-Lafleur

Committee Absent: Councillor Guerard

Staff Present: Calvin Murphy, Recreation Manager
Dawn McDonald, Administrative Assistant

A. CALL TO ORDER

The Chair called the meeting to order at 3:46 pm

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Councillor Dalgity

Seconded by Christine Andersen

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Vicki Lowe

Seconded by Councillor Dalgity

THAT the minutes of the Parks and Recreation Advisory Committee dated September 28, 2021 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

Nil

F. REPORTS

F.1 Committee Restructuring

Committee members, Victoria James-Lafleur and Lyn Button, joined the meeting during discussion of this item.

Calvin Murphy, Manager - Parks and Recreation, highlighted some of the committee's key achievements, which he noted could not be accomplished without the efforts and hard work of the members. Councillor John Dalgity commended the members on their achievements and successes. Calvin and John both expressed their thanks for the contributions made to the community.

Moved by Councillor Dalgity

Seconded by Sherryl Smith

THAT the Committee receive the report for information.

CARRIED

G. BUSINESS ARISING OUT OF MINUTES

G.1 Update: Mississippi Mills Dog Park

The Dog Park Working Group has identified Lansdowne Park on Martin Street North and McGregor Park on Old Perth Road as suitable locations for the municipal dog park. Both options will be brought forward to Council for their consideration.

At the next working group meeting, costs and funding scenarios will be discussed. The dog park has been included as a line item in the 2022 budget, but volunteers will be needed to guarantee the success of the project.

H. ROUND TABLE

Mill Run Park - The final site visit has been completed. Municipal staff and residents are pleased with the project. Grass is in and fencing has been put up to eliminate foot traffic and allow the grass to take hold. The play structure is open and two concrete pads are in place pending installation of shade structures, which are being built by the high school students.

Gemmil Park - The high school students are building one more shade structure, to be installed near the splash pad, before they commence work on the two for Mill Run Park. The gates to the park are currently closed due to excess water on the grounds and will be re-opened once the grass dries out.

Art Project - Jennifer Noxon, a local artist, is working on a mosaic style art piece, made out of pinecones, which she is installing at Metcalfe Park. It will stay in place until Spring and will be lifted before the first grass cutting.

Recreational Activities - Now that the curling club has re-opened, there will be no indoor walking group. Suggested alternatives include the Rexall Mall or in Beckwith. Volleyball and badminton will not be starting up again this season as schools have not reopened their facilities for municipal use. Pickle Ball will resume once the schools reopen for extra-curricular activities.

Santa Claus Parades - The Pakenham parade will be on Saturday, December 4th at 1 pm. The Almonte parade will be on Saturday, December 5th at 5 pm. Light up the Night is cancelled this year. Next year we are hoping to resume all municipal celebrations.

Community Services Master Plan - Only one submission was received in response to the RFP that was sent out. The scope has been revised and a new RFP will be issued for a Strategic Plan. Public consultation will be sought in 2022.

I. INFORMATION AND CORRESPONDENCE

Nil

J. OTHER / NEW BUSINESS

The Chair suggested that committee members bring any suggestions or ideas they have for projects/community improvements to the final Parks & Recreation Committee meeting on November 30th for discussion during Round Table.

Future requests, after the Committee has disbanded, should be sent to Calvin Murphy, Manager - Parks and Recreation.

K. MEETING ANNOUNCEMENTS

Next Meeting: Tuesday, November 30, 2021 at 3:45 pm.

L. ADJOURNMENT

Moved by Sherryl Smith

Seconded by Councillor Dalgity

That the meeting be adjourned at 4:22 pm

CARRIED

Dawn McDonald, Recording
Secretary

MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on October 8, 2021 at 10:30 a.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 10:44 a.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair
Councillor Jan Maydan
Micheline Boucher
Warren Thorngate
Marie Traversy
Jeff Fraser
Christine Row, staff

ABSENT:

Barbara Button
Leanne Czerwinski, Vice Chair

3. APPROVAL OF AGENDA

Resolution No. 46-21

Moved by M. Traversy

Seconded by W. Thorngate

THAT the MMPLB approves the agenda with the addition of a Closed meeting and the Mississippi Mills Public Library COVID-19 Vaccination Policy under New Business.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

6. CONSENT ITEM

- a) Approval of minutes September 10, 2021
 - b) Correspondence - EKF's matching funds for the Indigenous library project (SchoolBOX North), September 30, 2021 letter and response to Mr. and Mrs. Read
 - c) Reports- CEO report, Staff Step Increases
 - d) Incidents
- [None]

Resolution No. 47-21

Moved by W. Thorngate

Seconded by J. Maydan

THAT the MMPLB accepts the consent items and approves the September 10, 2021 minutes as amended.

CARRIED

7. FOR DISCUSSION/DECISION

a) Closed meeting
Resolution No. 48-21
Moved by C. Peacock
Seconded by M. Traversy

THAT the MMPLB enter into an in camera session at 10:50 a.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Resolution No. 49-21
Moved by J. Fraser
Seconded by W. Thorngate

THAT the MMPLB meeting moves out of in camera at 11:11 a.m.

CARRIED

MMPLB provided staff direction.

b) Policy review- Staff Selection, Assignment and Accommodation (HR-01) and Accessibility in the Library (OP-01)

Resolution No. 50-21
Moved by M. Boucher
Seconded by J. Maydan

THAT the MMPLB approves Staff Selection, Assignment and Accommodation (HR-01) and Accessibility in the Library (OP-01) as presented.

CARRIED

c) 2022 Hours report

Resolution No. 51-21
Moved by J. Fraser
Seconded by W. Thorngate

THAT the MMPLB accepts the 2022 Hours as proposed by the CEO effective January 1, 2022

CARRIED

d) Financial review- August 31, 2021 Financial Statement

Resolution No. 52-21
Moved by J. Fraser
Seconded by W. Thorngate

THAT the MMPLB approves the August 31, 2021 Financial Statement as presented.

CARRIED

8. OTHER/NEW BUSINESS

a) Cost Sharing update –There will be no reimbursements beyond the approved \$30 per person and \$55

per household to cover the Carleton Place non-resident fees as these rates are fair and reasonable.

b) Friends of the Library update-The online auction is going well and the 2022 calendars should be ready by November.

c) Communication Committee/ Communication to Municipality& Council update- C. Peacock sent the Mayor and Council her reply to Mr. and Mrs. Read's letter.

d) Board training- The Board evaluation will be completed at the November meeting.

e) Mississippi Mills Public Library COVID-19 Vaccination Policy

Resolution No. 53-21

Moved by J. Maydan

Seconded by M. Traversy

THAT the MMPLB approves the Mississippi Mills Public Library COVID-19 Vaccination Policy as an appendix to the Staff Selection, Assignment and Accommodation (HR-01).

CARRIED

9. **NEXT MEETING**

Friday, November 12, 2021 at 10:30 a.m. via Zoom

10. **ADJOURNMENT**

Resolution No. 54-21

Moved by J. Fraser

Seconded by W. Thorngate

THAT the meeting be adjourned at 12:25 p.m.

CARRIED

**Mississippi Mills
Recreation and Culture
Department**

MEMORANDUM

To: Council
From: Calvin Murphy, Recreation Manager
Date: December 7, 2021
Re: LDD Moth Infestations

Members of Council,

As you are aware this past spring/summer Lanark County experienced an extreme infestation of the LDD (*Lymantria dispar dispar*), which is the Latin name for the European Gypsy Moth. LDD moth caterpillars defoliate host trees, mostly hardwood species such as: oak, birch, willow, maple and others. During outbreak years, nearly all broadleaf trees maybe completely defoliated, and caterpillars appear everywhere.

One of the area's that was most visibly affected in our local area were the trees in the Veterans walkway. These trees were planted by the Almonte Legion to help commemorate past veterans. The majority of trees in this park were completely defoliated which raised much concern from members of the community and especially members of the Almonte Legion.

Site meetings did take place in the summer with Legion members and local arborist (Allan Goddard) to review the situation and to try and identify possibly solutions moving forward. At the time of the first site meeting in July caterpillars had taken over the majority of the trees and Mr. Goddard's advice at the time was to pressure wash the trees and attempt to remove as many of the caterpillars as possible assuring me to rest at ease as there was full evidence of the trees rebounding come the fall. Pressure washing was coordinated and executed by legion members and Municipal staff in July 2021.

Michelle Vala (Climate Environmental Coordinator) from the County of Lanark was approached to discuss their position on the LDD moth infestations. She informed me that the County would be putting together education and awareness information to share with landowners on best practices for dealing with the LDD Moth and how to monitor the infestation levels. However, the County would not be taking the approach of spraying pesticides to eliminate the problem. The County information came out in the fall and was shared on our Mississippi Mills facebook page for residents to view. (A copy of the County's approach to the LDD Moth Infestation is attached to this memo for your reference).

Ms. Vala also put me in touch with Jim McCready (Chair Forest Health Network Eastern Ontario). In conversation with Mr. McCready, he reemphasized what Mr. Goddard had suggested which was that the trees would rebound and did not advise on the application of pesticides.

As late summer/early fall arrived the trees did rebound with a secondary growth. A second site meeting occurred in early November with Legion representation, Mr. Goddard and I in attendance. At this meeting it was confirmed that the Almonte Legion would be taking on the task of recruiting volunteers to scrape the remaining egg masses from the trees at the Veteran's Walkway to reduce any reoccurrence of an Infestation. At this meeting Mr. Goddard also suggested that this practice along with any significant cold spell this winter would reduce the reoccurrence of a serious infestation in a year or two.

Spraying the trees with registered pesticides such as BTK (*Bacillus Thuringiensis*) would present some obstacles as identified by Mr. Goddard. The first obstacle being that the Municipality would be spraying pesticides which goes against the current Municipal By-Law which does not allow municipal staff to spray in our parks. Secondly, the spraying would have to be conducted by a licensed professional which could result in significant costs to the Municipality.

Upon the conclusion of our last site visit meeting at the beginning of November, Mr. Goddard summarized his thoughts on the overall LDD Moth Infestation in which he explains that letting nature take its course is the best approach moving forward and in the event that a second wave occurs pressure washing the trees with water could be completed once again in the spring/summer. I have attached Mr. Goddard's letter for your reference.

However, if Council feels that the spraying of pesticides is what is required to address the LDD Moth on Municipal Lands then it needs to provide direction to staff to issue a tender to establish a contract for spraying.

Respectfully submitted,

Approved by,

Calvin Murphy, Recreation Manager

Ken Kelly, CAO

LDD* Moth Infestations in Lanark County

The goal for the LDD* moth infestation in Lanark County is to:

- maintain LDD moth pest populations at tolerable levels in terms of the tree impacts, effects on human health, and safety; and
- reduce the frequency and severity of future outbreaks

*The Latin name for the European Gypsy Moth is *Lymantria dispar dispar* (LDD). Note we are transitioning to the term LDD moth following the announcement officially dropping the name “gypsy moth”.

Lanark County’s Role in the LDD Moth Infestation

Lanark County’s role in the LDD moth infestation is to provide landowners with education and awareness to reduce infestations on their own property. Landowners should be aware of how to identify LDD moth infestations and how to manage infestation levels. Lanark County provides education and awareness through a combination of website content, social media, press releases, factsheets, and outreach.

Lanark County does not actively manage LDD moth populations, which is a common approach for pest outbreaks in Canada. Not managing pest populations can be the most practical option because pest outbreaks come and go. Based on the historical record of LDD moths in North America and Ontario, it is likely that the current outbreak in the County of Lanark will collapse naturally over the next several years. As described in scientific reports, predators, parasites, and pathogens will bring about a significant decrease in LDD moth populations to low endemic levels.

Education and Awareness

Lanark County provides landowners with education and awareness to reduce infestations on their own property including how to destroy egg masses, burlap bands, eradication of caterpillars, and biological control.

Destroying egg masses

Finding and destroying egg masses is a management technique that homeowners can use to reduce LDD moth damage to their properties. Finding egg masses on trees is the easiest from fall until early spring when the leaves are off the trees. Egg masses can be found on the tree trunks, under branches, on rocks, woodpiles, fences, or almost any other surface. These masses can be scraped into a container of soaping water and soaked for one week to ensure masses have been destroyed and cannot hatch.

Burlap Barrier Bands

Burlap bands wrapped around trees is a control method that takes advantage of the movement of LDD moth larvae in the spring during the day. Bands should be 30 to 45cm wide and fastened to trees at chest height. Use twine to loosely tie the middle of

the bands to the trees and fold the tops of bands over the bottoms. Check the bands daily and remove the larvae and dispose of them in buckets of soapy water.

Caterpillar Disposal

After removing caterpillars from outdoor surfaces, they can be disposed of in a soap and water mixture. Allow for enough time to soak before dumping the soap and water mixture.

Biological Control

Homeowners can use a biopesticide for small scale treatment of shrubs and small trees on their properties to protect them from defoliation. The biopesticide registered in Canada for control of LDD moths is *Bacillus thuringiensis* (BTK). Homeowners should use under their own discretion and call a licensed applicator to perform where necessary.

Private landowners may arrange aerial spray application of BTK from a licenced pest control contractor during the spring season. Lanark County does not arrange or partake in aerial spray procedures.

Calvin Murphy

From: [REDACTED]
Sent: November 4, 2021 11:32 PM
To: Calvin Murphy
Subject: Review of Gypsy Moth situation.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: Calvin Murphy, Director , Parks and Rec., Mississippi Mills

Re: Review of meetings, etc., regarding the caterpillar/moth problems , specifically at Veterans Walk, (Legion), Almonte.

Hello Calvin---

The damage done to the Royal Red Maples at the Veterans Walk park was severe and almost complete as we saw on numerous visits this summer and fall. The trees did rebound as I was confident they would, with not the same canopy as spring , as it was secondary growth and the trees were in a summer situation, rather than normal spring. But good.

The various control and treatment methods, specifically spray applications, we spoke of together , and with the Legion members and Councillor Dalgity , are straight forward , and usually successful , HOWEVER, as we found very quickly , there would be numerous barriers for the processes , notably, this is a municipal and Legion involvement . Further, spraying of any kind in an urban area, if not applied by a homeowner, requires a licensed professional to complete the job. This is an Ontario regulation. And as this park is of high profile and visibility, there would be sure to be public reaction if the "pesticides" were used, for the sight of spraying anything raises ire with many. Even though BtK and mineral oil are quite safe, and simple to use, they are registered pesticides under the Ont. Pesticides Act. Such operations by a professional would be costly of course. Not to forget that BtK is expensive. And liability is huge concern these days too.

The methods of control already applied (water power spraying) and upcoming scraping of egg masses are sure to make a difference. No doubt of course, they will not be 100% effective, but they will make a substantial difference in themselves. We can hope as well, for the probability of a cold spell into the minus 20's this winter, which has proven to reduce the re-occurrence of a serious infestation a second year . And should the caterpillars reappear in a serious attack next summer, power spraying with water would likely knock many down. Effective sticking tape may then be applied to prevent the knock downs from climbing the trees again.

Quite frankly, the best is to let Nature take her path . Infestations rarely occur at the same strength a following year, but then again , anything is possible . No matter what we may predict or assume, there is always a first time for many things. And the first, and only one until now, Gypsy moth infestation I saw in this area , was when they first appeared back in the mid 80's in the Perth area. Didn't return in nearly the force the next year. Forests recovered. Humanity's biggest problem is we create mono cultures in our agriculture , landscapes, and forest practices , which are easily attacked by one pest with no predators to control them. In this particular case here in Almonte, the park in question is a monoculture of Royal Red Maples. And unfortunately too, this caterpillar has no notable natural predator as yet.

This should sum up our meetings and discussions to this point.

Let me know if I can be of further assistance.

Allan Goddard, Bsc., O.D.H.

Operations Report to Directors - Mississippi River Power Corp.

October 28, 2021

Last regular meeting – October 1, 2021

Generation for the month of September was 947,179 kWh. We generated 226,154 kWh on peak, at a rate of \$0.1517 per kWh for a total of \$34,307.51. We generated 721,025 kWh off peak, at a rate of \$0.1165 per kWh, for a total of \$83,999.40. Total generation revenue for the month of September was \$118,306.91. Kilowatt hour production for the month of September was about 29% of capacity.

In the days preceding our previous meeting heavy precipitation led to an increase in river flows from 18 to 22 cms. Flow fluctuated between 20 and 24 cms over the next couple of weeks, until October 16th when we received well over 50mm of rain. This resulted in an increase in flow from 20 cms to 27 cms and a jump of over 500 kW in output.

Following the completion of the generator maintenance late last month, our staff drained and replaced the oil for the lower bearing in both units. I contacted Drain-All (a certified carrier) to pick up the waste oil from our site, which they did earlier this month.

Staff performed maintenance on the air compressor at the generating station, including a new air filter and oil change.

On October 1st, we removed the dock from the boat launch in Metcalfe Park and stored it for the season.

On October 22nd, our staff closed the public washroom in Metcalfe GeoHeritage Park for the season and winterized it.

We replaced seals on the unit #1 blade servo. After dismantling a few of the seals were found to have several flat spots and were the likely cause of oil leaks on that unit. We also traced the source of a larger leak which would require dismantling and removing the servo. We planned to do this during the planned outage later in October (discussed below).

We received new danger signs last week for the areas around the Main Dam and Millfall/Earthen Dams. We then did a walk around the dams to confirm locations. Signs will be installed shortly.

Staff started moving garbage cans and picnic tables from the park, into the OGS for winter storage.

On the morning of October 24th, we shut down our station for a Hydro One (HONI) maintenance outage, which was slated to last until the afternoon of October 26th. We had notification of this for many months and planned annual maintenance for this period. On Monday, October 25th, we dropped the headgate for unit #2 to de-water and complete our annual penstock inspection. Merlin and I performed the inspection and noted no irregularities. After completion. Early that afternoon we closed up #2 and began re-filling the penstock. Staff from Canadian Hydro Components were also onsite to assist with removal of the blade servo on unit #1. Once removed, one of the large seals was found to be in very poor condition. New seals were installed and the unit was completely re-assembled by the morning of October 26th. The HONI work was completed earlier than expected and we received notification that we would free to restart our units at about 5pm on October 25th. Having completed the penstock inspection of unit #2, it was restarted at about 7pm. On October 26th, we shut #2 down briefly to perform our regular DC battery testing. The unit was then restarted. Once the blade servo was re-assembled we were able to drop the headgate on unit #1 and drain the penstock for inspection. At the time of finalization of this report the inspection is scheduled for the afternoon of October 26th.

The purchase order for the new trashrack cleaner was signed earlier this month. We should have the preliminary design drawings shortly for review.

That's all for this month.

Generation Stats

This section shows annual figures

Budget Generation 2018 \$2,306,244
Actual Generation 2018 \$2,455,780
Actual Generation 2018 (kWh) 19,960,232

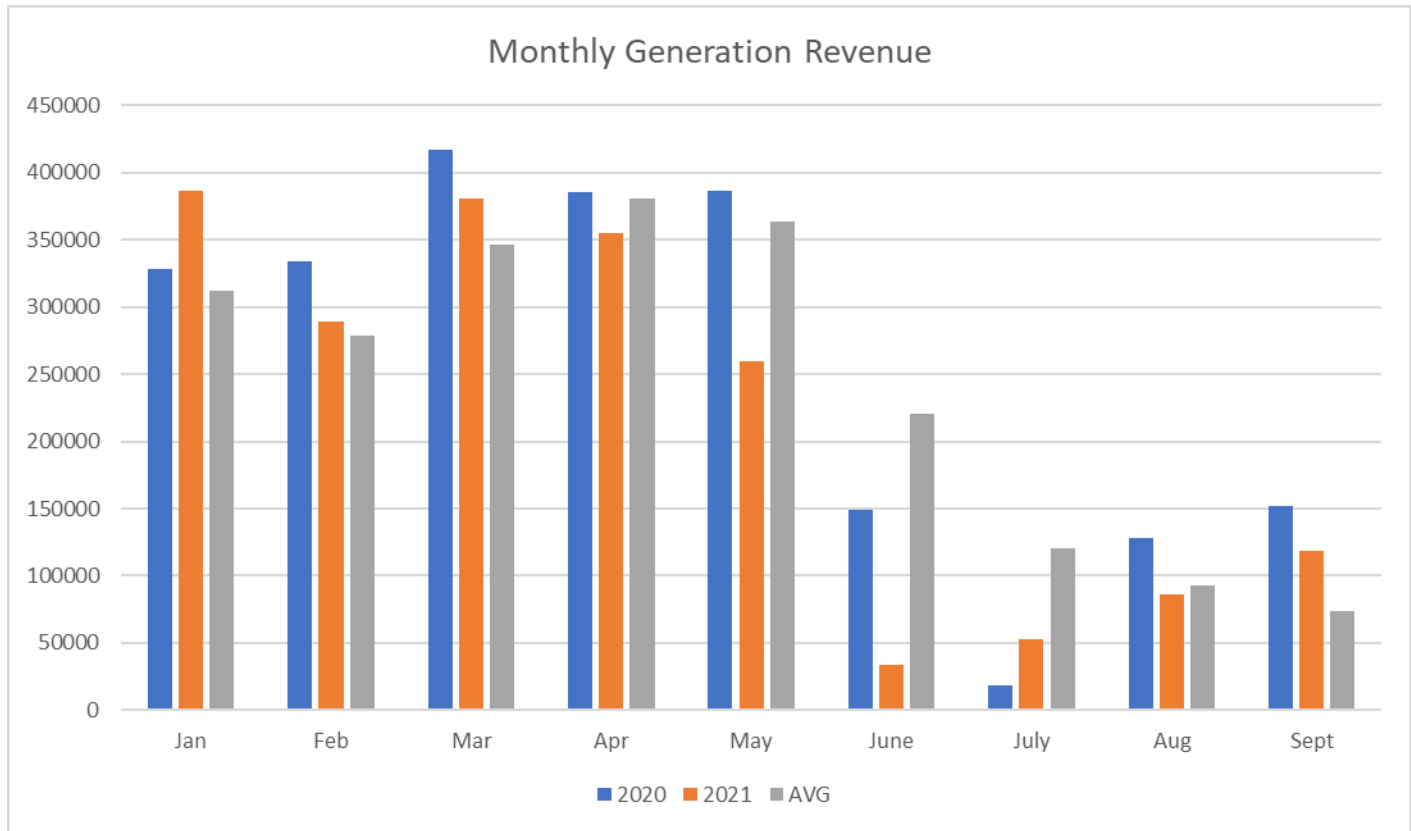
Budget Generation 2019 \$2,411,009
Actual Generation 2019 \$3,007,133
Actual Generation 2019 (kWh) 24,327,543

Budget Generation 2020 \$2,422,939
Actual Generation 2020 \$3,062,511
Actual Generation 2020 (kWh) 24,649,416

This section shows figures representing the period of January 1 – September 30 (2020 vs 2021)

2020		2021	
Budget Generation	\$1,892,308	Budget Generation	\$2,123,911
Actual Generation	\$2,299,061	Actual Generation	\$2,011,062
Actual Generation	18,496,295 kWh	Actual Generation	16,148,793 kWh

NOTE: The projected (or budgeted) revenue/kWh output is often well above or below the actual totals. As a run-of-river station we must base our projections on average flows.



- AVG = 10 year average of actual monthly revenue.

Scott Newton, General Manager

Mississippi River Power Corp.
Meeting #230
Regular Monthly Board Meeting Minutes

Meeting Date: October 28, 2021

Meeting Location: Zoom Meeting

Attendance

Board: President Adrian Foster, Vice-President David Goldsmith, Treasurer Lyman Gardiner, Director Patrick McNeil, Director Christa Lowry

Staff: General Manager Scott Newton

Absent: none

Guests: none

Approval of Agenda

Motion #1-230

Moved by Director David Goldsmith,

Seconded by Director Patrick McNeil.

That the agenda for meeting #230, be approved as amended, all in favour,

CARRIED.

Consent Agenda

Motion #2-230

Moved by Director Christa Lowry,

Seconded by Director Lyman Gardiner.

That the consent agenda be approved, all in favour,

CARRIED.

Approval of Operations Report

Motion #3-230

Moved by Director Adrian Foster,

Seconded by Director Lyman Gardiner.

That the Operations Report dated October 28, 2021, be approved as presented, all in favour,

CARRIED.

There was a discussion about the proposed replacement waterfall lighting package. Scott will confirm lead time and payment terms with the supplier.

Governance

Adrian Foster reviewed the discussion that he and Scott Newton had with Mississippi Mills CAO Ken Kelly last week regarding changes to MRPC's Bylaw 1 and suggested changes to the Unanimous Shareholder Declaration. The Board discussed holding a session with Council early in the new year to discuss proposed changes and rationale.

Motion #4-230

Moved by Director David Goldsmith,

Seconded by Director Christa Lowry.

That the final sentence of Article 2.4 in Bylaw #1 that was approved by motion #5-229 on October 1, 2021, be further revised to read, "Subject to Section 2.8, Independent Directors are limited to three consecutive terms of service, unless otherwise determined by Council", and that the final sentence of Article 2.8 in the same document be further revised to read, "A director appointed under this section may serve out the balance of the term of the direction being replaced plus, where such director is an Independent Director, up to three additional terms as provided in subsection 2.4.", all in favour,

CARRIED.

During a strategic planning discussion, it was decided that Grant Thornton LLP should be contacted to request a proposal for completing a financial capacity plan.

The Board reviewed a succession planning briefing document prepared by Scott Newton. Scott was asked to prepare position profiles, as well as continue developing the plan with a focus on business continuity for a short-term, sudden departure.

Finance

The Board reviewed the revised draft 2022 budget and provided additional feedback. The plan will be to work towards final approval at the November Board meeting.

Motion #5-230

Moved by Director Lyman Gardiner,

Seconded by Director David Goldsmith.

That Mississippi River Power Corp. declare a dividend for 2021, in the amount of \$225,000, to its sole Shareholder, the Municipality of Mississippi Mills, with the timing of payment of said dividend to be determined in consultation with our auditor all in favour,

CARRIED.

New Business

None

Next Board Meeting

The next meeting is scheduled for November 25th.

Adjournment

Motion #6-230

Moved by Director Christa Lowry,

Seconded by Director Pat McNeil.

That the meeting be adjourned at 11:23am.

Scott Newton, Secretary

Adrian Foster, President

Lyman Gardiner, Treasurer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021
TO: Committee of the Whole
FROM: Chad Brown
SUBJECT: Emergency Management Bylaw

RECOMMENDATION:

THAT, the Committee of the Whole recommend Council approve Municipality of Mississippi Mills Emergency Response Plan;

AND THAT, the Bylaw be approved at the next scheduled Council Meeting.

BACKGROUND:

Legislation requires municipalities to develop and maintain an Emergency Management Program. The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires Ontario municipalities to maintain an Emergency Management Program.

The Loomex Group has guided the Municipal Emergency Control Group and Program Committee members through the review and preparation of the key elements of the Emergency Management Program and updated the Emergency Response Plan, Hazard Identification and Risk Assessment (HIRA), and the Critical Infrastructure components of the Emergency Management Program for the community.

On November 30, 2021, the Control Group members engaged in a training exercise to test the Emergency Response Plan. The Loomex group developed the training and exercise components and met the requirements for the Annual Compliance by Emergency Management Ontario (EMO). The Control Group also completed the necessary training and compliance documentation during the event.

The Municipality of Mississippi Mills must pass a Bylaw for the Emergency Management Program. The Bylaw authorizes the implementation of the Emergency Response Plan to protect the health, safety, property, and general welfare for those in the municipality. The attached Bylaw incorporates the updated Incident Management System (IMS) function-based Emergency Plan and ensures the Emergency Control Group reflects key municipal resources.

DISCUSSION:

Bylaw 20-121 affirmed the Emergency Management Program changes that included the composition of the Emergency Control Group and Program Committee. The Emergency Response Plan and Program are now IMS function-based plans where staff assume more specific roles and responsibilities. Changes to the Program and Emergency Response Plan requires a new Bylaw to adopt the updates and changes. Repealing Bylaw 20-121 will ensure the new Program and Plan can be implemented.

The attached Bylaw provides for the change to the Emergency Management Program and Emergency Response Plan. The Program, attached as Schedule A to the Bylaw, details the membership of the Emergency Control Group and Program Committee. The Emergency Response Plan has been included with the Bylaw as Schedule B.

OPTIONS:

Failure to pass the Bylaw may result in non-compliance with legislation.

FINANCIAL IMPLICATIONS:

There are no financial implications with the approval of this Bylaw.

SUMMARY:

The attached Bylaw and Program Compliance steps meet the requirements specified in regulation and ensures the continued delivery of services in the event of an emergency. I thank the Steering Committee for their input and support with the Emergency Management section in the Community Safety and Emergency Plan.

Respectfully submitted by,



Chad Brown
Fire Chief

Reviewed by:

Ken Kelly
CAO

ATTACHMENTS:

1. Bylaw 21-101
2. Schedule A - Emergency Management Program
3. Schedule B - Emergency Response Plan Bylaw

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BYLAW 21-101

WHEREAS Section 2.1(1) of the *Emergency Management & Civil Protection Act*, R.S.O. 1990, Chapter E.9, (the “Act”) provides that every municipality shall develop and implement an Emergency Management Program;

AND WHEREAS Section 2.1(2) provides that the Emergency Management Program shall consist of:

- (a) an Emergency Response Plan as required under Section 3.;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) and other element required by the standards for Emergency Management Programs;

AND WHEREAS Section 3.(1) of the Act provides that every municipality shall formulate an Emergency Response Plan governing the provision of necessary services during an emergency and procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by Bylaw adopt the Emergency Plan;

AND WHEREAS Section 14.(3) of the Act provides that every municipality shall ensure that their Emergency Management Programs and Emergency Response Plans conform to the regulatory standards;

AND WHEREAS Section 4.(1) of the Act provides that Head of Council of a municipality may declare an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS Section 9.(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during the absence of the Head of Council or during his/her inability to act;

AND WHEREAS Section 9.(d) of the Act provides for the establishment of Committees and designation of employees to be responsible for reviewing the Emergency Response Plan, training employees in their functions and implementing the Emergency Response Plan during an emergency;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS HEREBY ENACTS AS FOLLOWS:

1. That an Emergency Management Program and Emergency Response Plan attached hereto as Schedules “A” and “B” be and they are hereby adopted for the Municipality of Mississippi Mills consistent with and in accordance with international best practices as considered by Regulatory Standards established under the *Emergency Management & Civil Protection Act*, including four core components of emergency management as follows:
 - a) prevention;
 - b) mitigation;
 - c) preparedness;
 - d) response; and
 - e) recovery.
2. That the Emergency Management Program and Emergency Response Plan shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community.

3. That the Community Emergency Management Coordinator be authorized to amend the Emergency Management Program and Emergency Response Plan as required from time-to-time to ensure the information is current and accurate.
4. That the Council of the Municipality of Mississippi Mills reviews the Emergency Management Program and Emergency Response Plan annually.
5. That this Bylaw shall come into force and effect on the date of passing thereof.
6. That Bylaw No. 20-120 is hereby repealed.

BYLAW read a first and second this December 7, 2021.

BYLAW read a third time and finally passed this December 21, 2021.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

Mayor,

Deputy Clerk,

SCHEDULE “A” TO BYLAW NO. 21-101

EMERGENCY MANAGEMENT PROGRAM

The Municipality of Mississippi Mills Emergency Management Program shall consist of:

1. An Emergency Plan (attached as Schedule “B” hereto);
2. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
3. Public Education on risks to public safety and on public preparedness for emergencies; and
4. Any other element required by the standards for Emergency Management Programs.

Municipal Emergency Control Group

Emergency response will be conducted and controlled by the Municipal Emergency Control Group – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Community Emergency Management Coordinator (CEMC) will initiate the notification process for the Municipal Emergency Control Group members that are identified in Annex B of the Emergency Response Plan.

Community Emergency Management Program & Committee

The Municipality of Mississippi Mills Community Emergency Management Committee shall be composed of up to eight (8) members and may include the following:

- 1 – Fire Chief
- 1 – Deputy Fire Chief
- 1 – Chief Administrative Officer
- 1 – Director of Public Works
- 1 – Director of Corporate Services / Treasurer
- 1 – Director of Development Services and Environmental Compliance
- 1 – Head of Council (Chair)
- 1 – Administrative Assistant to the Fire Chief

Training Programs & Exercises

Control Group Training

The Municipality of Mississippi Mills will ensure that a minimum of four (4) hours of training will be provided to the Emergency Control Group as required by the Chief of Emergency Management Ontario. This training shall be provided to members of the Emergency Control group and EOC staff. The training shall relate to these individuals’ emergency responsibilities, but no specific curriculum is required under legislation. The municipality may request the Field Officer to attend or assist in the required training sessions, or alternatively, may provide a record of the type of training, when the training was conducted and a record of attendance.

Annual Exercise

The municipality shall conduct an annual exercise for its Emergency Control Group and support staff to test its response plans and emergency procedures. The municipality may request the Field Officer to attend its exercise as an evaluator or participant, or alternatively, may provide a record of the date and type of exercise, the aim, the names of participant, the findings of the evaluator and the proposed action(s) to be taken pursuant to the evaluation. Field Officers may also be available to assist communities in developing their annual exercises.

Public Education

Intent

The intent of the Mississippi Mills Emergency Management Public Awareness Program (Program) is to raise the level of public confidence in the municipal emergency management process in a proactive and community response fashion.

The Program is also intended to foster awareness about individual/family emergency preparedness in particular and community emergency management in general.

Definitions

“CEMC” shall mean a Community Emergency Management Coordinator.

“Emergency” shall mean a situation or pending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property.

“Public Awareness Program” shall provide generic information to the broader public about emergency management, Mississippi Mills Emergency Response Plan and general ways in which inhabitants of Mississippi Mills can reduce their risk in the event of an emergency.

“Public Education Program” is risk based and provides focused information to specific individuals, groups or organizations within Mississippi Mills in order to teach them how to reduce their risk of injury, death, property damage or environmental damage, in the event of a specific emergency situation within Mississippi Mills. The information at this stage of the program, Essentials Level, is general in nature and is aimed at the community as a whole.

Target Audience

1. Entire Community
2. Community & Cottage Associations

Objectives

1. Explain how residents can access information about individual and family emergency planning (3-day survival kits).
2. Explain community and municipal emergency preparedness, such as where to get more information.
3. Explain how residents and businesses can access information about emergencies:
 - (a) Public alerts, new updates, and general information on radio stations, social media and print media, as appropriate.
 - (b) What protective actions to take, where to take shelter or evacuation details, as appropriate.
 - (c) Where and how to get information about location of evacuees, as appropriate.

4. Provide local media with a schedule of frequencies for emergency information update and the Municipality's media contact (Emergency Information Officer).
5. Provide a list of other organizations that partner with Mississippi Mills to eliminate or reduce risks during emergencies.

Delivery Mechanisms – (Examples that may be considered)

1. Mayor's Letter – print media/municipal building bulletin boards.
2. Displays – "Emergency Preparedness Week" (EPW) in spring of each year and "Fire Prevention Week" (FPW) in fall of each year.
3. Public Service Announcements – radio, social media and television.
4. Targeted mailouts or delivery of notices.
5. Stakeholders or community meetings.
6. Fairs – Almonte Fair in July and Pakenham Fair in August of each year.
7. Static displays – various Municipal events.
8. Community interest articles/columns through the Municipal website and social media.
9. Municipal website and social media accounts (Twitter & Facebook).
10. School visits – combined with FPW or EPW.

Resources

Mississippi Mills Council is committed to ensuring that the financial and human resources are available to deliver the Program to the residents of Mississippi Mills.

The CEMC is responsible for facilitating and coordinating the dissemination of information as outlined in this Program.

Annual Review & Updates

This program is to be reviewed annually by the Community Emergency Management Committee for effectiveness and efficiency and updated/revised as needed.

Schedule B

Emergency Response Plan



Mississippi
Mills



Municipality of Mississippi Mills Emergency Response Plan

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1.0 Administration

1.1 Plan Amendments

The Municipality of Mississippi Mills Emergency Response Plan will be reviewed as often as necessary – and at least annually – to ensure that all instructional and contact information remains up to date.

Any amendments to the Municipality of Mississippi Mills Emergency Response Plan must be circulated to those persons and groups identified in the Distribution List (found on page 2 of this document).

Table 1. Amendments to the emergency response plan.

Amendment	Date Reviewed	Amendments		Sections Amended	Approved By
		Yes	No		
1	October 2004	Yes		New emergency response plan	Council
2	December 2020	Yes		Updated Emergency Control Group	Council
3	November 2021	Yes		New emergency response plan based on the IMS	Council
4					
5					
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15					

1.2 Plan Distribution

Copies of the Municipality of Mississippi Mills Emergency Response Plan are located at the following sites:

- Emergency Operations Centre (1 hard copy)
- Alternate Emergency Operations Centre (1 hard copy)

Copies of the Municipality of Mississippi Mills Emergency Response Plan are to distributed to and retained by the followings persons and groups:

- Municipal Emergency Control Group (accessed via a shared folder on server)
- The mayor and the council representative on the Program Committee (accessed via a shared folder on server)
- Lanark County CEMC (1 digital copy)
- Ontario Fire Marshal and Emergency Management (1 digital copy)

1.3 Annex Document

The Annex Document is a supplementary document to the Municipality of Mississippi Mills Emergency Response Plan that contains information, forms, and checklists to be used by the Municipal Emergency Control Group. Much of this document includes personal or proprietary information.

Annex A	Municipal Emergency Control Group Activation Checklists and Forms
Annex B	Contact Numbers
Annex C	Emergency Operations Centre Logistics
Annex D	Emergency Declaration and Termination Checklists and Forms
Annex E	Hazard Identification & Risk Analysis and Hazard Checklists
Annex F	Critical Infrastructure Identification
Annex G	Alert and Notification Procedures
Annex H	Mutual Assistance Agreements
Annex I	Business Continuity Plan
Annex J	Supplementary Documents

1.4 Definitions

Business continuity plan (BCP): Business continuity plans ensure the continued availability of essential services, operations, and programs, including all applicable resources. These plans are activated during or immediately after an emergency or disruption and are designed to have rapid and cost-effective strategies implemented for the resumption of critical functions.

Chief administrative officer (CAO): The individual who is responsible for the administrative management of the Municipality of Mississippi Mills.

Command Group: A group of individuals that manage an incident. These individuals include the EOC manager, the liaison officer, the safety officer, and the emergency information officer.

Community emergency management coordinator (CEMC): An individual designated by a town or municipal council who is responsible and accountable for the development and implementation of the community's emergency management program.

Community: The Municipality of Mississippi Mills, including residents, businesses, and visitors.

Critical infrastructure (CI): Interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in the government.

Disaster Recovery Assistance for Ontarians: A provincial financial assistance program intended to help individuals, small owner-operated businesses, farms, and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

Emergency: A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property; caused by the forces of nature, a disease or other health risks, and/or an accident or an act (whether intentional or otherwise).

Municipal Emergency Control Group (MECG): The group responsible for managing an emergency on a community-wide basis. The membership, as detailed in the emergency response plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community.

Emergency information centre (EIC): A facility that is setup to brief and inform the media during an emergency; it may also be referred to as a media centre.

Emergency information officer (EIO): The individual who acts as liaison between the MECG and the public, media and/or other agencies. This individual is responsible for providing accurate and complete information about the emergency and monitoring the information that is provided to the public to ensure its accuracy.

Emergency management (EM): Organized and comprehensive programs and activities that are implemented to handle actual or potential emergencies. Emergency management can take the form of mitigation against, preparedness for, response to, and recovery from emergencies.

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9: The legislation that requires all municipalities to have an emergency management program.

Emergency Management Ontario: An organization within the Ministry of Community Safety and Correctional Services, and a part of the government of the Province of Ontario. Emergency Management Ontario is responsible for monitoring, coordinating, and assisting in the development and implementation of emergency management programs throughout the province.

Emergency notification: A fan-out procedure used to notify the Municipality of Mississippi Mills Municipal Emergency Control Group of an emergency or impending emergency.

Emergency operations centre commander: The overall manager of the emergency operations centre facility, its command staff, and its general staff. This individual also provides support to the site manager.

Emergency response plan (ERP): A risk-based plan that is developed and maintained to provide instructions for responding to an emergency. An emergency response plan includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency, and outlines how resources and personnel will be coordinated.

Emergency management program (EMP): A comprehensive program that is based on a hazard identification and risk assessment process. An emergency management program is focused on four (4) core components: mitigation/prevention, preparedness, response, and recovery.

Emergency Management Program Committee (EMPC): A committee that oversees the development, implementation, and maintenance of the community emergency management program in conjunction with the CEMC.

Emergency operations centre (EOC): The structure/facility where the Municipal Emergency Control Group conducts its emergency management functions. Primary and secondary locations for the emergency operations centre are both identified in order to ensure operational viability.

Emergency site: The location where an emergency occurs; this area can also be referred to as the incident site or scene.

Emergency site manager/incident commander: A public sector official (usually from the fire, police, ambulance, or public works sector) present at an emergency site who is responsible for coordinating resources and developing actions to resolve the emergency.

Evacuation centre: A facility that is setup to provide emergency shelter, food, recreation, and basic requirements to people who have been evacuated from an area as the result of an emergency.

Finance and Administration Section: An individual or individuals who are responsible for managing the financial costs and human resource concerns of the incident. The section is led by a Finance and Administration Section chief.

Hazard: 1. A risk that is a threat. 2. An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, business interruptions, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA): Identification of the hazards or risks present to public safety, public health, the environment, property, critical infrastructure, and economic stability from natural, human-caused, and technological sources/activities. The HIRA also evaluates how to best maintain the continued operation of the community during the occurrence of each identified hazard/risk and identifies how vulnerable the community is to each hazard/risk.

Head of council (HOC): The individual who is responsible for declaring or terminating an emergency. In the absence of the head of council, this role can be filled by the acting head of council.

Incident action plan (IAP): An oral or written plan that contains general objectives that reflect the strategy for managing a specific emergency.

Incident Management System (IMS): The operational framework used for emergency response. The system facilitates communication, response activities, and cooperation within and between organizations; it also allows for incidents to be managed in a cohesive manner.

Liaison officer (LO): The individual who is responsible for maintaining the communication between the MCEG and other agencies. This role is normally delegated to an individual within the MCEG.

Logistics Section: The individual or individuals who are responsible for facilitating the effective and efficient management of an incident by ordering resources from off-incident locations, providing facilities, transportation, supplies, equipment maintenance, fuel, food

services, communication and IT support, and medical services for emergency responders. This section is led by a Logistics Section chief.

Municipal Disaster Recovery Assistance: A provincial financial assistance program intended to reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

Mutual aid agreements: An agreement developed between two or more emergency services (usually between two fire services) to render aid to the parties of the agreement when needed. These types of agreements can include private sector emergency services, when appropriate.

Mutual assistance agreement: An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement when needed. Jurisdictions covered under these types of agreements can include neighbouring cities, regions, provinces, or nations.

Operations Section: The individual or individuals who are responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and implementing steps for restoring normal operations. This section is led by an Operations Section chief.

Planning Section: The individual or individuals who are responsible for the collection, evaluation and dissemination of incident information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information, and developing and documenting the incident action plan. This section is led by a Planning Section chief.

Reception centre: A facility that is set up for the purpose of receiving evacuees, providing refreshments, and providing a temporary shelter. Its primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre.

Safety officer (SO): The individual or individuals who are responsible for monitoring safety conditions and developing safety measures for the overall health and safety of everyone involved with the incident.

Site manager: The individual who is responsible for overseeing the emergency site. Multiple site managers can be designated if multiple emergency sites exist.

Scribe: The individual or individuals who are responsible for keeping accurate documentation of the actions and decisions made by the MECG.

1.5 Mission Statement

The Municipality of Mississippi Mills is a people-friendly municipality committed to providing public services that enhance our valued quality of life. We respond to community needs through fiscal responsibility, citizen engagement, effective management of our resources and infrastructure, the equitable delivery of services across all our communities, and effective stewardship of our unique physical environment.

1.6 Introduction

The Municipality of Mississippi Mills is a lower tier municipality in Lanark County (County) and is comprised of the Almonte, Pakenham, Clayton, Blakeney, and Appleton settlements. Mississippi Mills has a land area of 519.5 km² and is located next to the city of Ottawa. According to Statistics Canada (2016), Mississippi Mills has a population of 13,163 residents.

This emergency response plan (the Plan) for Mississippi Mills has been prepared as part of a comprehensive emergency management program (EMP). The intent of the EMP is to provide a set of instructions and procedures for prompt, coordinated responses to all types of emergencies that may occur within Mississippi Mills and adversely affect residents, businesses, and visitors in the community.

In addition, depending on the nature of the emergency, Mississippi Mills provides a coordinated emergency response with several external stakeholders; all parties would work closely and under the direction of the Municipal Emergency Control Group (MECG). It must be noted that these arrangements and procedures are distinct from the regular day-to-day operations of Mississippi Mills.

The Plan provides key departments and officials within Mississippi Mills – as well as external stakeholders – with important emergency response information as it relates to:

- Services and equipment
- Resource management
- Roles and responsibilities during an emergency
- Hazard-specific response plans

The Plan has been developed to reflect the public safety requirements of the community and is structured to allow individual sections or Annexes to be used, reviewed, updated, or re-written independently or collectively. The effective use and implementation of this Plan is reliant upon all municipal officials, staff, and external stakeholders being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency or the potential for an emergency. Under the legislation of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 (the Act), members of the MECG are required to participate in emergency training and exercises; the training and exercises are intended to assist the members of the MECG in the fulfillment of their roles.

The members and agencies affiliated with the designated Control Group are expected to develop their own internal notification lists, procedures, and contingency plans in order to fulfill the responsibilities of their department or agency.

It is important that the residents and businesses of Mississippi Mills, as well any interested visitors to the community, be made aware of the provisions set forth in the Plan. Copies of the Mississippi Mills Emergency Response Plan may be viewed at the municipal office and on the website www.mississippimills.ca

For more information, please contact either:

Community Emergency Management Coordinator

Chad Brown, Fire Chief
Municipality of Mississippi Mills
478 Almonte Street
Almonte, Ontario K0A 1A0
613-256-1589 ext. 1

Or:

Alternate Community Emergency Management Coordinator

Mike Williams, Deputy Fire Chief
Municipality of Mississippi Mills
478 Almonte Street
Almonte, Ontario K0A 1A0
613-256-1589 ext. 1

1.7 Purpose

The purpose of the Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken in order to protect the health, safety, welfare, and property of the residents, businesses, and visitors in the Municipality of Mississippi Mills from the effects of an emergency or potential emergency. The Plan establishes the steps that should be taken to facilitate a centralized, controlled, and coordinated response to emergencies or potential emergencies in Mississippi Mills.

The Plan also incorporates supplementary plans (Annexes), which provide detailed response procedures for the most likely hazards that could confront Mississippi Mills. The hazards were determined by conducting an in-depth hazard identification and risk assessment (HIRA).

1.8 Authority

The Plan has been developed and implemented under the authority of and in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9. The Plan is adopted by the municipal council (Council) through bylaw and is filed with the Office of the Fire Marshal and Emergency Management Ontario.

1.9 Confidentiality of the Plan

Excluding any/all Annexes (which are deemed confidential), the Municipality of Mississippi Mills Emergency Response Plan is a public document.

Any personal information collected for the Plan is collected under the authority of the Act and shall be used solely for the purpose of planning, preparing, and conducting responses to emergencies and/or training exercises.

1.10 Hazard Identification Risk Assessment

As part of the Act, Mississippi Mills reviews its HIRA annually; this review assists in determining the probability and consequence(s) of a hazard occurring within the community. These potential hazards are identified in Annex E and are based on Mississippi Mills' HIRA.

1.11 Plan Maintenance and Revision

The Plan will be reviewed annually by the Emergency Management Program Committee (EMPC). The committee's CEMC is authorized to make administrative revisions to the Plan or changes to the Annexes as required. Council must approve substantial changes to the Plan through bylaw. The Plan will be reviewed in accordance with a maintenance schedule that will be determined by the CEMC.

The annual review will include the following:

- Testing and confirming that the listed emergency telephone numbers are up to date
- Testing the notification system
- Updating the vital services and/or local services directories
- Reviewing Mississippi Mills' HIRA and critical infrastructure
- A tabletop or large-scale exercise for the MCEG
- Training for the MCEG support staff, as needed, on any component of the Plan

Each department and agency that provides a service or services as part of the Plan will be responsible for preparing emergency procedures or guidelines that detail how they will fulfill their responsibilities under the Plan during an emergency. Each department and agency will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

1.12 Emergency Management Program Committee

Mississippi Mills' Emergency Management Program Committee, in conjunction with the CEMC, will oversee the development, implementation, and maintenance of Mississippi Mills' emergency management and business continuity programs. The EMPC shall recommend an emergency plan (one that will provide the community with a strategy to protect the health, safety, welfare, environment, and economic strength of residents, businesses, and visitors during an emergency) and a business continuity plan that will ensure municipal services can continue to be provided in the event of a disruption.

The EMPC will be composed of five (5) members that are appointed by Council through a bylaw. The members will be:

1. Community Emergency Management Coordinator
2. Alternate Community Management Coordinator
3. Chief Administrative Officer
4. Member of Council
5. Administrative Assistant: Fire Department

1.13 Incident Management System

The designated MCEG for Mississippi Mills has adopted the Province of Ontario's Incident Management System (IMS) as the process they will use to assist them with managing an emergency incident.

The five (5) functions of the IMS are command, operations, planning, logistics, and finance/administration. Figure 1 illustrates the required positions and the overall structure of the IMS.

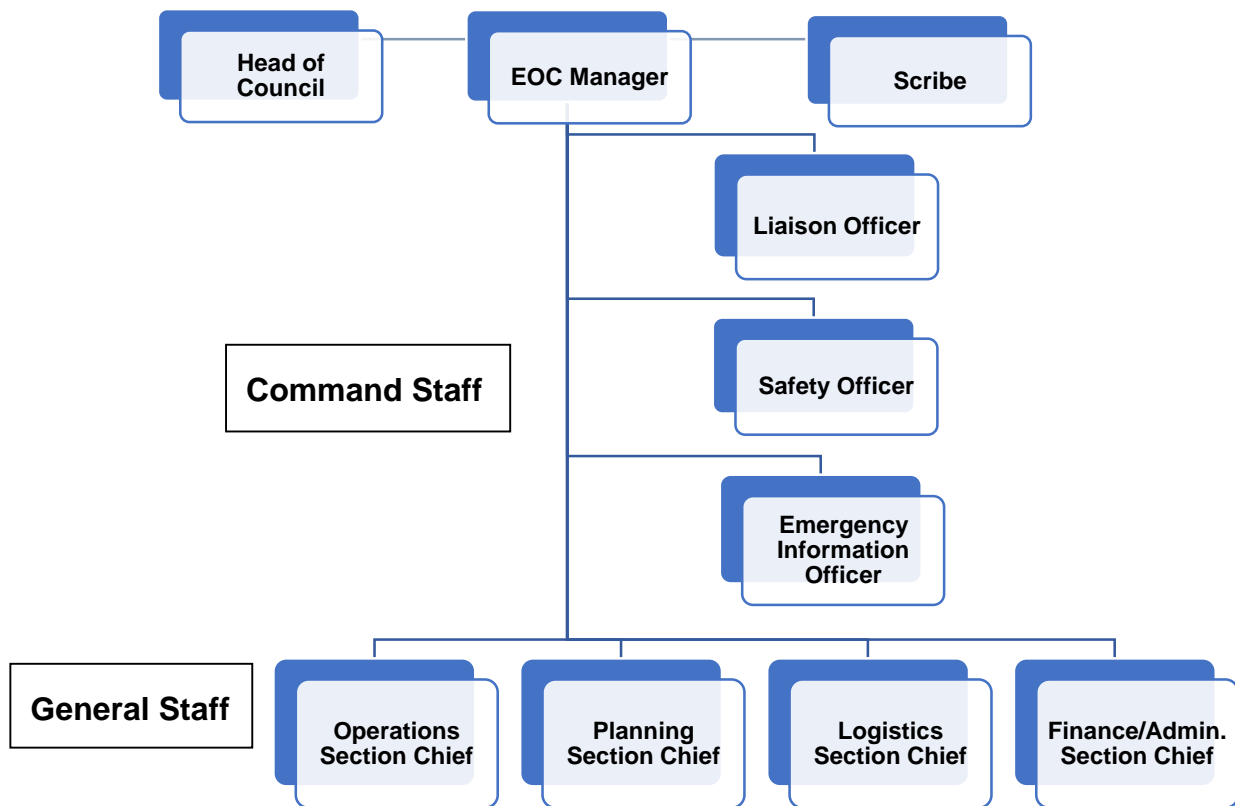


Figure 1. Structure of the IMS.

The following table outlines the general responsibilities for each position of the IMS.

Table 2. Responsibilities for each position of the IMS structure.

Function	General Responsibilities
EOC Manager	Responsible for the overall management of the EOC facility and the assigned resources within the EOC; also responsible for the provision of support to the site incident commander. Assigns the role of risk manager to a member of the MECG (who would then provide advice with respect to risk exposure, due diligence, and claims handling procedures).
Head of Council (HOC)	Responsible for keeping Council informed about the status of an emergency and making policy decisions based on the recommendations of the MECG. This role is also responsible for being the lead spokesperson for the emergency.
Safety Officer (SO)	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The safety officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.
Emergency Information Officer (EIO)	Responsible for the development of emergency information regarding the incident and its release to the public. The EOC manager must approve all emergency information that the EIO releases.
Liaison Officer (LO)	Serves as the primary contact for assisting or supporting organizations and advises the EOC manager of issues related to outside assistance and support, including current or potential inter-organizational needs.
Scribe	Responsible for keeping accurate documentation of the actions and decisions made by the MECG.
Operations Section Chief	Responsible for providing the overall supervision and leadership of the Operations Section, including the implementation of the EOC incident action plan (IAP) and the organization and assignment of all operations resources.

Planning Section Chief	Responsible for providing the overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. This role is also responsible for coordinating the development of the EOC IAP for each operational period as well as the collection, collation, evaluation, analysis, and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services, and materials in support of the incident. Participates in the development of the logistics-related section of the EOC IAP and activates and supervises the branches and units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident (including all business processes, cost analyses, and financial and administrative aspects) and ensures compliance with financial policies and procedures. Provides direction and supervision to the Finance & Administration Section staff (including their organizational structure and assignment).

2.0 Notification Procedures

2.1 Actions Prior to Declaration

Mississippi Mills has established a set of Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the MECG will undertake during each phase. These Emergency Monitoring Status Indicators are summarized in Table 3.

Table 3. Type and definition of each emergency monitoring status indicators.

Type of Condition	Definition of Condition
Routine	Notification of routine conditions means that Mississippi Mills is operating under normal conditions. Under these conditions, Mississippi Mills maintains ongoing surveillance for abnormal events.
Enhanced	Notification of enhanced conditions means that an abnormal event and/or potential or actual emergency has been detected or is in development. Under these conditions, Mississippi Mills enhances its surveillance and monitoring of activities and takes appropriate related actions; its Plan and EOC could also be activated.
Emergency	Notification of emergency conditions means that Mississippi Mills is in an emergency response mode. Under these conditions, Mississippi Mills implements its Plan and activates its EOC to coordinate the appropriate response activities.
Recovery	Notification of recovery conditions means that Mississippi Mills is working to ensure a smooth transition from enhanced or emergency conditions back to routine conditions.

2.2 Notification System

When any member of the MCEG receives a warning of a real or potential emergency, that member of the MCEG may initiate the following notification procedure.

Notification procedure:

- For routine or enhanced conditions, notifications shall be completed utilizing Mississippi Mills' email system.
- All members of the MCEG are responsible for notifying their own staff of the emergency, if required.
- For emergency conditions or to activate the EOC, the MCEG member must contact the CEMC or alternate CEMC; the CEMC who is contacted will then begin the notification process.
- The CEMC will initiate the notification process and provide the following details to the MCEG:
 - date and time of activation
 - nature of the emergency
 - location of the EOC (primary and/or alternate)
 - time for the MCEG to meet
 - whether standby or call-to-assemble
 - any items to bring with them to the EOC
 - special precautions to take (e.g., alternate transit routes to take or health hazards that are present)
- A sample notification script is contained in Annex A. The contact phone numbers and addresses of the MCEG members (and their alternates) are contained in Annex B.
- Records must be kept of the date and time the MCEG members were contacted and their estimated time of arrival at the EOC.

2.3 Emergency Operations Centre (EOC)

Mississippi Mills has established a primary and secondary EOC location; these locations are described in Annex C. If the primary location is not suitable due to the location and scope of the emergency, a secondary location will be designated by the CEMC at the time of the emergency.

Once confirmation has been given to activate the EOC, the EOC can be set up by any member of the MCEG as soon as it is practical to do so. The layout and equipment needed for the EOC will be determined by the EOC manager in conjunction with the CEMC.

Upon arrival at the EOC each MCEG member will:

- Sign-in
- Check telephone/communications devices and check for any messages that were

delivered prior to their arrival at the EOC

- Obtain a personal log
- Contact their agency to obtain a status report and then activate the departmental plan, if necessary
- Participate in the initial briefing
- Participate in planning the initial response/decision-making process
- Relay MCEG decisions to their own department or organization
- Continue participating in the EOC operations cycle

Upon leaving the EOC each MCEG member will:

- Conduct a handover with the person relieving them (if applicable)
- Sign-out and inform the CEMC where they can be contacted (in case they will be needed at the EOC again)

It is not essential for the MCEG to have all its members present to function; however, each member must still be notified when the emergency notification is given. Upon the arrival of any three (3) of its members, the MCEG may initiate its function. As members continue to arrive, they will join the operation in progress.

It is essential that the EOC be comfortable, have effective communication systems/capabilities, and be secure from unnecessary distractions. Only MCEG members and support staff will have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the MCEG.

3.0 Municipal Emergency Control Group

All MECG members will attend the EOC at the initial level of activation. The EOC manager will then select the staff resources that are acceptable/will be required, based on the scale of the emergency, and as dictated by the impact or potential impact on the community.

3.1 Municipal Emergency Control Group

The MECG is responsible for the monitoring and control of the emergency response and is comprised of the following functions. The positions are to be filled by utilizing the contact list located in Annex B.

1. EOC manager
2. Head of Council
3. Liaison officer
4. Safety officer
5. Emergency information officer
6. Scribe
7. Operations Section chief
8. Planning Section chief
9. Logistics Section chief
10. Finance/Administration Section chief

Figure 2 below illustrates the positions and organizational structure of the IMS.

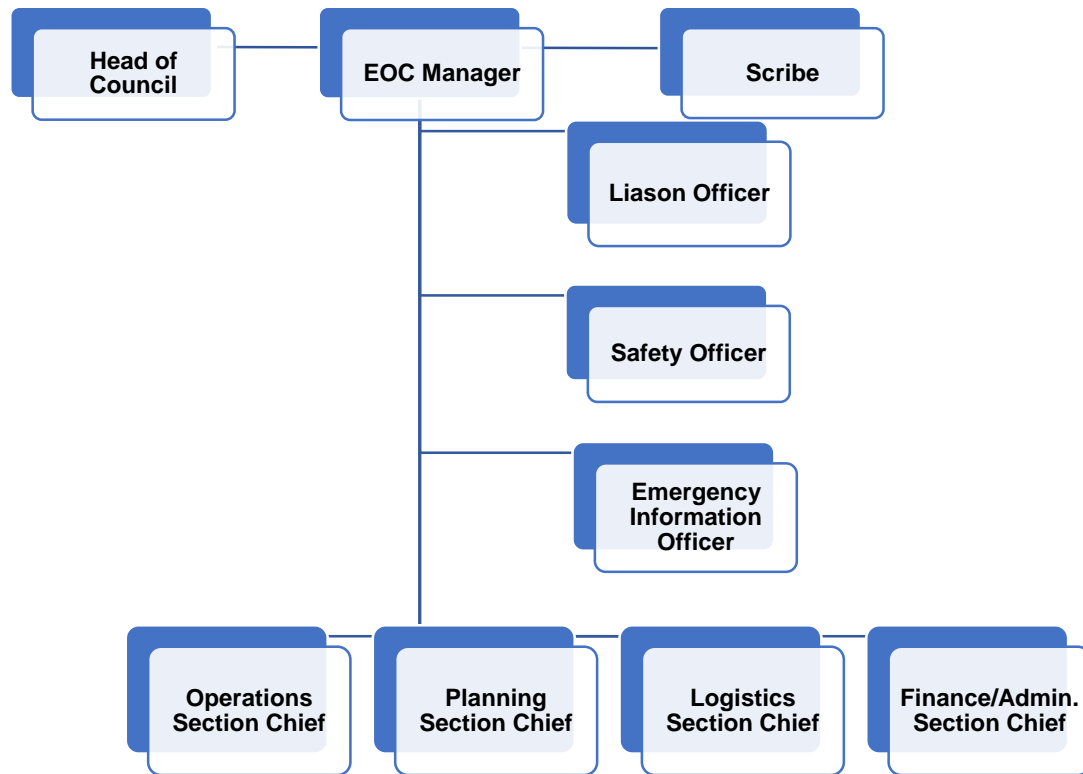


Figure 2. Organizational structure of the IMS.

3.2 EOC Support

Depending on the type of incident, the EOC may require expertise or support from additional sources to help mitigate the incident. The following list provides the names of external contacts who can be requested to attend the EOC, if needed. (NB: This list is not inclusive. Other experts could also be requested to attend the EOC, at the discretion of the EOC manager.)

- Paramedic representative
- Police representative
- Lanark County CEMC
- Lanark County health representative
- Lanark County social services representative
- Chief Building Official
- Office of the Ontario Fire Marshal & Emergency Management
- IT support
- Amateur radio emergency service

4.0 EOC/Site Management

4.1 Operations Cycle

Members of the MCEG will gather at regular intervals to inform each other of the actions that have been taken and any problems that have been encountered since their previous meeting. The EOC manager will establish the frequency of these meetings and their agenda items. Meetings will be as brief as possible to allow time for the members of the MCEG to carry out their individual responsibilities. Figure 3 below depicts the activities that should be completed in the EOC every hour, barring any disruption(s) to EOC operations.

It is essential that the EOC be comfortable, have effective communication systems/capabilities, and be secure from unnecessary distractions. Only MCEG members and support staff will have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the MCEG.

The EOC manager will assign a scribe to maintain status boards, maps, and the master event log. The scribe will display these documents in a prominent place and ensure they are kept current.

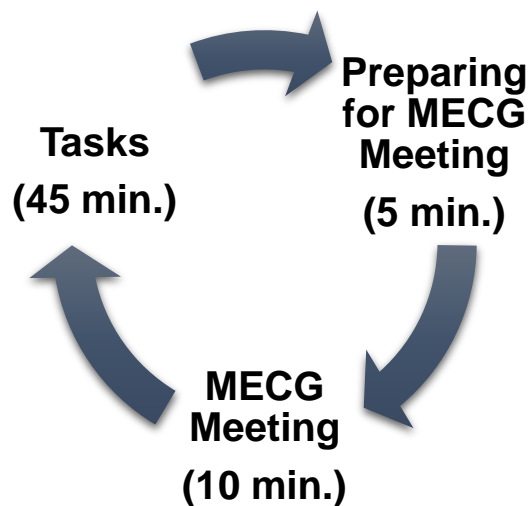


Figure 3. Overview of a one-hour operations cycle.

4.2 Management of the Emergency Site

The emergency site is the location of the emergency. The emergency site also includes an area referred to as “buffer space” – the area around the emergency in which response activities are conducted. If there is more than one emergency site, each site will have its own emergency site manager (ESM). Each emergency site will be different, but a general diagram of an emergency site and its designated areas is depicted in Figure 4. This diagram is to be used as a guide only.

The ESM is the individual appointed to control the operations at the site of an emergency. The selection will depend on the type of emergency and will be decided upon by the agencies at the scene of the emergency; the selection of ESM is subject to the approval of the MCEG.

The ESM will assume control of the overall emergency site, become responsible for all aspects of the site, and limit their responsibilities/activities to actions only conducted within the perimeter of the emergency site; anything outside those boundaries must be handled by the appropriate off-site response personnel.

The ESM's task is to take control of their designated emergency site and coordinate the response in that area. Some of the ESM's functions include:

1. Setting up a Command Post and establishing communications with the other agencies on the site and with the Operations Section chief.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters of the emergency site and ensuring they are indicated.
4. Organizing the layout of the emergency site.
5. Conferring with the heads of the other agencies present at the emergency site to ascertain what is happening and what actions are needed.

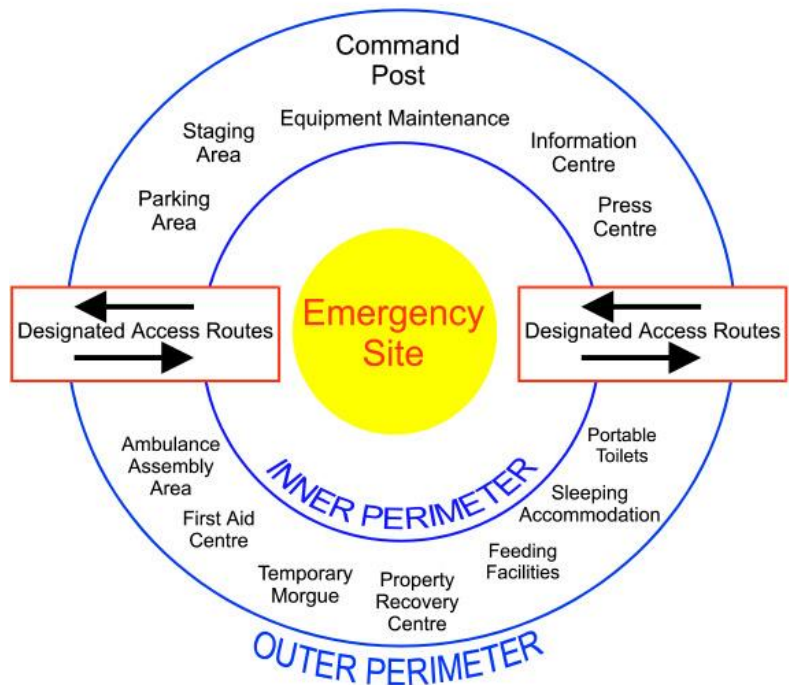


Figure 4. Diagram of an emergency site and its designated areas.

6. Relaying information to the EOC about what is happening at the emergency site and sending the EOC requests for resources. The ESM will also relay any responses/communications from the EOC to those present at the emergency site.
7. Directing and coordinating the activities of the response agencies at the emergency site.
8. Arranging a system for relieving the workers at the emergency site.
9. Facilitating media visits to the emergency site (as requested by the emergency information officer).

4.3 Responsibilities of MECG Members and Council

4.3.1 EOC Manager

The EOC Manager is responsible for the following:

1. Assessing the incident situation and determining the appropriate level of MECG activation (based on the known information).
2. Establishing the goals, strategies, objectives, and priorities of the EOC (as appropriate to the level of response that is needed).
3. Coordinating all operations within the EOC, including the scheduling of regular meetings.
4. Chairing MECG meetings.
5. Determining the status of emergency declaration and delegation of authority.
6. Advising the HOC of the need to declare or terminate an emergency (by providing any required information, including policies and procedures, as appropriate).
7. Providing information and briefings to senior and elected officials as required.
8. Determining which IMS sections are needed and assigning a section chief for each (ensuring the sections are staffed as required).
9. Approving, in conjunction with the HOC, any major announcements and media releases prepared by the EIO.
10. Approving and authorizing the implementation of the IAP. This includes reviewing the IAP for completeness and accuracy, verifying that its objectives are prioritized, and signing the IAP.
11. Ensuring the EOC check-in procedure is established.
12. Establishing the Operational Period and briefing schedule.
13. Ensuring that an incident organization chart is posted and completed.
14. Monitoring the command staff and general staff activities to ensure that appropriate actions are being taken during the response to the emergency.
15. Ensuring the appropriate legal and statutory requirements are followed.

16. Assigning the role of risk manager to a member of the MEEG (who would then provide advice with respect to risk exposure, due diligence, and claims handling procedures).
17. Reviewing requests for critical resources, confirming who has ordering authority within the organization, and confirming orders that require authorization from the EOC manager.
18. Authorizing the demobilization of sections, branches, and units when they are no longer required.
19. Ensuring that all required forms and reports are completed prior to demobilization.
20. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
21. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.2 Head of Council/Acting Head of Council

The Head of Council/Acting Head of Council is responsible for the following:

1. The declaration of an emergency and designating an area.
2. The termination of an emergency.
3. Ensuring that all members of Council are advised of the declaration and termination of an emergency and are kept informed of the operational situation during an emergency.
4. Ensuring that the Ministry of the Solicitor General and Ontario Fire Marshal and Emergency Management is notified of the declaration or termination of an emergency.
5. Ensuring that the local member of parliament and local member of provincial parliament are notified of the declaration or termination of an emergency.
6. Requesting assistance from neighboring municipalities, Lanark County, and the provincial and federal government.
7. Acting as lead spokesperson for press conferences or media interviews as required.
8. Working with the CAO and the EIO to develop media releases.
9. Calling and convening any emergency Council meetings.
10. Maintaining a log of all personal decisions and actions taken during the emergency.
11. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.3 Liaison Officer

The Liaison Officer is responsible for the following:

1. Identifying the current organization of the EOC/emergency response by using the incident organization chart, an organization assignment list, and a resource assignment list.
2. Determining which organizations are involved with the incident (e.g., governmental, non-governmental, private sector).
3. Determining whether the involved organizations are assisting (by providing personnel, services, or other direct assistance/resources to the organization that is directly responsible for incident management) or supporting (by providing support services to the organization with direct responsibility for incident management, but not providing any direct support or input to the incident itself) the emergency response.
4. Obtaining information from assisting/supporting organizations such as contact persons, email/phone numbers, radio frequencies, cooperative agreements, resource type and availability, number of personnel, condition of personnel and equipment, and organizational constraints/limitations.
5. Liaising with the following agencies as required: electrical and gas companies, Ministry of Natural Resources and Forestry, and Ministry of Environment and Climate Change.
6. Contacting and briefing the assisting/supporting organizations' representatives.
7. Interviewing organization representatives concerning resources, capabilities, and restrictions on use; this includes providing information at planning meetings, as needed.
8. Monitoring incident operations to identify potential inter-organizational problems and keeping the EOC manager informed of such issues.
9. Providing the MECG with information and advice on matters related to emergency social services functions, including the management of evacuation centres.
10. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food, registration and inquiries, and personal services, as required.
11. Supervising the opening and operation of any temporary and/or long-term evacuation centres and ensuring that they are adequately staffed.

12. Contacting and placing on standby and/or activating and registering emergency social services staff and voluntary support agencies such as the Canadian Red Cross, Salvation Army, St. John Ambulance, Victim Services, and local volunteer supports (upon receipt of appropriate notification).
13. Maintaining a list of supporting and assisting organizations and ensuring the list is kept current.
14. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
15. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.4 Safety Officer

The Safety Officer is responsible for the following:

1. Working closely with the Operations Section to ensure that responders are as safe as possible under the circumstances of the incident.
2. Advising the EOC manager of any issues regarding safety.
3. Ensuring that adequate levels of personal protective equipment are available; this includes ensuring that staff are properly trained on the use of relevant personal protective equipment and that it is being used as intended.
4. Staffing and organizing multiple high-risk operations that may require assistant safety officers present at each emergency site (as appropriate).
5. Identifying, correcting, or terminating any potentially unsafe acts.
6. Identifying and coordinating corrective actions with the EOC manager and Operations Section and ensuring the implementation of these actions.
7. Assisting in the review of the IAP to identify safety concerns and issues.
8. Liaising with the Ministry of Labor and Joint Health and Safety Committee as required.
9. Investigating any injuries that occur during the incident, ensuring that the accident scene is preserved and the investigation is properly documented.
10. Obtaining updates from any assistant safety officers on-site prior to the planning meetings being held.
11. Completing an incident safety analysis.
12. Participating in planning meetings and listening to the tactical options being considered. If any tactical option is potentially unsafe, assist in identifying protective actions or alternate tactics. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions, if required.
13. Completing an incident medical plan, incident objectives, and a safety message/plan as necessary.
14. Coordinating critical incident stress, hazardous materials, and other debriefings as necessary.

15. Securing the scene of any workplace accident and conducting an investigation in conjunction with the Ministry of Labor and the Health & Safety Committee, as required.
16. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
17. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.5 Emergency Information Officer

The Emergency Information Officer is responsible for the following:

1. Providing the MECG with information and advice on any matters that may be raised by public inquiry or the media.
2. Developing and distributing all media releases in consultation with the MECG and with the approval of the EOC manager.
3. Preparing the initial information summary as soon as possible after activation of the EOC.
4. Ensuring the setup and staffing of public inquiry lines (this includes but is not limited to 211).
5. Assessing the need for special alert and warning efforts, including for persons with special needs.
6. Providing direction and regular updates to public inquiry personnel to ensure that the most accurate and current information is disseminated to the public.
7. Establishing an emergency information centre or media area that is situated away from the emergency site and the EOC.
8. Coordinating interviews and media conferences for members of Council and the MECG.
9. Working with the HOC and the CAO to ensure that all information released to the media, public, Council, and staff is consistent, accurate and approved by the EOC manager.
10. Monitoring news coverage and social media channels to correct any misinformation that is being shared.
11. Establishing a schedule for news briefings linked to the Operational Period and maintaining a copy of all media releases.
12. Ensuring that internal staff are regularly provided with information about the status the emergency.
13. Developing preventive seasonal communications to be provided to the media, public, and staff.

14. Developing pre-authorized messaging to be used during the initial stages of an emergency.
15. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
16. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.6 Scribe(s)

The Scribe(s) are responsible for the following:

1. Supporting the EOC manager on information flow and resource tracking.
2. Recording all key events, actions, and decisions made by the MCEG.
3. Maintaining the master event log for the EOC.
4. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
5. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.7 Operations Section

The Operations Section is responsible for the following:

1. Obtaining and/or assisting the EOC manager in determining objectives and recommended strategies.
2. Establishing a communications link with the site manager via two-way radio or cellphone and determining the status of current tactical assignments.
3. Identifying the current organization, location of resources, and assignments.
4. Determining the location of the current staging area and the resources assigned to that area.
5. Ensuring that the Operations Section is properly equipped with the appropriate personnel, equipment, and supplies. Ensuring the Operations Section is functioning efficiently, is maintaining the personnel safety of all its members, and is maintaining an adequate level of control.
6. Establishing the operational period in conjunction with EOC manager.
7. Coordinating and conducting operations briefings and assigning operations personnel in accordance with the IAP.
8. Working closely with members of the MCEG to coordinate operational activities.
9. Initiating mutual aid agreements as required. Liaising with external fire agencies.
10. Coordinating emergency vehicles and resources as required.
11. Determining if additional/specialized resources or equipment is required (such as Heavy Urban Search and Rescue [HUSAR] or Chemical, Biological, Radiological, Nuclear and Explosive [CBRNE] teams) and making requests for these resources through the Provincial Emergency Operation Centre.
12. Establishing and maintaining ongoing communications with the emergency site manager(s) at the emergency site(s).
13. Developing and managing tactical operations to meet incident objectives. Completing an Operational Planning Worksheet or EOC Tactics Worksheet.
14. Evaluating the situation and providing updates to the EOC manager and Planning Section regarding the location, status and assignment of resources, effectiveness of tactics, desired contingency plans, and the need for any additional resources.

15. Ensuring resource ordering and logistical support needs are communicated to the Logistics Section in a timely fashion.
16. Providing information to Planning Section chief regarding the Operation Portion of the written IAP (if directed to do so by the EOC manager). Identifying the specific tactical assignments and resources needed to accomplish assignments.
17. Notifying the liaison officer of any issues concerning cooperation in the EOC and assisting organizations. Keeping the safety officer involved in tactical decision-making. Keeping the incident commander informed about the status of operational efforts. Coordinating field visits with the EIO.
18. Attending the tactical meeting(s) with the Planning Section chief, safety officer, and incident commander in order to review strategy and discuss tactical options prior to the holding of a planning meeting.
19. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
20. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.8 Planning Section

The Planning Section is responsible for the following:

1. Determining the status of available resources.
2. Developing the IAP and determining whether a written or oral IAP is required.
3. Determining the time and location of the planning cycle meetings (to be done in conjunction with the EOC manager).
4. Ensuring the EOC facility is properly setup and ready for operations.
5. Taking minutes for the MCEG meetings.
6. Ensuring that all members of the MCEG have the necessary plans, resources, supplies, maps, and equipment.
7. Recording all proceedings and decisions made by the MCEG on the EOC's master events log.
8. Conducting long-range and/or contingency planning by reviewing current and projected incident and resource availability. Developing alternative strategies/identifying the resources needed to implement contingency plans.
9. Ensuring municipal facilities are available for evacuation or reception center purposes, if required.
10. Developing plans for business resumption, demobilization, and recovery.
11. Displaying incident status summary information.
12. Preparing and distributing the written IAP as well as the minutes from the planning meetings.
13. Ensuring the information officer has immediate access to status reports and displays.
14. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
15. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.9 Logistics Section

The Logistics Section is responsible for the following:

1. Reviewing the situation and resource status for the number of personnel assigned to the incident and reviewing the current organization and determining which incident facilities have been or should be activated.
2. Ensuring the Logistics Section has the appropriate equipment and supplies in place, including maps, status boards, vendor references, and other resource directories.
3. Identifying the immediate need for resources, as identified by the Operations Section (to be done in conjunction with the EOC manager and general staff).
4. Obtaining and tracking any resources that have been identified as needed by the Operations Section.
5. Coordinating with the Operations Section to prioritize and validate resource requests.
6. Arranging for additional any fleet as required, including fuel and parts. Arranging for additional fleet from other municipalities or rental companies if required.
7. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to the Operations Section.
8. Providing the MECG with information regarding the geography of the emergency site area (such as the number of homes in the affected area).
9. Providing updates on resource availability, support needs, identified shortages, and the estimated time of arrival for key resources.
10. Identifying future operational needs (both primary and contingent) to anticipate logistical requirements.
11. Assisting in the preparation of a transportation plan, if required.
12. Providing the MECG with information and advice on public works, utilities, facilities, water and wastewater, environmental concerns, and building services.
13. Providing resources for the ESM as required (depending on the nature of the emergency).
14. Providing engineering assistance; this includes the construction, maintenance, and repair of public roads and assisting with road closures and/or roadblocks.

15. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
16. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.3.10 Finance and Administration Section

The Finance & Administration Section is responsible for the following:

1. Providing financial and cost analysis support for the incident.
2. Identifying and tracking sources of funding.
3. Arranging for advancing funds to those in need and arranging for the recovery of those funds, if required.
4. Issuing payment for all emergency-related expenditures as required.
5. Tracking timesheets for incident personnel and equipment.
6. Maintaining accurate and detailed records of all emergency-related expenditures.
7. Analyzing the impact of the emergency on the municipal budget.
8. Preparing insurance claims on behalf of Mississippi Mills. Preparing claims for provincial and/or federal funding as applicable.
9. Ensuring records of human resources and administrative detail(s) that may involve financial liability are completed.
10. Analyzing the potential for legal claims that may arise from incident activities.
11. Meeting with any assisting and/or supporting organizations to determine any potential cost sharing agreements or financial obligations, as required.
12. Initiating, maintaining, and ensuring the completeness of the documentation that is needed to support claims for emergency funds. This includes auditing and documenting labour, equipment (rented or purchased), materials, services, and expendable supplies.
13. Assisting the Logistics Section in resource procurement, identifying vendors for which open purchase orders or contracts must be established, and negotiating ad hoc contracts.
14. Providing incident telecommunication/IT services and resources.
15. Maintaining a log of all personal decisions and actions taken during the response to the emergency.

16. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4 Responsibilities of MECG Support

4.4.1 Councillors

The Council is responsible for the following:

1. Assisting the HOC as requested.
2. Acting as HOC as required.
3. Attending the emergency council meeting(s) that are called by the HOC.
4. The termination of an emergency.
5. Providing comfort and support to the residents affected by an emergency event.
6. Advocating the needs of the community during an emergency to Council.
7. Facilitating communications between Council and the community.
8. Participating in press conferences or media interviews as required.
9. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
10. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.2 Ontario Provincial Police (OPP)

The Police/OPP representative is responsible for the following:

1. Providing the MECG with information and advice on policing and security matters.
2. Assuming the role of ESM (depending on the nature of the emergency).
3. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
4. Ensuring there is an established perimeter (both inner and outer), security, and crowd control at the emergency site.
5. Providing traffic control to facilitate the movement of emergency vehicles.
6. Alerting persons who are endangered due to the emergency and coordinating evacuation procedures (including evacuation routes).
7. In the event of an evacuation, contacting residents in the affected areas to advise them of the need for evacuation as well as enforcing the evacuation of occupants, if appropriate.
8. Protecting life and property and the provision of law and order.
9. The provision of police services in evacuation centres, morgues, and other facilities as required.
10. Notifying the coroner of fatalities.
11. Liaising with external police agencies, as required.
12. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
13. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.3 Paramedic Services

The Paramedic representative is responsible for the following:

1. Ensuring emergency medical services are available at the emergency site, including triage, treatment, and transportation of patients to the appropriate receiving facilities.
2. Assuming the role of ESM (depending on the nature of the emergency).
3. Establishing and maintaining ongoing communications with the senior paramedic official present at the emergency site.
4. Obtaining additional paramedic and medical support from other municipalities and/or senior levels of government.
5. Advising the MCEG if other means of transportation are required for large-scale responses.
6. Liaising with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure a balanced emergency coverage is always available throughout the community.
7. Liaising with receiving hospitals and the Local Health Integration Network as required to coordinate support for affected hospitals and health services.
8. Liaising with the Medical Officer of Health as required.
9. Liaising with the Ministry of Health and Long-term Care Emergency Management Branch as required.
10. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
11. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.4 Emergency Social Services

The Lanark County Emergency Social Services is responsible for the following:

1. Providing the MCEG with information and advice on matters pertaining to emergency social services and their related functions, including the management of evacuation centres within the scope of approved services at the County level.
2. Contacting and placing on standby and/or activating emergency social services staff and voluntary support agencies such as the Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services at the County level (upon receipt of appropriate notification).
3. Assisting in ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food, registration and inquiries, and personal services, as required.
4. Supervising the opening and operation of temporary and/or long-term evacuation centres and ensuring that they are adequately staffed at the County level.
5. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
6. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.5 Medical Officer of Health

The Leads, Grenville, Lanark District Health Unit Medical Officer of Health is responsible for the following:

1. Activating and terminating the Health Unit Emergency Response Plan and Emergency Notification System.
2. Being the chair or delegating chair responsibilities of the MEOG at the health unit EOC.
3. Assigning an acting medical officer of health or a covering medical officer of health to assume the role of medical officer of health at the health unit EOC in the event of the Medical Officer of Health's absence.
4. Coordinating public health services with the EOC, emergency and support services, and other responding agencies.
5. Providing an on-site manager and attending the site Command Post (if required).
6. Liaising with the Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
7. Liaising with the appropriate public health agencies to augment and coordinate a public health response as required.
8. Providing advice on matters which may adversely affect public health within Lanark County.
9. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and long-term care policies.
10. Coordinating agency resources to prevent and control the spread of disease during an emergency within Lanark County.
11. Coordinating vaccine storage, handling, and distribution across Lanark County.
12. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in Lanark County.
13. Liaising with the Logistics Section chief or alternate within the EOC to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities are all available.
14. Providing for the inspection of evacuation centres, making recommendations, and initiating remedial action in areas of:

- accommodation standards related to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - food handling, storage, preparation, and service
 - general health and safety involving injury prevention
15. Liaising with local social service agencies on areas of mutual concern regarding evacuation centres, including:
 - victim assessment, support, and referral
 - public health information and community networks
 16. Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
 17. Liaising with the coroner to coordinate the activities of the morgue within the community and providing assistance where necessary.
 18. Providing instruction and health information through public service announcements and information networks.
 19. Providing resource support and consultation to emergency service workers.
 20. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaising with the MEECs from each municipality.
 21. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
 22. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.6 Emergency Site Manager

The Emergency Site Manager is responsible for the following:

1. Setting up a Unified Command Post and establishing communications with the other agencies on-site and with the Operations Section chief.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters of the emergency site and ensuring they are established.
4. Organizing the layout of the emergency site.
5. Conferring with the heads of the other agencies present at the emergency site to ascertain what is happening and what is needed for a response.
6. Relaying information to the EOC about what is happening at the emergency site and sending the EOC requests for resources. Relaying directions and information from the EOC to those present at the emergency site.
7. Directing and coordinating the activities of the response agencies at the emergency site.
8. Arranging a relief system for emergency site workers.
9. Facilitating media visits to the emergency site as required by the EIO.
10. Maintaining a log of all personal decisions and actions taken during the response to the emergency.
11. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans.

4.4.7 Community Emergency Management Coordinator

The Community Emergency Management Coordinator is responsible for the following:

1. Ensuring that Mississippi Mills is in compliance with the Emergency Management and Civil Protection Act.
2. Completing all training that is required by the Ontario Fire Marshal and emergency management practices.
3. Coordinating the development and implementation of Mississippi Mills' EMP.
4. Maintaining Mississippi Mills' EMP to the provincial standards.
5. Arranging and documenting all meetings held with the Operations Advisory Committee that discuss emergency management issues or plan reviews.
6. Submitting the required documents to the province, on an annual basis, to maintain program standard certifications.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021
TO: Committee of the Whole
FROM: Anita Legault, Childcare Manager
SUBJECT: **ALMONTE DAYCARE PARENT FEE PROPOSAL**

RECOMMENDATION:

THAT, Committee of the Whole recommend Council increase childcare fees 3% to help offset revenue loss in 2021 resulting in childcare services being more viable and sustainable in the future.

AND THAT, the part time rate be removed from the fee schedule bylaw, and the municipality proceed with one rate for each program.

AND THAT, staff report the increase to Lanark County for an effective date 60 days after approval, which is March 1, 2022.

BACKGROUND

Almonte Daycare offers quality programming for children 6 weeks to 12 years of age. We offer care at 4 locations with the recent addition of a toddler and preschool program at 110 Paterson.

Almonte Daycare has extended hours beginning at 6:30 – 6:00 pm to allow for parents to commute to their workplaces outside of Almonte. In addition, we offer full day programming during PD days, March break and summer for extended care programs. Staff are compensated for their work by internally equitable and externally competitive salary with step increases each year. Results of the pandemic had certainly made an impact on revenue though reduced registration, increase of operational costs and meeting legislative requirements for staff scheduling within the cohorts.

Discussion

Combining full time and part - time rates into one rate with a 3% increase.

When the part time rate was established, the centre was licensed for a much smaller capacity, and higher fees were charged to compensate for a shorter week. Now that our

capacity is much larger, one standard per diem - rate per program is advisable. Currently many larger centres opt for a one rate system. Furthermore, these new per diem rates for Almonte Daycare fall below Lanark counties highest ranking and is still considerably lower than our competitor.

Parents will pay the same daily rate regardless of how many days they require. If parents schedule changes from 5 days a week to 3 days a week, we will not need to adjust these rates in our system and with OCCMS. The benefit of having one rate make it more appealing to families requiring part - time as it is more affordable. One standard rate will make parent invoicing less complicated and easier for reconciliation with OCCMS at months end.

Overall, an increase to childcare per diem rates will make our childcare unit more viable and sustainable in the future. Furthermore, an increase will give us the ability to meet internal financial and legislative requirements and a greater ability to adjust to the changing environment.

The last approval of increase of fees by 2% occurred in October 2020 with the increase effective January 2021.

FINANCIAL IMPLICATIONS

With anticipated enrollment and a 3% increase, it is expected to produce a revenue of \$43,000 over 10 months.

RECOMMENDATION

THAT, Committee of the Whole recommend Council increase childcare fees 3% to help offset revenue loss in 2021 resulting in childcare services being more viable and sustainable in the future.

AND THAT, the part time rate be removed from the fee schedule bylaw, and the municipality proceed with one rate for each program.

AND THAT, staff report the increase to Lanark County for an effective date 60 days after approval, which is March 1, 2022.

All of which is respectfully submitted,



Anita Legault
Childcare Manager



Ken Kelly
Chief Administrative Officer

Attachments:

Attachment A – Proposed Fee Schedule for 2022

Attachment B – Fee Schedule for 2021

ALMONTE DAYCARE CENTRE/SCHOOL-AGE CLUB

FEE SCHEDULE

(Effective January 2021)

Program Code	Billing Code	Program Description	Rate/day
INFANT PROGRAM			
1	INF FT	Full Time	\$ 64.25
2	INF PT	Part Time	\$ 69.35
TODDLER PROGRAM			
3	TOD FT	Full Time	\$ 54.00
4	TOD PT	Part Time	\$ 59.00
PRESCHOOL PROGRAM			
5	PRE FT	Full Time	\$ 45.90
6	PRE PT	Part Time	\$ 48.95
KINDERGARTEN PROGRAM			
7	KIN B & A FT	Before & After School - Full Time	\$ 24.45
8	KIN B OR A FT	Before or After School - Full Time	\$ 19.25
9	KIN B & A PT	Before & After School - Part Time	\$ 26.55
10	KIN B OR A PT	Before or After School - Part Time	\$ 21.45
11	KIN FD DAY	Full Day	\$ 37.75
SCHOOLAGE PROGRAM			
12	SCH B & A FT	Before & After Full Time	\$ 22.45
13	SCH B OR A FT	Before or After Full Time	\$ 17.15
14	SCH B & A PT	Before & After Part Time	\$ 24.45
15	SCH B OR A PT	Before or After Part Time	\$ 19.25
16	SCH PA	Full Day	\$ 35.70

ALMONTE DAYCARE CENTRE/SCHOOL-AGE CLUB

FEE SCHEDULE

(Effective January 2022)

Program Code	Billing Code	Program Description	Rate/day
INFANT PROGRAM			3% increase
1	INFANT PROGRAM	Infant rate per day	\$ 66.18
TODDLER PROGRAM			
2	TODDLER PROGRAM	Toddler rate per day	\$ 55.62
PRESCHOOL PROGRAM			
3	PRESCHOOL PROGRAM	Preschool rate per day	\$ 45.90
KINDERGARTEN PROGRAM			
4	KIN B & A FT	Before & After School	\$ 25.18
5	KIN B OR A FT	Before or After School	\$ 19.83
6	KIN FD DAY	Full Day (summer/march break /pd)	\$ 38.88
SCHOOLAGE PROGRAM			
7	SCH B & A FT	Before & After rate	\$ 23.12
8	SCH B OR A FT	Before or After rate	\$ 17.66
9	SCH PA	Full Day (summer/march break /pd)	\$ 36.77



SERVICE STANDARDS FOR MUNICIPAL CEMETERIES POLICY

1. PURPOSE

The purpose of the Service Standards for Municipal Cemeteries policy is to clearly identify the responsibilities for maintenance and care of the different amenities within each cemetery in Mississippi Mills.

2. SCOPE

The policy shall be administered by the Recreation and Culture Department on behalf of the Municipality of Mississippi Mills to ensure compliance.

3. ACCOUNTABILITY

The Recreation Manager shall be responsible for ensuring compliance with this policy and established procedures.

4. APPROVAL AUTHORITY

Council of the Corporation of the Municipality of Mississippi Mills.

5. RESPONSIBILITY & AUTHORIZATION

The Recreation Manager shall work with the relevant family members/individuals of significance to the family/Estate and or the Municipal Heritage Advisory Committee to determine which of the gravestones/markers and or gates/corner posts in the cemeteries are in need of restoration and determine the best method for restoration moving forward.

All costs associated with any landscaping, grounds maintenance and gates/corner posts in the cemeteries are the responsibility of The Municipality of Mississippi Mills.

All costs associated with the gravestones/markers in the cemeteries are the responsibility of relevant families/individuals of significance to the family and or the Estate.

6. LIST OF MUNICIPAL CEMETERIES (MISSISSIPPI MILLS)

Methodist Cemetery – County Road 29
Houston Cemetery – Concession 7, East Part Lot 6 (Ramsay ward)
Clayton Wesleyen Cemetery – Con 1, Lot 21 (Ramsay ward)
Robertson-Kellough Cemetery – Upper Perth Road at Wolfgrove Road
McDonald Cemetery- Concession 10, Lot 22 (Ramsay ward)

7. REVIEW

Every effort shall be made to maintain this policy, within currently prescribed regulations, and will, therefore, be amended as soon as possible to reflect any changes.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT (Report #)

DATE: December 7th, 2021
TO: Committee of the Whole
FROM: Calvin Murphy, Recreation Manager
SUBJECT: Service Standards for Municipal Cemeteries

RECOMMENDATION:

THAT , The Committee of The Whole recommends to Council to approve the attached policy for Service Standards for Municipal Cemeteries as presented by The Recreation Manager.

BACKGROUND:

Over the last few months two residents of Mississippi Mills approached the Recreation Manager regarding a concern they had pertaining to the gates, corner posts and gravestone markers at the Old Methodist Cemetery on Highway 29. The residents were concerned with the deterioration that has occurred over the years and whether something could be done to remedy the situation. The Recreation Manager was in contact with two (2) masonry groups to review and obtain pricing for the work to repair the gates and corner posts at this location. The last quote was received the middle of October with pricing ranging from \$12,000 - \$20,000 to complete the work.

DISCUSSION:

The Recreation and Culture Department is currently responsible for the grass cutting and grounds maintenance of five (5) cemeteries located within the Municipality.

These cemeteries include:

Methodist Cemetery – County Road 29
Houston Cemetery – Concession 7, East Part Lot 6 (Ramsay ward)
Clayton Wesleyen Cemetery – Con 1, Lot 21 (Ramsay ward)
Robertson-Kellough Cemetery – Upper Perth Road at Wolfgrove Road
McDonald Cemetery – Concession 10, Lot 22, (Ramsay ward)

Over time the Municipality could receive more requests to take over other cemeteries in the area which will require more staff hours if we are to continue to maintain.

In recent conversation with Ray Porritt (Licensing Officer – Bereavement Authority of Ontario) he explained that it is the responsibility of the family and or the estate for repairs to gravestone markers in each of the cemeteries, but the Municipality is responsible for repairs to existing entrance gates, corner posts and grounds keeping duties. We are starting to witness more substantial costs to the municipality in this area.

The upkeep of these different elements in each cemetery is beyond what the municipality can manage financially. Cemeteries fall under the overall regulatory framework of the Bereavement Authority of Ontario. While there are often trust funds that are transferred to the Municipality when these cemeteries are assumed by the Municipality, they are not sufficient to cover regular grounds keeping and capital maintenance.

The current trust funds for municipal cemeteries include the following:

Houston Cemetery – (Royal Bank of Canada in the amount of \$557.78)
McDonald Cemetery – (Royal Bank of Canada in the amount of \$557.78)
Robertson-Kellough Cemetery – (Bank of Montreal in the amount of \$3000)

It should also be noted that the Municipality has a total of \$7500 in reserves for Cemetery repairs that can be used for work in any of the municipal cemeteries.

In discussion with the Chair of the Municipal Heritage Advisory Committee for Mississippi Mills, it was confirmed that the cemeteries are not designated as a Municipal heritage landmark, but they do have historical value. The Municipal Heritage Advisory Committee have offered to research and see what provincial grants might be available to help with future funding.

Seeing that these concerns are now being brought to our attention the following policy is here for your review, comment, and direction.

FINANCIAL IMPLICATIONS:

The extent of the financial implications is unknown at the present time, but as outlined in the report repair costs for the gates and corner posts repairs alone at the Old Methodist Cemetery on Highway 29 ranges from \$12,000- \$20,000. As the cemeteries continue to age over time there will be significant costs associated with the overall upkeep of these areas.

SUMMARY:

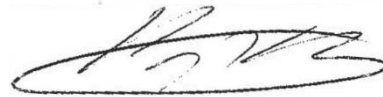
The implementation of a Service Standards policy for Municipal Cemeteries is intended to provide proper direction for the Municipality moving forward. It is recommended that Council approve the Service Standards policy for Municipal Cemeteries.

Respectfully submitted by,

Reviewed by:



Calvin Murphy,
Recreation Manager



Ken Kelly, CAO

ATTACHMENTS:

1. Service Standards For Municipal Cemeteries Policy

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Direction for Land Evaluation and Agriculture Review (LEAR)

RECOMMENDATION:

THAT, Committee of the Whole recommend to Council to confirm that another statutory public meeting is to be held to seek public comment on the revised proposal for Official Plan Amendment 29 –Prime Agriculture Area Designation Review followed by a summary report of the public’s comments to Council to seek approval to make the submission to Lanark County for a revised schedule A – Rural Land Use Plan (OPA 29).

BACKGROUND:

The Municipality completed a Five Year Review of the Official Plan as required under the *Planning Act*. This review resulted in an Official Plan Amendment (OPA) No. 21 being submitted to Lanark County who under the *Act* is the approval authority for Mississippi Mills Official Plan and any amendments to the plan. OPA 21 was approved with modifications by Lanark County on December 4, 2019 and was deemed to be consistent with the Lanark County Sustainable Community Official Plan (SCOP) and the Provincial Policy Statement which came into effect on April 30, 2014.

The County’s Notice of Decision for OPA 21 did not include a Prime Agriculture designation on Schedule “A” – Rural Land Use. The County requested that the Municipality complete an Agricultural Land Evaluation Area Review (LEAR). The purpose of OPA 29 is to complete the Land Evaluation Area Review (LEAR) to delineate the Prime Agriculture designation to be included on Schedule “A” – Rural Land Use plan. This will be submitted to Lanark County so that it can consider making the changes to the SCOP.

On March 25, 2021 a report to Committee of the Whole by consultant, Marc Rivet of JL Richards, provided this background and sought approval to hold an information session and statutory public meeting. The virtual information session was held on Wednesday April 28, 2021 to provide the public with background and prepare them to make submissions at the public meeting. Notice was provided for the public meeting and materials were made available on the Municipal website. The statutory public meeting was held on May 4, 2021 for the purpose of giving the public an opportunity to make

representation regarding the proposed OPA 29 by-law amendment for the Prime Agriculture Area Designation Review.

Following a statutory public meeting the public is provided the opportunity to continue to submit comments up until such time as Council adopts a by-law for the Official Plan Amendment. Council has not adopted the by-law and instead directed staff to extend the period for written submissions until September 30, 2021. Following this extensive period for public comment the proposed Schedule A map for Rural and Prime Agriculture designation was tabled with a working group established by the Municipality's Agriculture Advisory Committee. The LEAR Working Group held meetings during the summer and early fall to make specific recommendations on public comments and the addition or removal of specific parcels of land to/from the proposed Schedule A – Rural Land Use Map. Letters were also sent to landowners that would be impacted by a change in their land designation to either Rural or Prime Agriculture from its current designation.

The LEAR working group is presenting its findings to the Agriculture Advisory Committee to be approved for submission to Council as the findings and recommendations of the Agriculture Advisory Committee. The LEAR Working Group included input from many local representatives of the agriculture community and its associations.

To conclude this process of consultation and incorporate the recommendations of the Agriculture Advisory Committee a summary report from the consultant is generally submitted to Council to capture all of the input and recommend a proposed by-law and schedule to be adopted. This by-law and schedule will be submitted to Lanark County for their consideration.

DISCUSSION:

The consultation process changed from the process that was originally proposed for the LEAR project.

OPTIONS:

Option 1:

Council direct staff to hold another statutory public meeting to present the revised Rural Land Use Map and the recommendations of the Agriculture Advisory Committee followed by a summary report from the consultant to Council for consideration.

Option 2

Council direct that the consultant submit the summary report based on the current public comments and the recommendations of the Agriculture Advisory Committee for Council's consideration and no additional statutory public meeting is required.

FINANCIAL IMPLICATIONS:

A staff report was brought forward in the summer of 2020 to engage a planning consulting firm to complete high priority planning projects. Council directed staff on July 23, 2020 with the following resolution:

Funding of Planning Consulting Services

Resolution No. 264-20

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT Council direct staff to engage a firm by standing offer to complete the following projects to an upset limit of \$120,000.00 in the following order of priority:

- (1) a comprehensive report to be submitted to the County of Lanark for Official Plan Amendment 22;
- (2) the Land Evaluation Area Review (LEAR); and
- (3) the Reserve Street Parking Plan

AND THAT this expenditure be funded from any remaining 2020 salary and benefit savings for the Planning department, by reallocating 2020 budgeted capital expenditures for the Planning department and from reserves that will be a contribution back to reserves in 2021, if required.

OPA 22 has been completed and received approval from Lanark County. This Amendment has been appealed which will result in additional unforeseen expenditures for legal and consulting services. The Land Evaluation Area Review (LEAR) has reached its budget. Additional consultation throughout the summer, additional meetings with the LEAR working group and a potential public meeting have increased the cost of this project. The consultant has estimated that an additional \$15,000 is required to complete the project. To complete the Reserve Street Parking Plan will require additional funding in Budget 2022 of approximately \$20,000.

SUMMARY:

Staff seek Council direction on the need to conduct an additional statutory public meeting.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Ken T. Kelly', written over a light gray rectangular background.

Ken T. Kelly,
Chief Administrative Officer

Reviewed by:

A handwritten signature in black ink, appearing to read 'Melanie Knight', written over a light gray rectangular background.

Melanie Knight,
Senior Planner

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021
TO: Committee of the Whole
FROM: Tyler Duval, Planning Consultant
SUBJECT: **Request for Concurrence Telecommunications Tower
C8669 - Telecommunications Review Protocol
725 Blakeney Road**
OWNER/APPLICANT: Rogers Communication Inc.

RECOMMENDATION:

THAT, Committee of the Whole accept this report as information.

BACKGROUND

Rogers Communication Inc. ("Rogers") has publicly circulated an application via Innovation, Science and Economic Development ("ISED") (formerly Industry Canada) for the installation of a 91.5 m guyed communication tower with ancillary equipment.

In order to finalize the application for permitting approval with ISED, Rogers requires a *Letter of Concurrence* from the local municipality. If Rogers does not receive a letter of concurrence, ISED has indicated that it will intervene to mediate an appropriate location or siting designs for a tower in the community.

On November 16th 2021, a Staff Report to Council regarding a proposed Rogers Communication Tower was referred back to staff due to improper circulation of the notice (through the Innovation, Science and Economic Development ("ISED") process). The ISED Notice was circulated incorrectly in a different newspaper than what is required.

UPDATE

Shortly after the November 16th meeting, staff informed the applicant of the error and the requirement to recirculate the required notice as per the ISED and Mississippi Mills protocols. The applicant was also requested to specify to review the Municipality's Outdoor Illumination and Light Pollution Control By-law (03-62) and provide more information as to how the proposed tower would to comply to the provisions of the by-law. Special consultation with the Fred P. Lossing Observatory was also requested by the Municipality, as the proposed tower location was within the protected 4KM radius of the observatory.

Staff were advised by the applicant, on November 18, 2021, that the proposed telecommunication tower is postponed until further notice. As such, no municipal concurrence is being requested at this time from the Municipality.

CONSULTATION AND PUBLIC COMMENTS

Should the applicant re-activate this project, they will be required to adhere to the ISED consultation guidelines protocols with specific consideration for input from the Fred Lossing Observatory.

CONCLUSION

For the time being, no action is required by staff or Council. The proposed communication tower at 725 Blakeney Road is postponed.

Respectfully submitted,



Tyler Duval
Planning consultant

Approved by:



Melanie Knight,
Senior Planner

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021
TO: Committee of the Whole
FROM: Tyler Duval, Planning Consultant
SUBJECT: **Request for Concurrence Telecommunications Tower
C8723 - Telecommunications Review Protocol
1111 Bellamy Road**
OWNER/APPLICANT: Rogers Communication Inc.

RECOMMENDATION:

THAT, the Committee of the Whole accept this report as information.

BACKGROUND:

Rogers Communication Inc. ("Rogers") has publicly circulated an application via Innovation, Science and Economic Development ("ISED") (formerly Industry Canada) for the installation of a 91.5 m guyed communication tower with ancillary equipment.

In order to finalize the application for permitting approval with ISED, Rogers requires a *Letter of Concurrence* from the local municipality. If Rogers does not receive a letter of concurrence, ISED has indicated that it will intervene to mediate an appropriate location or siting designs for a tower in the community.

On November 16th 2021, a Staff Report to Council regarding a proposed Rogers Communication Tower was referred back to staff due to improper circulation of the notice (through the Innovation, Science and Economic Development ("ISED") process). The ISED Notice was circulated incorrectly in a different newspaper than what is required.

UPDATE:

Shortly after the November 16th meeting, staff informed the applicant of the error and the requirement to recirculate the required notice as per the ISED and Mississippi Mills protocols. The applicant was also requested to specify to review the Municipality's Outdoor Illumination and Light Pollution Control By-law (03-62) and provide more information as to how the proposed tower would to comply to the provisions of the by-law.

CONSULTATION AND PUBLIC COMMENTS

Should the Applicant re-activate this project, they will be required to adhere to the ISED consultation guidelines protocols.

CONCLUSION

For the time being, no action is required by staff or Council. The proposed communication tower at 1111 Blakeney Road is postponed.

Respectfully submitted,



Tyler Duval
Planning consultant

Approved by,



Melanie Knight,
Senior Planner

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

SUBJECT: **ZONING BY-LAW AMENDMENT Z-14-21
CON 6 W PT LOTS 3 AND 4 RP; 27R6172 PARTS 2 TO 13
Ramsay Ward, Municipality of Mississippi Mills**

CIVIC ADDRESS: 913 Quarry Road

OWNER: Greg Bowes

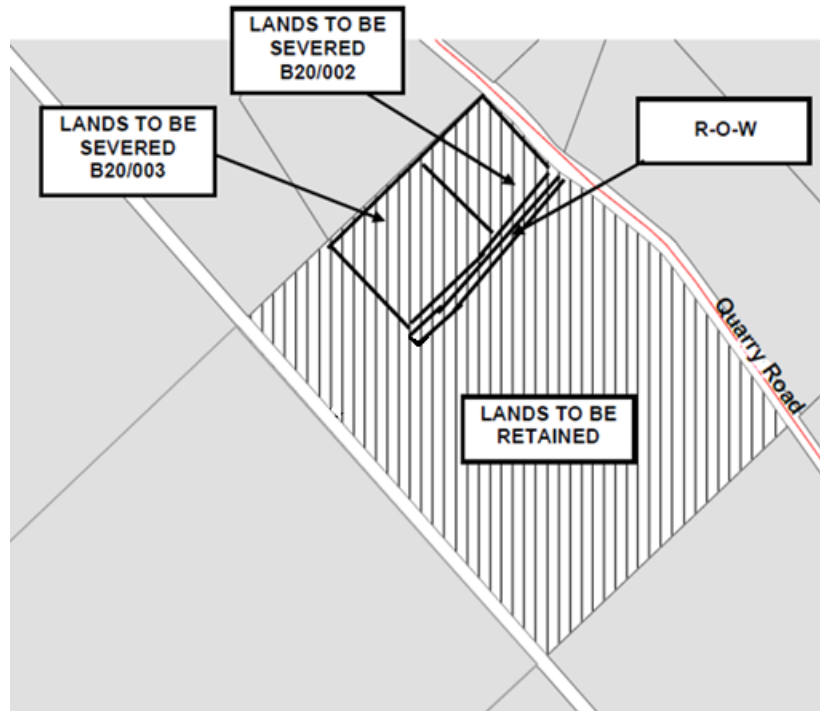
RECOMMENDATION:

THAT, the Committee of the Whole recommend Council approve the Zoning By-law Amendment to change the zoning of the lands, described CON 6 W PT LOTS 3 AND 4 RP; 27R6172 PARTS 2 TO 13, Ramsay Ward, from “Rural” (RU) Zone to “Rural – Special Exception 37” (RU-37) Zone and “Limited Service Residential – Special Exception 25 - Holding” (LSR-25-h) Zone. 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 for the private road and the limited services for the proposed development.

BACKGROUND

In May 2021, the County of Lanark conditionally approved three consent applications on the subject property (B20/002, B20/003 and B20/004). The applications are seeking to create two residential lots from the property as shown on Figure 1 below and to establish a right-of-way (ROW) easement on the subject property. A private road is proposed to be constructed within the limits of the ROW easement to access the proposed lots.

Figure 1 – Conditional Consent Approval



PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to rezone portion of the property from “Rural Zone” (RU) to “Rural Special Exception” (RU-37) to permit residential development on the lands subject to Consent Application B20-002, and to rezone portion of the property from “Rural Zone” (RU) to “Limited Service Residential Special Exception” with a holding provision (LSR-25-h) to permit residential development on the lands and the construction of a private road (ROW easement) subject to Consent Applications B20-003 and B20-004.

The special exceptions are twofold. The special exception is required to implement the required 30 metre setback from active agricultural operations to residential lots as per the Locally Significant Agricultural Operations policies of the Community Official Plan. Staff are recommending that the area of ROW easement and the lot to be rezoned to LSR-25 also be subject to a holding provision (LSR-25-h). The holding provision is subject to the Applicant entering into a Site Plan Agreement with the Municipality with applicable securities posted and the Agreement registered on title. The Site Plan Agreement will address the elements of the proposed development including, but not limited to, the following:

- the design and construction of the private road;
- applicable securities to be held by the municipality; and
- any notifications regarding the limited municipal services such as garbage pick up, snowplowing and emergency access.

The proposed Zoning By-law Amendment is a condition of the provisional approval made by the Lanark County Land Division Committee.

SERVICING & INFRASTRUCTURE

The retained and severed lots are, and will continue, to be serviced by private wells and septic systems. Staff do not foresee any municipal infrastructure changes resulting from the proposed severances.

Driveway access is proposed via a private road on the retained lands intersecting with Quarry Road, a municipally owned and maintained road.

The private road to be constructed will not eligible to the full breadth of municipal services such as: water, sewer, waste removal, snow clearing and emergency services. These limited services are contemplated by the intent of the LSR zone and will be addressed through the Site Plan Control process to ensure that the current owner and future owners acknowledge and agree to provide their own services, such as garbage disposal and snow clearing.

Figure 2 – Aerial Photo (2019)



COMMENTS

Staff circulated the application in accordance with the provisions of the Planning Act. Notice was posted on the subject property and circulated by mail to all property owners

within 120m of the subject lands. Notice was also circulated to prescribed agencies and public bodies electronically.

MUNICIPAL COUNCIL

No comments received by members of Council.

INTERNAL CIRCULATION

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

CAO:

No comments received.

Clerk:

No comments received.

Fire Chief:

Property owners are responsible for emergency response access to their property.

The Fire Department will respond to any incident but there is a chance that any obstructions (road conditions, private bridge, branches / trees, personal vehicles, locked gates, remote property location, access to water supply, islands, steep inclines, poor terrain / soft ground) may limit quick access and would delay or reduce our fire protection services. The "limited service" clause in our By-law addresses this issue.

Director of Roads and Public Works:

The proposed private road shall be designed and constructed by a Professional Engineer, as approved by the Municipality. The Applicant shall consult directly with the Municipality of Mississippi Mills in this regard.

The private right-of-way width shall meet the required road geometric and infrastructure requirements as set out by the Municipality and as detailed in the Community Official Plan. The Applicant shall consult directly with the Municipality of Mississippi Mills in this regard.

That the Applicant enters into a Development Agreement (Site Plan Agreement) with the Municipality to be registered on title of the lands for the development of the proposed private road. The Applicant will be required to provide securities for the details associated with the private road development of the lands. The agreement shall include the following:

"Engineering plans detailing the construction details for the private road and shall demonstrate that access for municipal emergency vehicles has been addressed to the satisfaction of the Municipality (refer to section 4.6.9 of Official Plan regarding private roadways)."

Recreation Coordinator:

No concerns or objections.

Planner:

The private road shall be constructed as per the Council approved Private Road Standards (adopted through the Community Official Plan). Approval of the private road's design will be subject to the review of the Public Works Department.

The Holding Provision will be used to control development of the LSR parcel. The Holding Zone will only be lifted once the private road is constructed to the satisfaction of the Municipality.

The setbacks for both lots will implement the Locally Significant Agricultural Operations policies of the Official Plan (Section 3.3.4). A Zoning Schedule will be used to clearly demonstrate the applicable setbacks for both proposed lots.

CBO:

No comment.

EXTERNAL AGENCY CIRCULATION

Mississippi Valley Conservation:

No issues with regard to Mississippi Valley Conservation Authority's plan input and review program.

Leeds, Grenville & Lanark District Health Unit:

No issues with proposed zoning applications.

Additional sandy loam fill will be required in the area of proposed leaching beds.

Ministry of Energy, Northern Development and Mines:

ENDM has no concerns regarding the Zoning By-law Amendment Application at this site.

Enbridge Gas Inc.:

Enbridge Gas Inc. does not object to the proposed application.

FROM THE PUBLIC

No comments received.

The Municipality held a Public Meeting on October 19, 2021, to provide an opportunity for the public to comment on the application.

EVALUATION

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are, and will continue to be, designated as "Rural" under the Community Official Plan. Permitted uses include residential dwellings.

Section 4.6.8 of the Community Official Plan speaks to the use, construction and operation of private roads. The specific private road policies subject to this application include:

SECTION 4.6. – TRANSPORTATION
Section 4.6.8 – Private Roads
<p><i>1. There is no legal obligation on the part of the Municipality to maintain or repair private roads or otherwise provide services to any development located on a private road, nor is there any responsibility acknowledged for the provision of school busing.</i></p> <p>No Municipal services are proposed nor requested for the site.</p>
<p><i>2. New private roads shall be developed under agreement with the Municipality and will be required to meet a minimum standard of construction and maintenance to ensure that access can be gained for emergency vehicles in accordance with Section 3.2.5.6 of the Ontario Building Code and detailed in Appendix B.</i></p> <p>A Site Plan Agreement will be registered on title of the affected properties. The private road will be constructed to all applicable standards of the COP and the Ontario Building Code.</p>
<p><i>3. The Municipality may, at its sole discretion, register notice on title or require that an owner enter into an agreement acknowledging that the Municipality will not be responsible for the repair or maintenance of private roads or the provision of services to any development located on a private road and further that the Municipality may not be able to provide emergency services to development located on a private road due to the condition of the road.</i></p> <p>A Site Plan Agreement will be registered on title of the affected properties to this effect.</p>
<p><i>4. New private roads or extensions of private roads may be permitted provided that: any such road serves not more than a total of five separate lots; the private road is constructed to a standard capable of accommodating emergency vehicles; it is directly connected to a public road which is maintained year round; the road is owned jointly by the lot owners served by it or the lot owners have right of access set out in a deed; and, an agreement is registered against the land setting out the procedures for maintenance of the road and absolving the Municipality of any liability or responsibility for its upkeep or the provision of services.</i></p> <p>The private road will:</p> <ul style="list-style-type: none"> • not serve more than a total of five lots; • be constructed to a Municipally approved standard;

<ul style="list-style-type: none"> • be directly connected to a Municipally owned and maintained public road (year-round); and • be used by private property owners and registered on the titles of the applicable properties.
<p><i>5. The design and construction of a private road will be undertaken by a professional engineer or other persons competent in road construction, as approved by the Municipality.</i></p> <p>The private road will be designed by a professional engineer, the reviewed and approved by the Municipality's Director of Public Works.</p>
<p><i>7. In circumstances where a private road is not being maintained to an acceptable standard, the Municipality may make improvements to bring the road to an appropriate standard and assess any costs relating to the work to the relevant parties. This action shall not be interpreted as the Municipality assuming responsibility for the private road.</i></p> <p>In the event of the private road becoming unsafe or unacceptable to Municipal standards, the Municipality may make improvements to bring the road to an appropriate standard and assess any costs relating to the work to the relevant parties. This action shall not be interpreted as the Municipality assuming responsibility for the private road.</p>

The policies of the COP regarding the use of private roads do not prohibit the proposed use of a new private road. The Applicant is aware of the policies and Municipal requirements. Moreover, a registered Site Plan Agreement shall be executed between the Owner and the Municipality in order to govern the construction of the private road. This Agreement will be applied by means of Site Plan Control. If Site Plan approval is granted by the Municipality, the Holding provision will be satisfied, and the applicant may apply to have the holding provision lifted.

Section 3.3.4 of the COP speaks to *Locally Significant Agricultural Operations*. The COP establishes a "Rural - Agriculture" overlay for lands within the Rural land use designation in order to protect existing agricultural operations within the Municipality.

It is the direction of the COP to assess development applications in the rural area in terms of their impact on active agricultural operations and land base. When lands are affected by the Rural - Agriculture overlay or where the subject property or surrounding lands support active agricultural activities, the following additional criteria shall be used to assess the merits of the development proposal:

SECTION 3.3. – RURAL POLICIES
Section 3.3.4 – Locally Significant Agricultural Operations

1. The establishment of new non-farm buildings shall maintain a setback of 30 metres from lands which are being utilized as part of an active agricultural operation. The creation of new lots adjacent to an active agricultural operation shall ensure that there is an appropriate building envelope outside of the 30 metre setback.

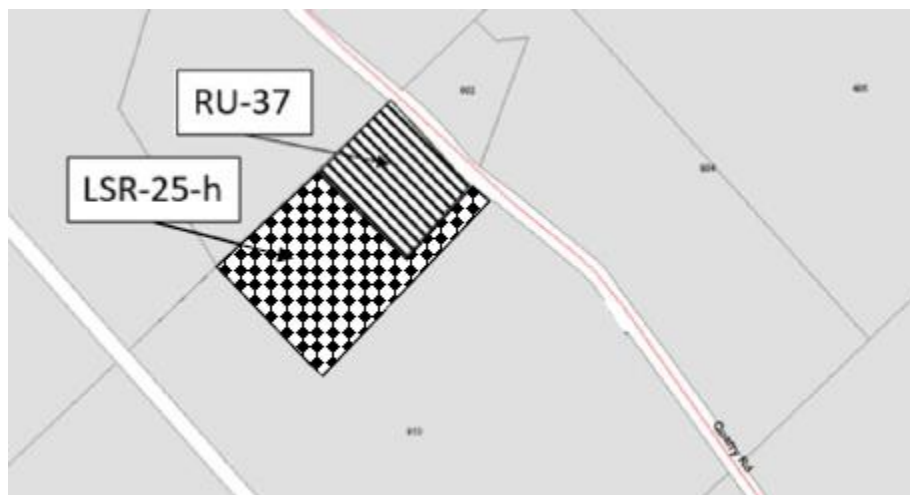
The proposed Zoning By-law Amendment and associated zoning schedule implements this policy. An appropriate building envelope will be required on both properties implementing the required 30-metre setback to ensure that development on these lots will not negatively impact adjacent agricultural operations.

As such, it is the opinion of Staff that the proposed development conforms to the intent and nature of the Community Official Plan.

ZONING BY-LAW #11-83

The subject lands are presently zoned “Rural” (RU) in the Municipal Comprehensive Zoning By-law #11-83. The amendment is seeking to rezone to two separate zones subject to the conditional approvals of consent applications B20/002 and B20/003 as shown in the figure below (being RU-37 and LSR-25-h, respectively).

Figure 3 – Proposed Zoning



The proposed “Rural – Special Exception 37” (RU-37) Zone is required in order to implement the COP policies related to Locally Significant Agricultural Operations. All other performance standards of the standard RU will apply to the subject land. The proposed zoning for the RU-37 zoned lot identifies the frontage of this lot to be the lot line abutting Quarry Road.

The proposed “Limited Service Residential – Special Exception 25” (LSR-25) Zone is required in order to permit a dwelling on a parcel of land that does not abut an opened

Staff are recommending the use of a Holding Provision as an implementation tool that the Municipality can use to require additional safeguards are in place to ensure the proper development of a site. This Holding Provision is subject to the Applicant entering into a Site Plan Agreement with the Municipality with applicable securities posted and the Agreement registered on title. The Site Plan Agreement will address the elements of the proposed development including, but not limited to, the following:

- the design and construction of the private road
- applicable securities to be held by the municipality
- any notifications to be registered on title regarding the limited municipal services such as garbage pick up, snowploughing and emergency access.

The lifting of the Holding Zone will require Council approval, once the requirements of the holding provision have been satisfied.

A draft by-law reflecting the above noted zoning details has been drafted and is appended to this report (Attachment B).

The draft by-law will also propose the addition of an entirely new section to the Comprehensive Zoning By-law to be named: **Section 42 – Zoning Schedules**. The intent of the new section will be to list and display the approved zoning schedules for complex performance standards such as contained in the recommended Zoning By-law Amendment. This Zoning Schedules section will also be populated with future zoning by-law amendments, which may require a schedule.

SUMMARY

Having reviewed and assessed the proposed Zoning By-law Amendment, staff are satisfied that the proposal conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw #11-83.

The Holding Zone, and subsequent Site Plan Control requirement, will be the municipal tools that ensure that the limited service components raised during the review of the application are addressed and registered on title. The Agreement, registered on title, will serve as notice to the current and any future property owners as the Site Plan Agreement and any associated obligations and warning clauses will run with the title of the property, regardless of ownership.

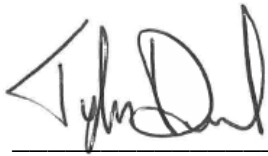
As the development complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed land use.

It is the professional opinion of the Planning Department that the proposed development to amend the Zoning By-law is appropriate and desirable.

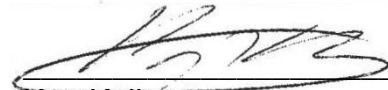
Staff propose the following recommendation:

THAT, Committee of the Whole recommend Council approve the Zoning By-law Amendment to change the zoning of the lands, described as CON 6 W PT LOTS 3 AND 4 RP; 27R6172 PARTS 2 TO 13, Ramsay Ward, from “Rural” (RU) Zone to “Rural – Special Exception 37” (RU-37) Zone and “Limited Service Residential – Special Exception 25 - Holding” (LSR-25-h) Zone. 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 a municipal unopened road allowance.

All of which is respectfully submitted,



Tyler Duval, RPP, MCIP
Planning Consultant



Ken Kelly
Chief Administrative Officer

Reviewed by:

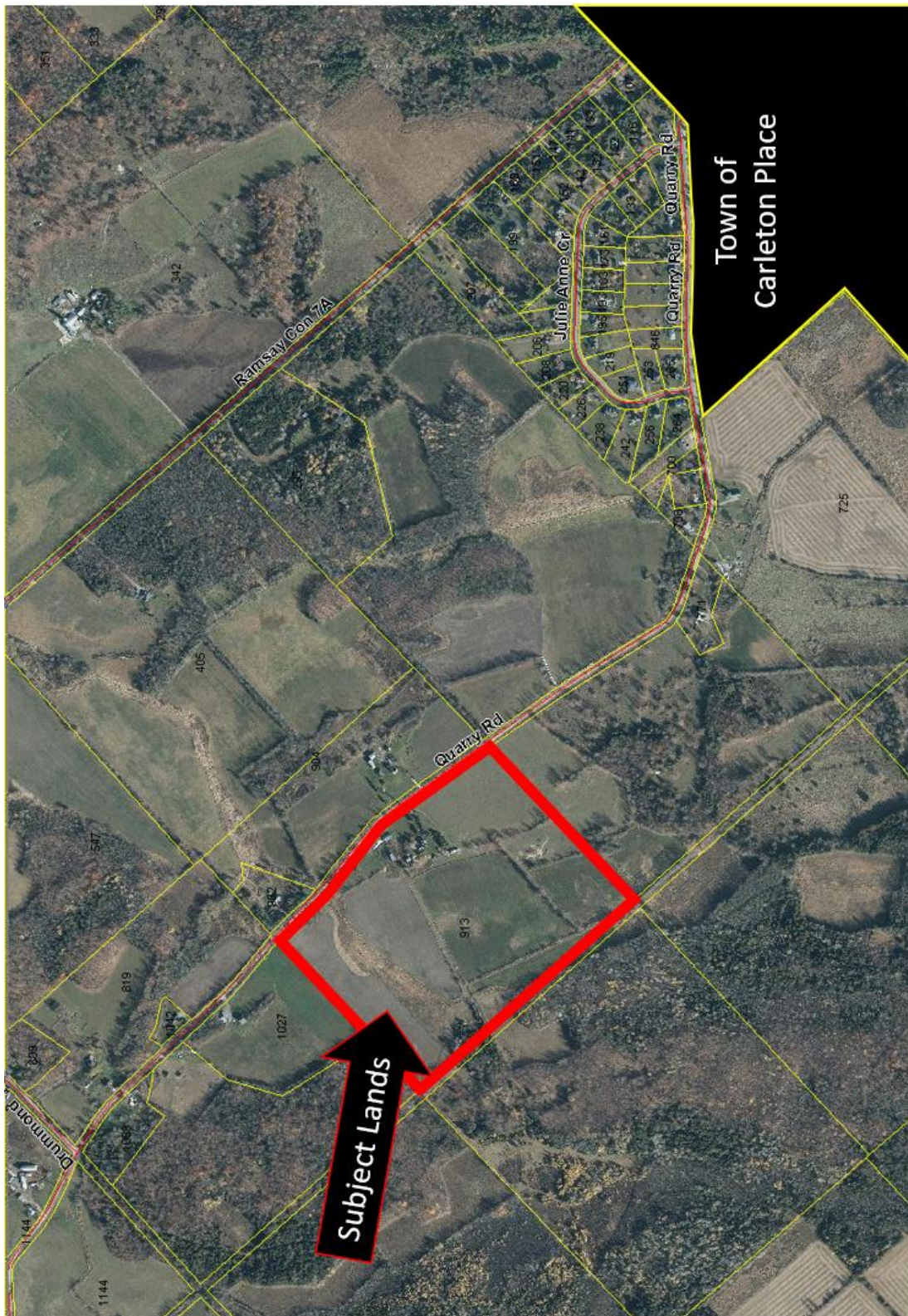


Melanie Knight, RPP, MCIP
Senior Planner

Attachments:

Attachment A – Location Map
Attachment B – Draft By-Law

Attachment A – Location Map



Attachment B – Draft By-Law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural" (RU) Zone to "Rural – Special Exception" (RU-37), and "Rural" (RU) Zone to "Limited Service Residential – Special Exception" (LSR-25-h) for the lands identified on the attached Schedule 'A', which are legally described as CON 6 W PT LOTS 3 AND 4, Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:

"11.3.37 Notwithstanding their 'RU' Zoning designation, 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.

Notwithstanding any other provisions in this by-law, on those lands delineated as 'RU-37 on Schedule 'A' to this By-law, the front lot line is deemed to be the lot line abutting Quarry Road.
3. That Section 18 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 18.3:

"11.3.25 Notwithstanding their 'LSR' Zoning designation, 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.
4. That By-law No. 11-83, as amended, is hereby further amended by adding the following Section, following Section 41, being;

“Section 42 – Zoning Schedules”

5. That Section 42 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection:
“Section 42.1”
6. That Section 42.1 to By-law No. 11-83, as amended, is hereby further amended by adding Schedule ‘B’ of this By-law to Section 42.1:
7. 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 **X day of XXX, 20XX.**

Christa Lowry, Mayor

Casey Munro, Deputy Clerk

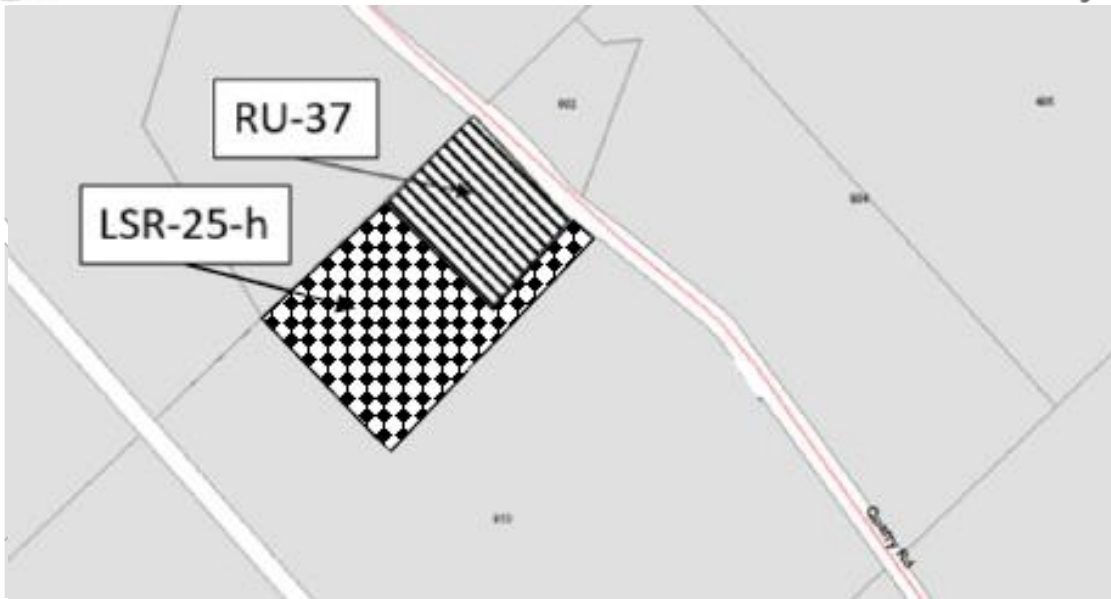
Bylaw 21-XXX
Schedule "A"

Lands Subject to the Amendment

Con 6 W Pt Lot 3 and 4, 27R6172 Parts 2 to 13, Ramsey Ward, Municipality of Mississippi Mills

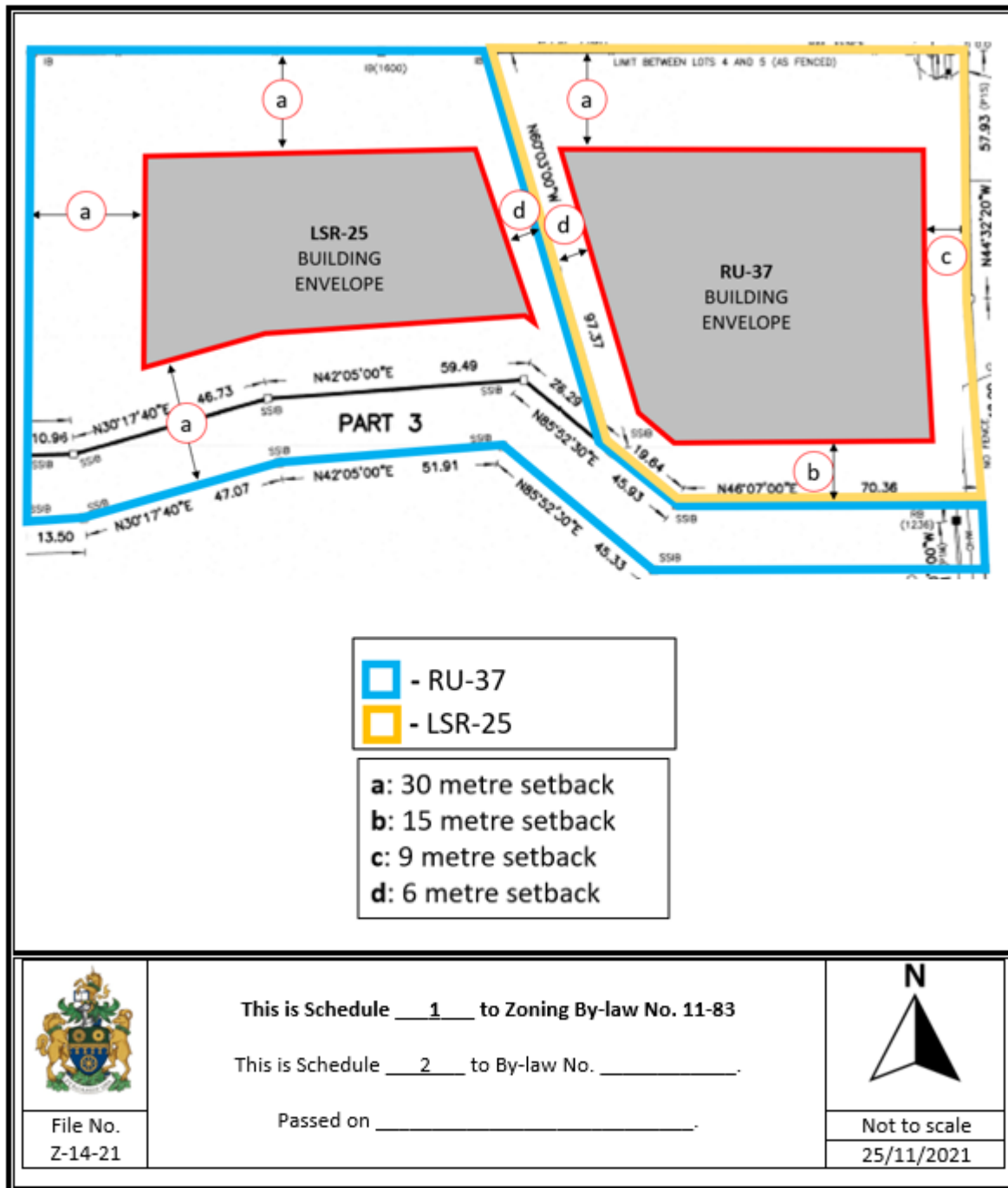


LOCATION MAP
Zoning Amendment Application Z-14-21
CON 6 W PT LOTS 3 AND 4 RP; 27R6172 PARTS 2 TO 13
Ramsey Ward, Mississippi Mills



Bylaw 21-XXX
Schedule "B"

Zoning Schedule

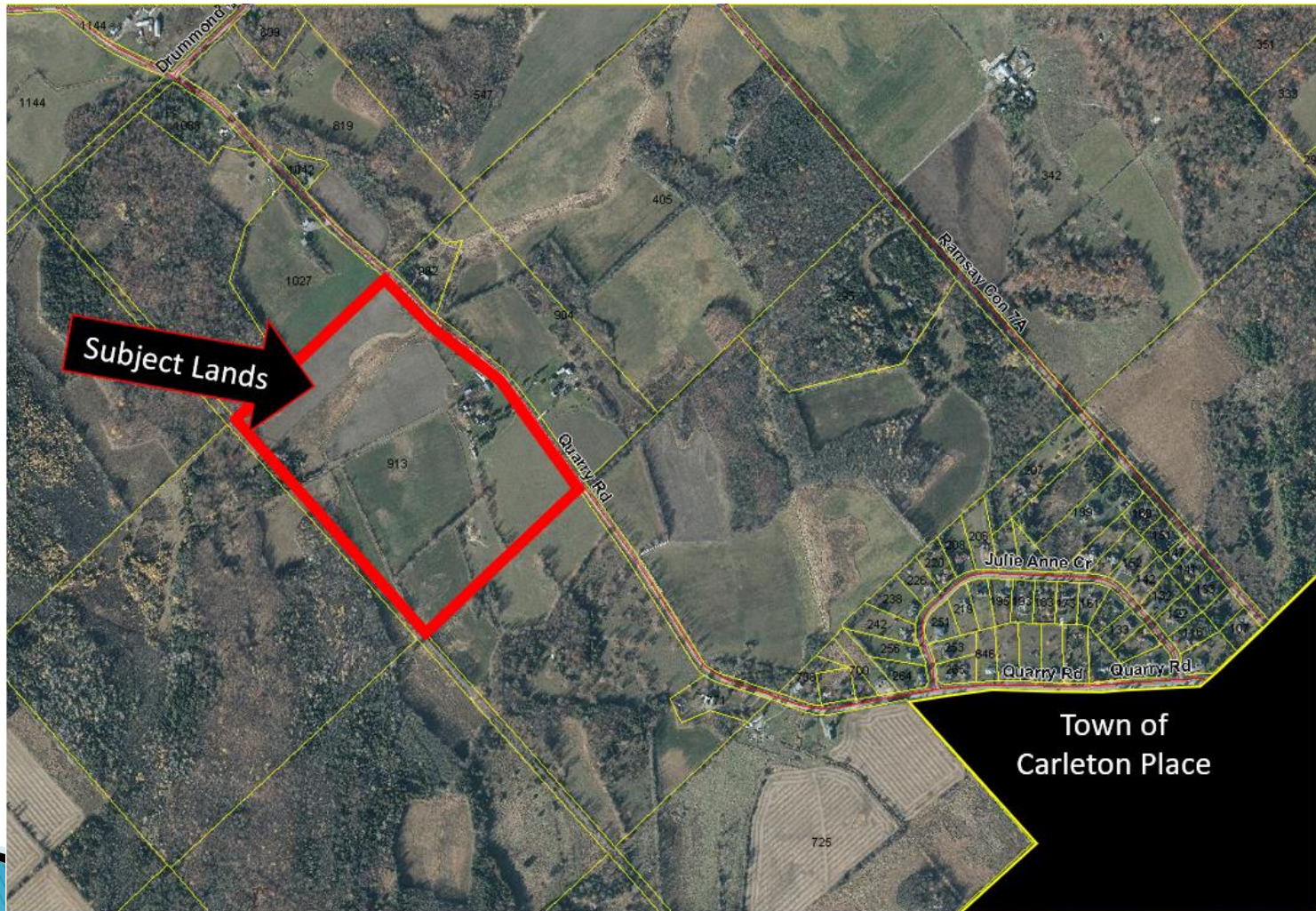


Committee of the Whole

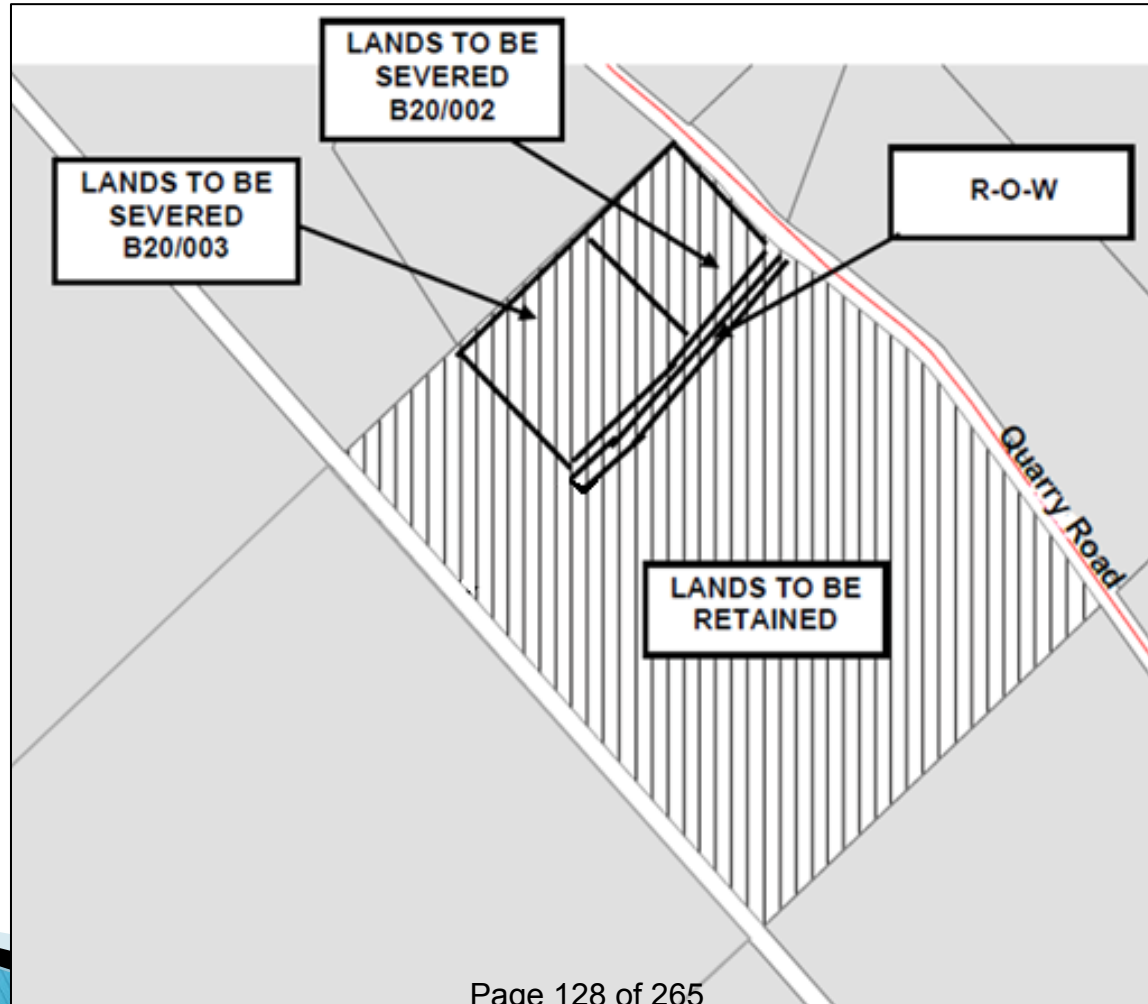
Tuesday, December 7, 2021

Zoning By-law Amendment Z-14-21
913 Quarry Road

Subject Lands



Consent Application



Community Official Plan

Rural Designation

- Complies with the rural policies of the Community Official Plan

Locally significant agricultural operations (“Rural-Agricultural Overlay”)

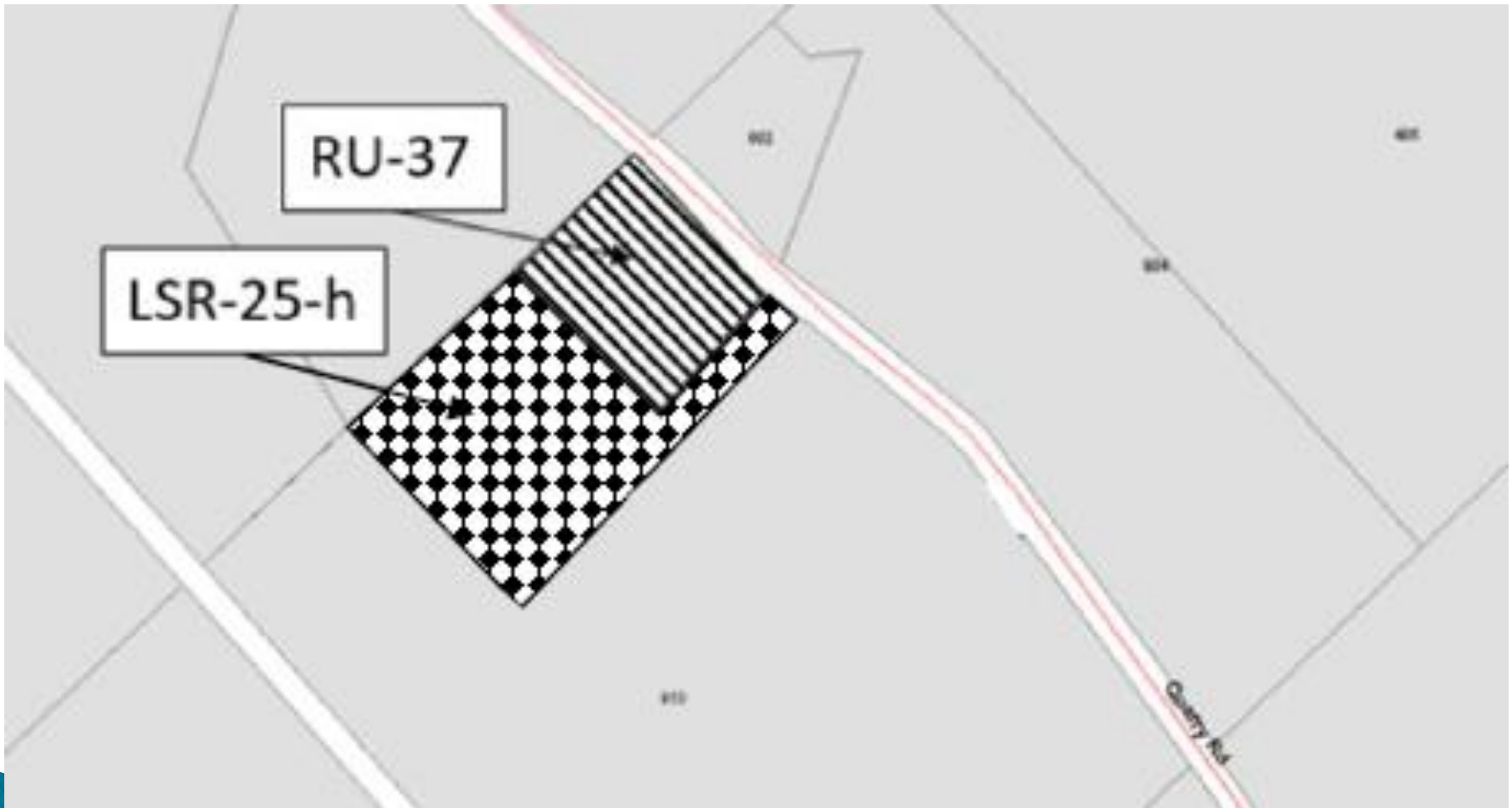
- Requires a 30-metre setback from active agricultural operations

Private Road

- Discouraged but not prohibited
- Design standards to be adhered to for construction of private roads



Recommended Zoning



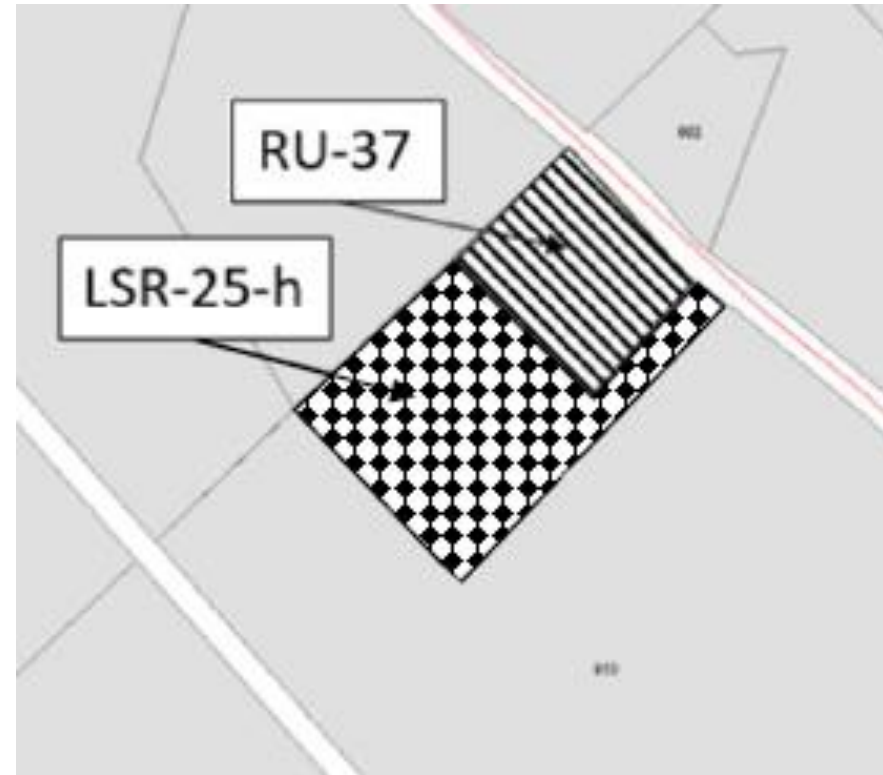
Recommended Zoning

Rural Zone (RU-37)

- Site specific setbacks
- Identify frontage

Limited Service Residential Zone (LSR-25h)

- Site specific setbacks
- Holding provision for Site Plan Control approval



Additional Information

Interim Control By-law (ICB)

- Permitted to proceed as per the ICB

Limited Service Residential Zone (LSR-25h)

- Site specific setbacks
- Holding provision for Site Plan Control approval to ensure the private road is constructed to Municipal standards with securities and conditions regarding limited services

Recommendation

THAT Committee of the Whole recommend Council approve the Zoning By-law Amendment to change the zoning of the lands, described as part of Part Lot 24 Concession 1, Pakenham Ward, from “Rural” (RU) Zone to “Rural – Special Exception 37” (RU-37) Zone and “Limited Service Residential – Special Exception 25 - Holding” (LSR-25-h) Zone.

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 for the private road and the limited services for the proposed development.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

SUBJECT: Site Plan Control – (D11-LOP-21)
CON 10 E PT LOT 16
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 500 Ottawa Street

OWNER/APPLICANT: 895500 Ontario Inc / Steven Lopes

RECOMMENDATION:

THAT, Committee of the Whole recommend that Council approve the Site Plan Control application (D11-LOP-12) for the property described legally as Concession 10 East Part Lot 16;

AND THAT, the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of two (2) commercial self-storage buildings and associated outdoor storage area, as detailed in Documents 1, 2 and 3.

BACKGROUND:

The applicant has filed a Site Plan Control application for the addition of a commercial storage use on the property. The lands were subject to a Minor Variance (A-08-21) which was approved by the Committee of Adjustment in September 2021. The approved Minor Variance grants the owners to use granular materials to surface the driving aisles on-site as opposed to the required asphalt. The proposed development is to construct two (2) 473.79 m² commercial self storage buildings and a designated area for the outdoor storage of recreational vehicles (e.g. RVs/camper trailers).

LOCATION AND DESCRIPTION OF SUBJECT LANDS:

The subject property is located at the northwest corner of the intersection of Ottawa Street and Ramsay Concession 11A in Almonte. The property is roughly 10,805 m² (2.67 acres) in area with 90 metres (295 feet) of frontage along Ottawa Street and 120 metres (393 feet) along Ramsay CON 11 A, as shown in Figure 1.

The property currently contains a mixed-use commercial building and respective paved parking area. Uses that exist on-site include:

- An athletic facility/ gym (530.9 m².);
- Telecommunications – Office (26.3 m².);
- Chiropractor Office (69.7 m².); and
- Restaurant (126.7 m².)

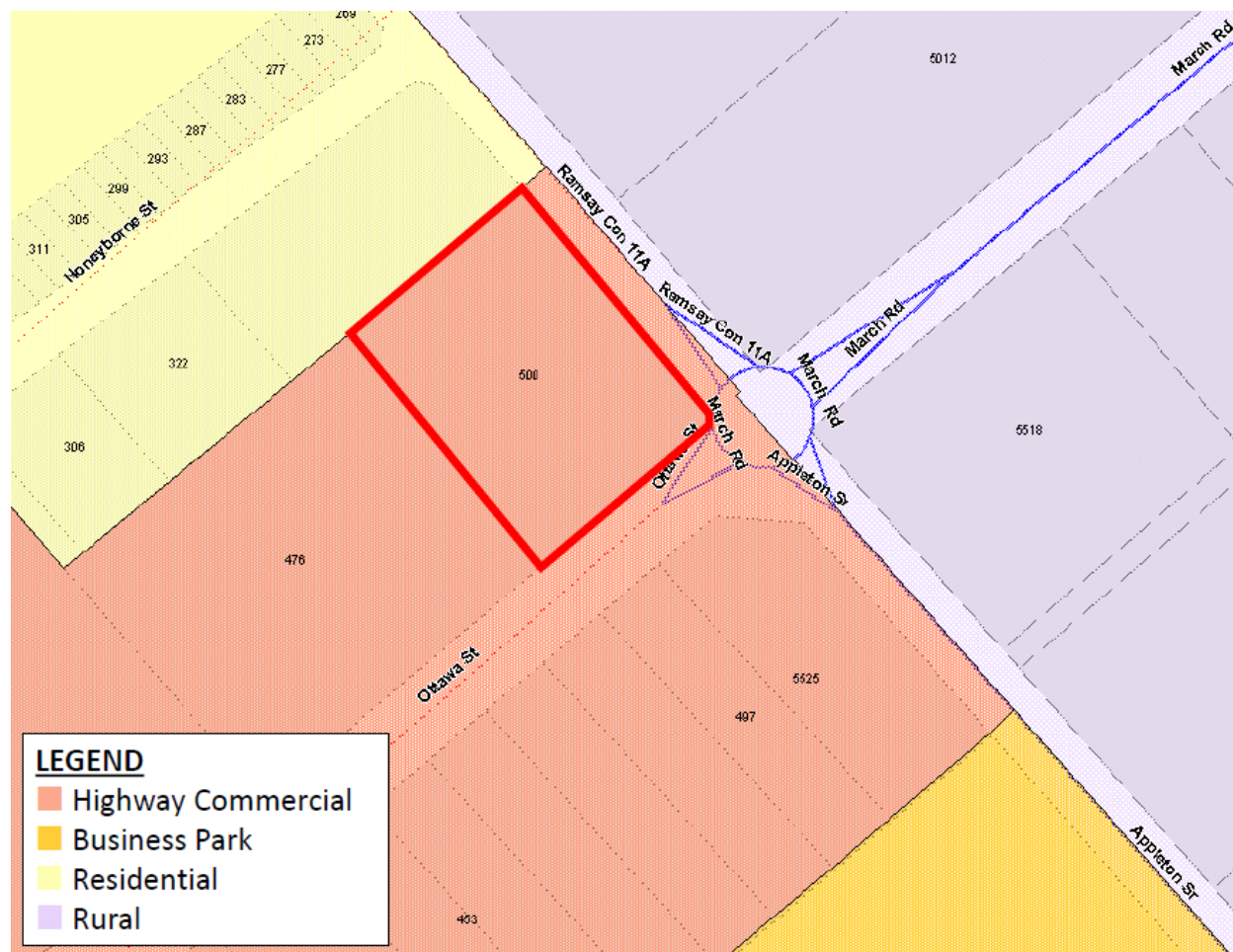
Figure 1 – Location and Context Map



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Highway Commercial” in the Community Official Plan. The intent of the Highway Commercial designation is to provide the opportunity for automobile-oriented commercial uses.

Figure 2 – Schedule B (Almonte Ward)



The Highway Commercial designation permits the following uses, per section 3.7.3.1 of the COP:

- Uses dependent upon high volumes of traffic or which are heavily transportation oriented. The scope of uses include, but not be limited to, restaurants, recreational and automotive sales, repair and services establishments, building contractors, building supply and home furnishing retail and wholesale outlets, farm machinery, hotel/motel, lodging facilities, garden centres and nurseries, warehousing and distribution centres.
- Retail stores, factory outlets and business offices that require large land areas and/or have large parking and/or outdoor storage or display requirements not consistent with the compact nature of downtown commercial cores.

The applicable policies of the Highway Commercial designation include:

<p><i>1. This Plan encourages the intensification and best use of existing highway commercial lands so as to limit the linear expansion of the Highway Commercial designation.</i></p> <p>The proposed development is a good use and an intensification of a property within the designation which does not contribute to an unwanted expansion of the Highway Commercial designation.</p>
<p><i>2. Lot sizes shall be adequate for the proposed use. In assessing the appropriateness of the proposed lot size, consideration shall be given to parking and loading, servicing, storage, signage, landscaping and buffering requirements.</i></p> <p>The existing lot is appropriately sized for the proposed uses. The current landscaping and parking configuration are also appropriate for the proposed use.</p>
<p><i>3. Access to and from Highway Commercial uses shall be limited in number and appropriately marked to identify their purpose. Wherever possible, consideration should be given to shared access points, service roads and similar traffic design features which limit access onto public roads.</i></p> <p>No new access points are proposed by the development.</p>
<p><i>4. Council may require a traffic study or evaluation to determine the volume of traffic to be generated, the needs and/or standards for entrances, turning lanes, vehicle stacking, signalization, on site directional movements, parking, etc. Traffic engineering should include the integration of both on-site traffic movement and the configuration, type and width of streets, roadways and sidewalks. The developer shall be responsible for the installation of sidewalks and road improvements required by the traffic study.</i></p> <p>The Public Works Department has not indicated the need for a traffic study; however, has identified the requirement for a tapered asphalt surface at the site's entrance off Ramsay CON 11 A (as shown on the Site Plan in Document 1).</p>
<p><i>5. Development shall provide for safe, convenient and barrier free pedestrian travel within the site, between the site and adjacent properties and public pedestrian walkways.</i></p> <p>No impacts on pedestrian travel are foreseen as a result of the development.</p>
<p><i>6. Lighting poles and utility structures shall be carefully sited and in keeping with good design and highway safety practices. Lighting shall be in accordance with the Municipality's responsible lighting by-law.</i></p> <p>No impacts on lighting or utilities foreseen as a result of the development.</p>
<p><i>7. Signage shall be carefully sited and in keeping with good design and highway safety practices. Signage shall be in accordance with the Municipality's sign by-law.</i></p>

The existing signage on-site is not affected by the proposed development.

8. *Adequate off-street parking and loading facilities shall be provided. Where possible, parking areas shall be sited on the property such that large expanses of parking fronting on public streets are avoided. The visual appearance of the land surrounding parking areas and structures shall be enhanced through the use of professionally designed landscaping methods incorporating a diversity of plant forms. Parking areas adjacent to residential areas shall be appropriately screened. Landscape plans shall be incorporated as part of the approved site plans.*

The existing on-site parking can appropriately accommodate the proposed commercial self-storage use. The Zoning By-law calls for a minimum of 34 parking spaces, whereas the site provides 35 spaces.

The landscaped strip at the north of the site, adjacent to a residential use is currently landscaped by a mature tree line as shown below in Figure 3.

Figure 3 – Existing Treeline Buffer



9. *Outdoor storage areas (equipment, garbage, etc.) shall be screened or fenced from adjacent uses and the street. Permanent display areas shall not be located in designated parking areas. Temporary or seasonal displays shall be permitted where they do not conflict with traffic flows or the safety of pedestrians.*

Fencing around the proposed outdoor storage and existing waste bins is shown on the Site Plan and will be required so as to screen it from view.

10. *Where highway commercial development is located adjacent to residential uses, appropriate screening, buffering, distance separation or other measures designed to minimize or mitigate potential land use conflicts or adverse effects shall be required.*

No adverse impacts are anticipated by the development. As shown in Figure 3 (above), the appropriate screening is in place along the lot line adjacent to the neighbouring residential use along Honeyborne Street.

The minimum required buffering prescribed by the Zoning By-law is also maintained on-site.

11. The Zoning By-law shall place highway commercial uses in a separate zoning category.

The lot is appropriately zoned for the proposed use.

12. Highway commercial development or redevelopment shall be subject to site plan control. Site plan control shall also apply to changes, additions or alterations to established uses.

The applicants have submitted an application for Site Plan approval. This report evaluates the merits of the proposed development through the Site Plan Control process. The application was circulated to appropriate external agencies as per the requirements of the *Planning Act*.

The proposed use meets the general intent and applicable policies of the Highway Commercial Residential policies of the Community Official Plan. The self-storage and outdoor storage uses are appropriate and compatible with the surrounding land uses being primarily commercial, residential (in the Village of Almonte) with some Rural land uses (outside the Village boundary).

COMPREHENSIVE ZONING BY-LAW #11-83

As noted above, a Minor Variance was approved for the proposed development in September 2021. The approved variance was approved to address specific performance standards of the proposed development. The Site Plan Control application adheres to the performance standards of the C3 Zone with the special amendments stemming from the Minor Variance. The Notice of decision for A-08-21 is included in Document 3.

The C3 Zone permits the proposed commercial self-storage and outdoor storage uses. The proposed self-storage buildings meet the minimum performance standards of the C3 Zone. The cumulative parking requirements prescribed in the Zoning By-law are also met by the proposed development. As noted through the Minor Variance process, the request is to use granular surfacing for driving aisles.

These site design concerns are addressed below in the Discussion Section.

CIRCULATION COMMENTS

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

INTERNAL CIRCULATION

CAO:

No comments received.

Chief Building Official:

No comments received.

Director of Roads and Public Works:

The tapered asphalt at the entrance on Ramsay CON 11 A shall be paved as per the Site Plan drawing by December 31st 2022. The Municipality will require that a standard security of \$5,000.00 be held until the paving is completed to the satisfaction of the Public Works Department.

Fire Chief:

The 9 m wide access route with the 12 m turn radius is acceptable.

Recreation Coordinator:

No concerns or objections.

EXTERNAL CIRCULATION

County of Lanark – Roads Department:

We have reviewed the drainage at this site and determined that the submitted site plan is sufficient for us to approve from a drainage perspective.

Ministry of Northern Development, Mines, Natural Resources and Forestry:

MNDM has no concerns regarding the Site Plan Control application at this site.

Mississippi Valley Conservation Authority: A cursory review of the above noted application revealed no issues with regard to Mississippi Valley Conservation Authority's plan input and review program. We have therefore screened this application out of our formal review process.

Enbridge: Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

DISCUSSION

Parking and Traffic

As illustrated in Document 1 Site Plan, the addition of two (2) new commercial self-storage buildings are proposed at the rear (north) of the site. The access aisles/driving aisles that will be used to access the storage units will have a granular surface, as permitted by the approval of Minor Variance A-08-21.

The Public Works Department has requested that a 30 foot (9,144 metre) tapered asphalt surface be installed at the site's entrance on Ramsay CON 11 A. This request is

acknowledged by the Applicant and is identified on the approved Site Plan. A condition reflecting this requirement is included in Document 2.

The County and Municipal Roads Departments have raised no concerns regarding an undesirable increase in traffic based on the proposed use – no additional studies were requested as part of a complete application.

The existing parking on-site will accommodate the minimum parking requirements set out by the Zoning By-law.

Grading

A grading and drainage plan was prepared and submitted by the Applicant in support of the Site Plan Control application. The Public Works Department has raised no concern regarding the site's grading/drainage.

Servicing

The proposed commercial self-storage buildings will not impact the draw of water to the site, nor will it effect the waste or sewage discharged from the site.

Open Storage

The policies in the COP and provision in the Zoning By-law require appropriate screening of outdoor storage. As such, the Site Plan includes and identifies opaque fencing around the proposed outdoor storage area and waste collection area.

Landscaping

As previously mentioned, there is a mature tree line along the lot line shared with the residential use to the north of the site. This vegetative strip will help mitigate any concerns regarding dust, lights and noise spilling over onto the adjacent residential property.

Otherwise, no landscaping concerns are raised by the application. The minimum landscape buffer requirements set out in the Zoning By-law are maintained.

CONCLUSION

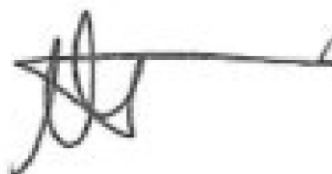
The proposed Site Plan satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan. Therefore, Staff recommends the approval of the application for the proposed commercial self-storage buildings and associated outdoor storage area, subject to the execution and registration of the Site Plan Control Agreement.

Respectfully submitted by,

Reviewed by:



Tyler Duval



Melanie Knight

Planning Consultant

Senior Planner

Approved by:

Ken Kelly
CAO

ATTACHMENTS:

Document 1 – Site Plan
Document 2 – Conditions of Approval
Document 3 – Notice of Decision – A-08-21

[illegible]

Document 2 – Special Conditions of Approval

In addition to the Standard Conditions, the following conditions are recommended:

1. The Owner agrees that a 9.14 metre tapered asphalt surface is required to be as shown on the approved Site Plan. The Owner agrees that the completed asphalt surface works will be completed prior to December 31, 2022.
2. The Owner agrees and acknowledges that upon completion of the paving, a request will be made to the Public Works Department to inspect the asphalt entrance and if deemed acceptable by the Director of Public Works, the Municipality will release the associated securities as per this Agreement.
3. The Owner agrees and acknowledges that all offsite works need to have a traffic control plan submitted in advance of the works to the Public Works Operations Manager a minimum of two (2) weeks in advance of the proposed works for approval.
4. The Owner agrees and acknowledges that a schedule for all off-site works and reinstatement needs to be provided to the Public Works Operations Manager a minimum of two (2) weeks in advance of the proposed works.

Document 3 – A-08-21 Notice of Decision

COMMITTEE OF ADJUSTMENT FOR THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS DECISION SHEET

Application No.: **A-08-21 (500 Ottawa Street)**

Date of Hearing: September 8th, 2021

In the matter of Section 45(1) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, the Municipality of Mississippi Mills Zoning By-law No. 11-83, and an application for Minor Variance.

The applicant is requesting the following Minor Variance from Zoning By-Law #11-83 to support the development of two (2) new self-storage buildings:

- To permit granular surfacing of access lanes (gravel), whereas Section 9.3.10 requires that access lanes be surfaced with asphalt, concrete, interlocking pavers or similar hard surfaces.

This Minor Variance request pertains to the lands legally described as Pt East Half of Lot 16, Concession 10, Plan 26R-3116 (Ramsay Ward), municipally known as 500 Ottawa Street.


The Minor Variance is hereby granted subject to the following conditions:

1. That the Minor Variance be approved in general conformity with the Site Plan (S1) and Landscape, Grading and Drainage Plan (L1), both prepared by Environmental Engineering Consultants Ltd. and dated August 16th, 2021.
2. That the Owner/Applicant submit a legal plan of survey, or equivalent prior to the approval of the Major Site Plan.

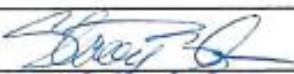
Reasons:

Refer to Planning Report for September 8th, 2021 Public Meeting.

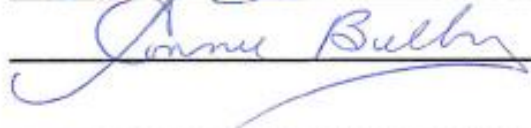
WE, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Corporation of the Municipality of Mississippi Mills on the 10th day of September 2021.



Patricia McCann-MacMillan (Chair)



Stacey Blair (Member)



Connie Bielby (Member)

I, **Eric Forhan**, being the Acting Secretary-Treasurer of the Committee of Adjustment for the Corporation of the Municipality of Mississippi Mills, certify that this is a true copy of the Committee's decision of the 10th day of September 2021.

Eric Forhan

Digitally signed by Eric Forhan
DN: cn=Eric Forhan, o=Mississippi Mills, ou=Staff, ou=JLR Users,
dc=richards, dc=ca
Date: 2021.09.17 14:04:21 -0400

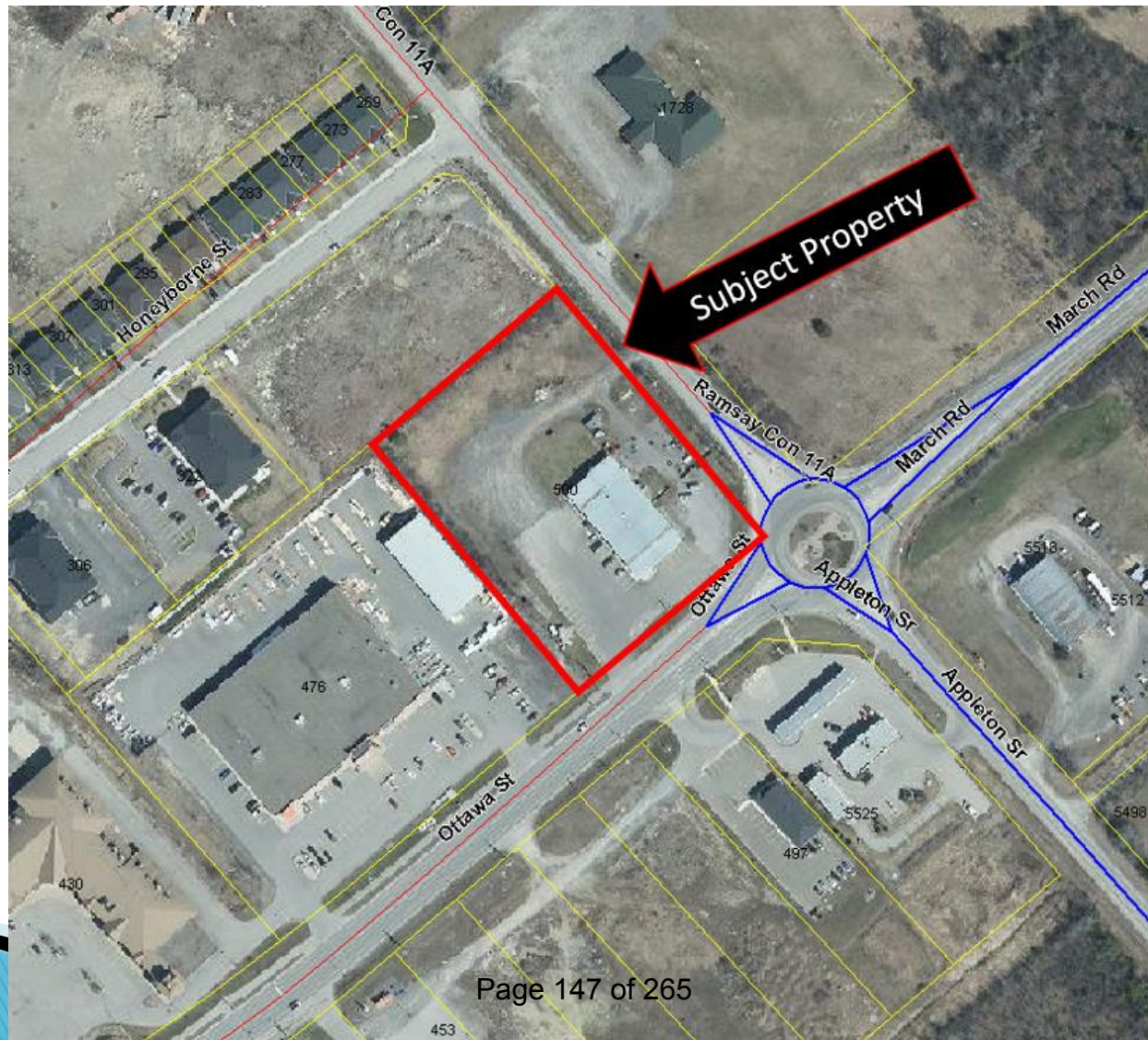
Date: September 17 2021

Committee of the Whole

Tuesday, December 7, 2021

Site Plan Control D11-LOP-21
500 Ottawa Street

Subject Lands



Community Official Plan and Zoning By-law

Highway Commercial Designation

- Permits a variety of uses dependent upon high volumes of traffic or heavily transportation oriented (ex. recreational and automotive sales, repair and services establishments, garden centres and nurseries, warehousing and distribution centres)

Highway Commercial Zone

- Minor variance (A-08-21) to permit granular surfacing for driving aisles
- Meets all other performance standards of the Zoning By-law

Site Considerations

Open Storage

- Appropriate screening of outdoor storage is required
- Site Plan includes and identifies opaque fencing around the proposed outdoor storage area and waste collection area

Traffic and Parking

- Require a tapered asphalt entrance off of Ramsay Con. 11
 - included as a Site Plan condition with securities
- Existing on-site parking accommodate the additional use

Recommendation

THAT Committee of the Whole recommend that Council approve the Site Plan Control application (D11-LOP-12) for the property described legally as Concession 10 East Part Lot 16; and

THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of two (2) commercial self-storage buildings and associated outdoor storage area, as detailed in Documents 1, 2 and 3.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Site Plan Control – Tim Dillon (D11-DIL-21)
PART OF LOT 12, CON. 12
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 4676 Dark's Side Road

OWNER/APPLICANT: 2755249 Ontario Inc/ ZanderPlan Inc.

RECOMMENDATION:

THAT, Committee of the Whole recommend that Council approve the Site Plan Control application (D11-DIL-12) for the property described legally as Part Lot 12, Concession 12;

AND THAT, the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of a low-rise apartment building containing 22 dwelling units, as provided in Documents 2 and 3;

AND THAT, any approval for the Site Plan Control application is not deemed to be written Municipal consent as required by Section 53 of the Safe Water Drinking Act.

BACKGROUND:

The applicant has filed a Site Plan Control application for the construction of a low-rise apartment building containing 22 dwellings units. The lands were subject to a Zoning By-law Amendment (Z-05-21) which was approved by Council in August 2021. The development proposal is to convert the existing building to 22 dwelling units with site specific exceptions for the *privacy yards* requirement so as to omit the requirements for *equipped children's play area*:

LOCATION AND DESCRIPTION OF SUBJECT LANDS:

The subject property is situated in the northeast part of the Village of Pakenham on the eastern side of the Mississippi River with frontage along Dark's Side Road. The property is approximately 3.8 acres (1.5 hectares) in area, with 156 metres (511 feet) of frontage on Dark's Side Road, as shown in Figure 1.

The property contains a vacant building as well as a small number of accessory structures. Previous uses on the property were long-term care and light industrial uses. The vacant building is serviced by a private non-municipal drinking water system and private septic system.

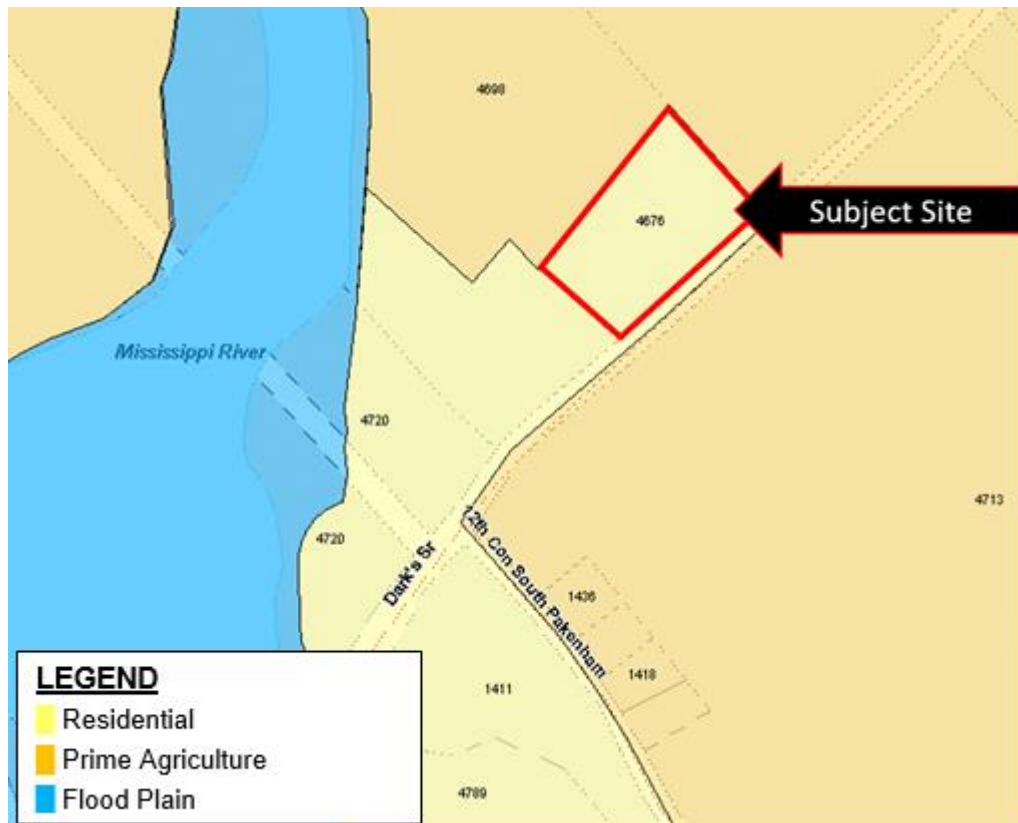
Figure 1 – Location and Context Map



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Residential” in the Community Official Plan, which aims to direct development to provide for a broad range of housing options in terms of housing types and rental opportunities

Figure 2 – Schedule C (Pakenham Ward)



The Goal of the Residential designation is to promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.

The Objectives of the Residential designation are to:

1. Promote and support development which provides for affordable, rental and/or increased density of housing types.
2. Designate a sufficient supply of land to meet the residential goals of the Plan.
3. Ensure that land use policies and zoning do not establish barriers to a more balanced supply of housing.

4. Direct the majority of new residential development to areas where municipal sewer and water services are/will be available, and which can support new development.
5. Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.
6. Permit a range of activities in residential areas including home-based businesses, bed and breakfasts, group homes, churches, schools, community facilities and open space.
7. Work in conjunction with other levels of government and non-government organizations to establish necessary social housing.

The proposed use meets the general goals and intent of the applicable Residential policies of the Official Plan. The 22-unit apartment building is an infill development in a village that will add to the range of housing types provided throughout the Municipality. The residential use is appropriate and compatible with the surrounding land uses being primarily residential (in the Village of Pakenham) with some rural residential (outside the Village boundary).

COMPREHENSIVE ZONING BY-LAW #11-83

As noted above, a Zoning By-law Amendment was approved for the proposed development in August 2021. A site-specific Residential Fourth Density Zone (R4-16) was approved to address specific performance standards of the proposed development. The Site Plan Control application adheres to the performance standards of the R4-16 zone.

As noted through the Zoning By-law Amendment process, the issues of site design such as concerns with traffic, emergency services, privacy, buffering and landscaping are addressed through the Site Plan Control application and review process. These site design concerns are addressed below in the Discussion Section.

CIRCULATION COMMENTS

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

INTERNAL CIRCULATION

CAO: No comments received.

Chief Building Official: No concerns or objections.

Acting Director of Roads and Public Works: All comments or concerns that are required by Public Works have been addressed through the Zoning By-law Amendment process as well as contained in this report.

Fire Chief: The Fire Department expects that the works to establish the fire access route delineated in the Site Plan will be implemented before occupancy.

A Fire Safety Plan is required; however, this is outside of the Site Plan Control process and will be required during the building permit stage.

Recreation Coordinator: No concerns or objections.

EXTERNAL CIRCULATION

Ministry of the Environment, Conservation and Parks – Ottawa District Office:

- Septic System: Satisfied with the septic system inspection. Staff were also provided a copy of the MECP septic system report.
- Non-municipal drinking water system: MECP are working directly with the owner and will be working with him to ensure the site is in compliance with the Safe Drinking Water Act and its associated regulations.

Bell Canada: Requests that conditions are included in the Site Plan Agreement. These conditions are listed in Document 1 Site Plan Control Special Conditions.

Canada Post Delivery Planning Office: Requested a location for a mailbox on site.

DISCUSSION

Parking and Traffic

As illustrated in Document 1 Site Plan, the addition of a new parking area is proposed on the northeast side of the building for six new parking spaces.

Concerns were raised by the public regarding the location and layout of parking and drive aisles with respect to headlight glare on the adjacent property located at 4698 Dark's Side Road.

Staff have requested that the chain link fence be modified to have privacy screening added to the existing fence in order to mitigate the impacts of headlight glare. For Council's information, staff have specifically not requested that a new privacy fence be constructed along the southwest lot line as this would negatively impact the existing, mature cedar tree line located on the subject property as well as on the adjacent property at 4698 Dark's Side Road.

With respect to traffic, as the property has been vacant for a period of time, staff acknowledge that traffic will increase when residents are living in the proposed 22 residential units. Staff, however, are of the opinion that the proposed 22 units will not

result in a substantial increase of traffic to the site compared to the previous use of a long-term care home.

Grading

As the majority of the site is not proposed to be altered to accommodate the proposed development, a grading and drainage plan was not requested as part of the Site Plan Control application.

Septic System and non-municipal drinking water system

With respect to servicing, the approval and regulation of both the private septic system and drinking water system are under the authority of the Ministry of the Environment, Conservation and Parks (MECP), outside of the jurisdiction of the local health unit and municipal oversight through Site Plan Control.

For Council's information, the MECP has provided confirmation that the septic system was inspected and approved. The MECP has also provided preliminary information to staff regarding the non-municipal drinking water system. At the time of writing this report, staff were advised by the MECP that the drinking water system falls under the authority of the Safe Drinking Water Act and that Section 53 may also apply with respect to the written (municipal) consent required for the drinking water system. As this process falls outside of the Planning Act, a separate report on Committee of the Whole's agenda providing details of Section 53 and the Safe Water Drinking Act and written (municipal) consent.

Open Storage

Previous versions of the Site Plan submitted as part of the Zoning By-law Amendment application and initial submission with the Site Plan Control application identified a large area on the northwest quadrant of the site as "Open Storage". Staff expressed a concern to the applicant regarding the extent of this area and there were also concerns raised by the public regarding this area for open storage.

As a result, the Open Storage area has been removed from the Site Plan, as illustrated in Document 1, and for Council's information, any future areas of open storage will be required to adhere to the provisions of the Zoning By-law.

Landscaping

As previously mentioned, there are few site changes proposed as part of the proposed development and as a result, staff have not requested any changes to the existing landscaping.

As noted on the Site Plan in Document 1, there are a small number of trees and the entrance pillars at the existing driveways to be removed in order to accommodate the required 6.0 metre fire route.

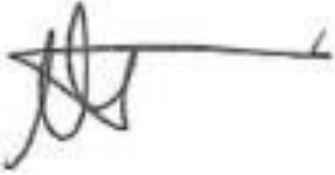
CONCLUSION

The proposed site plan satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan. Therefore, Staff

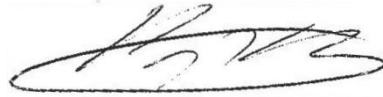
recommends the approval of the application for the proposed 22-unit low-rise apartment building, subject to the execution and registration of the Site Plan Control Agreement.

Respectfully submitted by,

Reviewed by:



Melanie Knight
Senior Planner

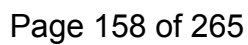


Ken Kelly
CAO

ATTACHMENTS:

Document 1 – Site Plan

Document 2 – Conditions of Approval



Document 2 – Special Conditions of Approval

In addition to the Standard Conditions, the following conditions are recommended:

1. The Owner acknowledges and agrees that the Ministry of the Environment, Conservation and Parks is the approval authority for the septic system and non-municipal drinking water system.
2. The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
3. The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

Committee of the Whole

Tuesday, December 7, 2021

Site Plan Control File D11-DIL-21
PART OF LOT 12, CON. 12
4676 Dark's Side Road

Subject lands



Community Official Plan and Zoning

Official Plan designation

- Residential – support different housing types, ensure redevelopment is compatible

Zoning By-law Amendment (Z-05-21)

- Approved in August 2021
- Permit the proposed development of a 22-unit low-rise apartment building in the existing building

Site Considerations

Parking and Traffic

- New parking area for six additional parking spaces northeast side of building
- Concerns raised regarding parking and increased traffic
 - Parking – additional screening to prevent headlight glare
 - Traffic – based on historical use of property, traffic impacts are not a substantial increase compared to long-term care home

Site Considerations

Grading

- No substantial changes to the site

Open Storage

- Removed from the Site Plan

Landscaping

- Small number of trees removed to accommodate required fire route

Site Considerations

Private Services – Septic and Water

- Under authority of the Ministry of the Environment, Conservation and Parks (MECP)
- Outside of the authority of Section 41 of the Planning Act (Site Plan Control) for any approvals, conditions or securities

Site Considerations

Private Services – Septic

- MECP provided confirmation septic has been inspected and approved

Private Services – Water

- MECP provided confirmation non-municipal drinking water system falls under the Safe Water Drinking Act, 2002
- Separate report on agenda regarding this topic

Recommendation

THAT Committee of the Whole recommend that Council approve the Site Plan Control application (D11-DIL-12) for the property described legally as Part Lot 12, Concession 12;

THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development of a low-rise apartment building containing 22 dwelling units, as provided in Documents 2 and 3; and

THAT any approval for the Site Plan Control application is not deemed to be written Municipal consent as required by Section 53 of the Safe Water Drinking Act.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Safe Water Drinking Act – Written Consent
PART OF LOT 12, CON. 12
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 4676 Dark's Side Road

OWNER/APPLICANT: 2755249 Ontario Inc/ ZanderPlan Inc.

RECOMMENDATION:

THAT, Committee of the Whole recommend that Council pass the following resolution:

WHEREAS, as per Section 53 of the Safe Water Drinking Act, 2002 requires written consent by a Municipality for a non municipal drinking water system.

AND WHEREAS, staff are recommending approval of the Site Plan Control application (D11-DIL-12) for the proposed development which includes a non-municipal drinking water system.

BE IT RESOLVED;

THAT, the approval of Site Plan Control file D11-DIL-12 and subsequent building permit issuance for the subject lands at 4676 Dark's Side Road, are not deemed to be Municipal written consent as per Section 53 of the Safe Water Drinking Act, 2002;

AND THAT, if written consent is requested by the owner so that it can be provided to the Ministry of the Environment, Conservation and Parks, the municipality will consider this request separately and the ability to impose conditions and securities as per Section 53 of the Safe Water Drinking Act, prior to providing written consent;

AND THAT, the Clerk provide a copy of the resolution to the Director of the Ministry of the Environment, Conservation and Parks.

BACKGROUND

The subject property is situated in the northeast part of the Village of Pakenham on the eastern side of the Mississippi River with frontage along Dark's Side Road. The property is approximately 3.8 acres (1.5 hectares) in area, with 156 metres (511 feet) of frontage on Dark's Side Road, as shown in Figure 1.

The property contains a vacant building as well as a small number of accessory structures. Previous uses on the property were long-term care and light industrial uses. The vacant building is serviced by a private non-municipal drinking water system and private septic system.

The development proposed at 4676 Dark's Side Road has proceeded through a Zoning By-law Amendment (Z-05-21) process and is now at the Site Plan Control stage for approval of a 22-unit, low-rise apartment building.

DISCUSSION

Site Plan Control

During the Site Plan Control circulation process, staff were advised by the MECP that the drinking water system for the proposed 22-unit low-rise apartment building is under the authority of the Ministry of the Environment, Conservation and Parks (MECP) and the Safe Water Drinking Act. Staff were also advised by the MECP that the proposed development, as it relates to the drinking water system, is considered as a non-municipal drinking water system (major residential development).

The process for approval of the drinking water system, from the MECP, falls outside of Section 41, Site Plan Control, of the Planning Act. As a result, the Site Plan Control process cannot require any approvals for the drinking water system nor impose conditions related to the construction or maintenance of the drinking water system or hold securities via the Site Plan Control Agreement.

Written Consent

As per Section 53 of the Safe Water Drinking Act, written consent from the municipality is required for a non-municipal drinking water system serving a major residential development. For Council's information, Section 53 of the Safe Water Drinking Act is contained in Document 1 of this report.

Staff have been advised that as part of the approval process with the MECP, that the MECP may request the applicant to provide "written consent" from the municipality for a non-municipal drinking water system as per Section 53 of the Safe Water Drinking Act.

In addition, Section 53 permits the municipality to provide written consent, subject to "...such conditions and limits as it considers necessary to prevent a deficiency in connection with the system." The ability for a municipality to require conditions and

securities are in the event that the MECP, at some point in the future, requires the municipality to take over the operation and maintenance of the drinking water system. The Act outlines two situations whereby the MECP may require a municipality to take over the system: 1) the owner of the system abandons the system or 2) as it relates to a deficiency in the system.

For Council's information, the municipality has received an objection from the owner's solicitor with respect to the applicability of Section 53 of the Safe Water Drinking Act. At the time of writing this report, staff have not received any written confirmation from the MECP regarding the applicability of Section 53 and the requirement for written consent; however, MECP staff did advise that this may be a possible as the owner proceeds through the process of gaining approval from the MECP for the non-municipal drinking water system.

CONCLUSION

Council Resolutions

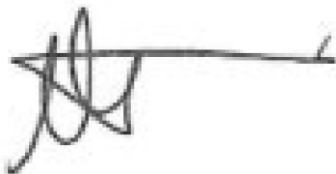
While the objections from the owner's solicitor are noted, staff are recommending, in an abundance of caution, and to be prepared for any request for written consent, that Council pass the above noted resolutions to be forwarded to the Director of the MECP.

Formal submission of a Council resolution will ensure that the Director and MECP staff are aware of the Council's position with respect to the Site Plan Control approval, issuance of building permits and written consent as it relates to relevant sections of the Safe Water Drinking Act.

Staff Direction

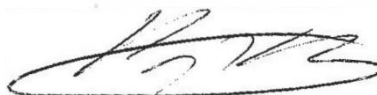
In addition, staff recommend that if/when the owner submits a request for written consent that a staff report along with a draft copy of the written consent and any recommended conditions and securities be presented to Council for consideration prior to any written consent being provided to the owner or to the Director of the MECP.

Respectfully submitted by,



Melanie Knight
Senior Planner

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:

Prohibition, development

53 (1) No person shall construct a non-municipal drinking water system that is intended to serve a major residential development within the geographic area of a municipality or extend an existing non-municipal drinking water system within the geographic area of a municipality to serve a major residential development, unless the person obtains the written consent of the municipality to do so. 2002, c.32, s.53(1).

Same

(2) If a non-municipal drinking water system crosses a municipal boundary and requires a consent for its construction or extension under subsection (1), a consent shall be obtained from each municipality in which the system is or will be located. 2002, c.32, s. 53(2).

May impose conditions

(3) A municipality may give a written consent under subsection (1) subject to such conditions and limits as it considers necessary to prevent a deficiency in connection with the system. 2002, c.32, s.53(3).

Financial assurance

(4) If a municipality grants a consent mentioned in subsection (1), the municipality may, as a condition of granting the consent, require the owner of the system to provide cash, a letter of credit from a bank, a bond or another form of financial assurance that the municipality considers appropriate in any amount the municipality believes is necessary to ensure that the municipality has sufficient funds to deal with any failure by the owner or a future owner to comply with an order issued under this Act,

(a) that relates to a deficiency with the system; or

(b) that arises after the system or part of the system is abandoned, within the meaning of Part IX. 2002, c.32, s.53(4).

Copy of consent

(5) If a municipality grants a consent mentioned in subsection (1), the municipality shall provide the Director with a copy of the consent within 30 days of granting the consent. 2002, c.32, s.53(5).

Interpretation

(6) In this section, a reference to a municipality means, in the case of a two-tier municipality, the municipality that has jurisdiction to provide a water public utility under the *Municipal Act, 2001*. 2002, c.32, s.53(6).

Document 2 –

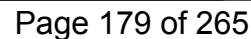
Committee of the Whole

Tuesday, December 7, 2021

Safe Water Drinking Act – Written Consent
PART OF LOT 12, CON. 12
4676 Dark's Side Road

Subject lands





Safe Water Drinking Act, 2002

Non-municipal drinking water system

- Under authority of the Ministry of the Environment, Conservation and Parks (MECP)
- Outside of the authority of Section 41 of the Planning Act (Site Plan Control) for any approvals, conditions or securities
- Advised by the MECP that “written consent” may be required as per Section 53 of the Safe Water Drinking Act

Safe Water Drinking Act, 2002

Written Consent

- As per Section 53 of the Safe Water Drinking Act, municipality permitted to provide written consent, subject to “...such conditions and limits as it considers necessary to prevent a deficiency in connection with the system
- Two situations whereby the MECP may require a municipality to take over the system
 - The owner of the system abandons the system
 - As it relates to a deficiency in the system

Recommendation

THAT, Committee of the Whole recommend that Council pass the following resolution:

WHEREAS, as per Section 53 of the Safe Water Drinking Act, 2002 requires written consent by a Municipality for a non municipal drinking water system.

AND WHEREAS, staff are recommending approval of the Site Plan Control application (D11-DIL-12) for the proposed development which includes a non-municipal drinking water system.

BE IT RESOLVED;

Recommendation

THAT, the approval of Site Plan Control file D11-DIL-12 and subsequent building permit issuance for the subject lands at 4676 Dark's Side Road, are not deemed to be Municipal written consent as per Section 53 of the Safe Water Drinking Act, 2002;

AND THAT, if written consent is requested by the owner so that it can be provided to the Ministry of the Environment, Conservation and Parks, the municipality will consider this request separately and the ability to impose conditions and securities as per Section 53 of the Safe Water Drinking Act, prior to providing written consent;

AND THAT, the Clerk provide a copy of the resolution to the Director of the Ministry of the Environment, Conservation and Parks.

Recommendation

THAT, Committee of the Whole recommends that staff report back with a draft written consent along with recommended conditions and securities if/when requested for the subject property.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 7, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Award contract to Develop Digital Master Plan

RECOMMENDATION:

THAT, Committee of the Whole recommend to Council to award the contract to develop a Digital Master Plan for the Municipality of Mississippi Mills to Blackline Consulting for the sum of \$61,811 plus HST and authorize the Chief Administrative Officer to negotiate and execute a contract with the vendor.

BACKGROUND:

The Strategic Plan adopted by Council includes the development of a Digital Master Plan for the Municipality. The 2021 budget included an allocation of a portion of the Provincial Municipal Modernization Funds to engage a consulting firm to develop the Digital Master Plan. An RFP was issued in September to seek proposals from professional service firms to complete the engagement. The RFP closed on October 14, 2021 and Blackline Consulting of Toronto was the preferred bidder for a fixed price cost of \$61,811 plus HST.

This project is considered a foundational project that will be used to enable improvements in service delivery. Several improvements were recommended in the Service Delivery Review completed in 2020. This project will ensure that we have the infrastructure and the appropriate IT resource delivery model in place to implement these projects and maintain the IT systems. In addition, several municipal governments and other local service delivery providers have been the victims of ransomware attacks in the past few years. Reviewing our IT infrastructure, software and IT providers will help the municipality remain current with technology and processes to reduce our vulnerabilities to these types of attacks.

FINANCIAL IMPLICATIONS:

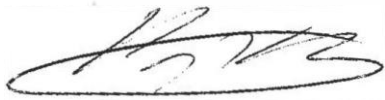
The projected cost of the project was \$45,000 in professional fees when the project charter for the Digital Master Plan was presented to Council. There are sufficient funds remaining in the Municipal Modernization Funds to pay for this project at the proposed cost of \$61,811.

SUMMARY:

Council should allocate \$61,811 of the Municipal Modernization Funding to fund this contract to develop a Digital Master Plan.

Respectfully submitted by,

Reviewed by:

A handwritten signature in dark ink, appearing to read 'Ken T. Kelly', enclosed within a faint rectangular border.

Ken T. Kelly,
Chief Administrative Officer

Fenik sworn in as 2022 Lanark County Warden

Councillor John Fenik (Perth Mayor) was sworn in as Lanark County's 2022 warden at a scaled-down inaugural meeting on Wednesday afternoon.

Fenik was nominated by Councillors Ed McPherson (Perth Deputy Mayor) and Richard Kidd (Beckwith Reeve).

McPherson says he doesn't know anyone with more passion, drive and experience than Fenik. "He is very passionate and proactive, takes on new challenges and is usually ahead of the curve." McPherson noted Fenik's work on the Indigenous Health & Well-being and Climate Change committees, and said he would be a strong voice for the county. "He is great at collaboration and always tries to make the best decisions. He tries to bring people together."

"A warden has to have certain characteristics," Kidd said, noting an ability to listen and represent the whole county, to represent at political and public functions, to compromise, to not always agree but to respect positions, and to not carry a grudge after a disagreement. "John has all of those characteristics. I think he will do a great job as warden in 2022."

Among the highlights and challenges for 2022, Fenik noted the upcoming decision on the redevelopment of Lanark Lodge, continuing momentum on social housing and the cell and broadband expansion projects, consideration about hospital funding, and the ongoing challenges with climate change. "I am happy we established a committee on climate change – I am glad we are taking it on."

Fenik thanked his supporters and expressed particular gratitude to Past Wardens Christa Lowry (Mississippi Mills) and Brian Campbell (Tay Valley Reeve) for leading the county through the pandemic. "I believe council will do great things for the last 12 months of this term," he said. "I am very positive about the future," he said, acknowledging the professionalism of county staff. "We can take on any challenge and do great things."

Past Warden Lowry highlighted the challenges of COVID and commended staff for their perseverance and dedication for residents while ensuring public safety. "To everyone on the staff team, thank you. We see your efforts and they are appreciated."

Lowry said work related to the housing crisis was a priority for her, and recapped some of the key milestones achieved over the last year. "I am keenly aware there is much more to do to have a meaningful impact on housing."

Other highlights have included continued work on the cell gap and broadband projects to improve access for residents and the establishment of the Climate Action Committee. "For first time ever the PRIDE flag was raised at Lanark County Administration Building. We made it clear that everyone is welcome in Lanark County." She also noted the importance of continuing on the path to reconciliation, acknowledging the flag being lowered for the children who never came home, honouring the National Day for Truth and Reconciliation, and the work of the Indigenous Health & Well-being Working Group.

She thanked everyone for the opportunity to serve and expressed gratitude to staff. "It has been an honour and a privilege to serve as warden."

Committee chairpersons were approved at the meeting as well, including Councillor Klaas Van Der Meer (Montague Deputy Reeve) for Community Services, Councillor Christa Lowry (Mississippi Mills Mayor) for Corporate Services (acclaimed), Councillor Rickey Minnille (Mississippi Mills Deputy Mayor) for Economic Development and Councillor Steve Fournier (Drummond/North Elmsley Reeve) for Public Works. Fenik also named a striking committee, which appoints members to various committees and boards. Council reconvenes Wednesday at 5 p.m. for its regular meeting.

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For more information, contact:
Casey Whiticar, Deputy Clerk
Lanark County
1-888-9-LANARK, ext. 1102

Photos of this event are available at

https://www.dropbox.com/sh/qark3k7awq46aub/AACC3aJCBe0OJrbQ_ssqAz0ba?dl=0

Captions:

1. Fenik with Nominators: 2022 Warden John Fenik (Perth Mayor), centre, is flanked by his nominators – Councillor Ed McPherson (Perth Deputy Mayor), left, and Councillor Richard Kidd (Beckwith Reeve).
2. Oath of Office: 2022 Warden John Fenik (Perth Mayor) takes the oath of office from Deputy Clerk Casey Whiticar.
3. Chains of Office: Outgoing Warden Christa Lowry (Mississippi Mills Mayor) presents the chains of office to 2022 Warden John Fenik (Perth Mayor).
4. Past Warden's Pin: Outgoing Warden Christa Lowry (Mississippi Mills Mayor) receives the Past Warden's Pin from 2022 Warden John Fenik (Perth Mayor).
5. Lowry and Fenik: Incoming Warden John Fenik (Perth Mayor) and outgoing Warden Christa Lowry (Mississippi Mills Mayor) share congratulations.
6. Taking the Chair: Newly elected Warden John Fenik (Perth Mayor) takes the chair for the first time.

Here are the highlights from the Lanark County Council meeting held Wednesday, Dec. 1.

Update on Vegetation Management Plan Received: Council received an update regarding the county's 2021 vegetation management and habitat restoration activities.

At the public works committee meeting last week, Climate Environmental Coordinator Michelle Vala provided an overview of the 2021 activities. Vala noted wild parsnip was declared a noxious weed in Ontario in 2015, and with the adoption of its Integrated Pet Management Vegetation Management Plan in 2016, the county has taken a long-term, multi-faceted approach to managing vegetation in order to maintain safe roadsides. "The vision is to reduce reliance on mowing, brushing and spraying, while restoring pollinator habitat."

Vala indicated spraying for wild parsnip has decreased by 92 per cent since 2016, while hand removal has increased substantially to cover 268 kilometres of roadside, which is nearly half of the county road system. "Summer students spent about 40 per cent of their time hand pulling wild parsnip," she said. "Extra time was taken in hamlets where the risk of the public encountering wild parsnip is high, as well as along the Ottawa Valley Recreational Trail."

Vala highlighted the rise in reported cells of phragmites, another invasive plant that is difficult to control and poses a threat to wetlands and waterways. In 2021, 103 cells were reported on county roads. "The number continues to increase every year, with 19 new cells identified in 2021 surveys," she said. "This is a 75 per cent increase since 2018." In 2021, all new and young cells were spaded by hand, and all were regularly mowed to reduce spread and propagation.

The management plan is slated to be reviewed and revised early in the new year, including an update on control strategies and issues that have progressed since it was adopted.

Vala also shared news on restoration activities. A pilot project in partnership with the Canadian Wildlife Federation (CWF) on County Road 21 (Elm Grove Road) tested site preparation and seeding strategies for roadside pollinator habitat. A large 3-acre field near the county administration building is to be converted from mowed grass to a pollinator patch in phases, and it was seeded with a native seed mix for pollinators this fall. Native, pollinator-friendly plants were planted along the OVRT by county staff and along roadsides, thanks to volunteers from two enhanced Adopt-a-Road groups. Construction projects are being hydroseeded with a custom wildflower mix to promote desirable, pollinator-friendly plants and prevent the growth of invasive ones; over the last four years, 46 km of roadsides have been hydroseeded. Lastly, in partnership with CWF, a training workshop and road tour was hosted in September to showcase the restoration projects for staff from municipalities and conservation authorities in eastern Ontario.

"Pollinator habitat quality is tracked using the Rights-of-Ways as Habitat Working Group's scorecard," Vala said. "Most county roads have basic to moderate pollinator habitat quality."

Council passed a motion to send a letter to the Ministry of Transportation to encourage amore thorough phragmites control program on provincial highways to prevent its spread within Lanark

County and the region. For more information, contact Michelle Vala, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

Offering Support for Hwy. 15 Safety Concerns: Following a delegation by Calvary Christian Academy/Calvary Christian High School Principal Tom Bourne, council voted to write a letter of support to the Ministry of Transportation explaining the need for a community safety zone on Hwy. 15 near Franktown.

Bourne highlighted concerns expressed by staff and parents about the safety of a stretch of roadway near the school. The school's entrance is located on a bend in Hwy. 15 where the speed limit is 80 km/hour. "We don't understand why, at a school entrance, the speed is 80 km/hr," he said. "Each day when the 100 families and students leave at 3:30, we hold our breath with concern....We are all very concerned that there is going to be an accident before long and it could be fatal." He added efforts to resolve the issue with MTO have been unsuccessful so far.

For more information, contact Casey Whiticar, Deputy Clerk, at 1-888-9-LANARK, ext. 1102.

***Please note, a media release for the 2021 Inaugural Meeting has been issued separately.**

Upcoming Meetings: County Council, Wednesday, Dec. 8, 5 p.m.; Special Corporate Services (Budget), Dec. 8, (following County Council) Public Works, Dec. 8 (following Corporate Services); Economic Development, Dec. 8 (following Public Works). **County Council, Wednesday, Jan. 12, 5 p.m.;** Community Services, Jan. 12 (following County Council); Corporate Services, Jan. 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 Twitter!

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Here are the highlights from the Lanark County Council meeting held Wednesday, Nov. 24.

United Way Cheque Presented: Warden Christa Lowry (Mississippi Mills Mayor) presented a cheque for \$2,500 to the United Way's Lanark County Advisory Council Chair Helen McIntosh. The donation represents proceeds of the Warden's Slow Roll event on the Ottawa Valley Recreational Trail from Almonte to Pakenham on Oct. 23. More than 50 cyclists took part in the second annual event.

"We are delighted to present this cheque to the United Way in support of the many activities you do to improve quality of life for residents in Lanark County," Lowry said.

For more information, contact Casey Whiticar, Deputy Clerk, at 1-888-9-LANARK, ext. 1102.

Presentation photo available at

<https://www.dropbox.com/s/s8spdprg41inaak/Helen%20McIntosh%20and%20Warden%20Lowry.jpg?dl=0>

Photo, from left: United Way Advisory Council Chair Helen McIntosh and Warden Christa Lowry

Nominations Received for 2022 Warden and Committee Chairs: Council received a report from Deputy Clerk Casey Whiticar regarding nominations received for the positions of warden and committee chairs in 2022.

Nominations for 2022 are as follows:

- Lanark County Warden: Councillor John Fenik (Perth Mayor), nominated by Councillors Ed McPherson (Perth Deputy Mayor) and Richard Kidd (Beckwith Reeve). Acclaimed.
- Community Services Chair: Councillor Sharon Mousseau (Beckwith Deputy Reeve), nominated by Councillors John Fenik and current Warden Christa Lowry (Mississippi Mills Mayor). Councillor Klaas Van Der Meer (Montague Deputy Reeve), nominated by Councillors Rickey Minnille (Mississippi Mills Deputy Mayor) and Peter McLaren (Lanark Highlands Reeve).
- Corporate Services Chair: Warden Christa Lowry, nominated by Councillors John Fenik and Rickey Minnille. Acclaimed.
- Economic Development Chair: Councillor Ray Scissons (Drummond/North Elmsley Deputy Reeve), nominated by Councillors Steve Fournier (Drummond/North Elmsley Reeve) and Sean Redmond (Carleton Place Deputy Mayor); Councillor Rickey Minnille, nominated by Councillor Ed McPherson and Warden Christa Lowry.
- Public Works Chair: Councillor Steve Fournier, nominated by Councillors Ray Scissons and Sean Redmond; Councillor Ed McPherson, nominated by Councillors Barrie Crampton (Tay Valley Deputy Reeve) and John Fenik.

The inaugural meeting is planned for Wednesday, Dec. 1 at 2 p.m., at which point the new warden will be sworn in and elections will be held for the three chair positions that were not acclaimed. For more information, contact Casey Whiticar, Deputy Clerk, at 1-888-9-LANARK, ext. 1102.

Children's Services Receives Provincial Award: Warden Christa Lowry (Mississippi Mills Mayor) congratulated Lanark County Children's Services staff on the news they have received a Local Municipal Champion Award from the Ontario Municipal Social Services Association (OMSSA).

The award recognizes the great work done in advancing excellence in human services integration and service system management by teams from Consolidated Municipal Services Managers, such as Lanark County, which are responsible for overseeing local municipal social services. It is in recognition of Lanark County's early childhood educator (ECE) recruitment and retention initiative as a notable example of the ongoing commitment to both the ECE profession and service system management.

OMSSA indicated the nominated team brought strong ties to community groups that were typically segregated and created a community-wide system that had three specific outcomes: Retain current ECEs, attract new individuals to the ECE course, and guaranteed employment for ECE graduates. Lanark County Children's Services had several initiatives to support the goals, such as standardized training, providers' succession planning tool, media and social media blitz, mentorship opportunities and guaranteed employment pathways.

OMSSA noted preliminary findings indicate "child care and early years providers and their staff feel supported and valued, families appreciate stability in staffing, and soon-to-be graduates of the local community college are able to find work in their home community. The circular system supports ECEs from pre-entrance to the field to becoming active, long-term professionals."

"Congratulations and thank you to our children's services team for their exceptional work in supporting the child care and early years field during a time of incredible uncertainty," Lowry said.

For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Presentation photo available at:

<https://www.dropbox.com/s/kjwpttg5uaiukc9/Chelsey%20Coe%20-%20Warden%20Christa%20Lowry%20-%20Tammy%20Kealey-Donaldson.jpg?dl=0>

Photo, from left: Early Years Specialist Chelsey Coe, Lanark County Warden Christa Lowry and Children's Services Manager Tammy Kealey-Donaldson

Lanark Lodge to Proceed with Staffing Enhancements: Council has passed a motion authorizing the Director of Long-Term Care to implement an enhanced staffing structure at Lanark Lodge based on the need to achieve four hours of direct care per resident per day using provincial "Staffing Increase Funding" to fund the increase.

At the community services committee meeting earlier this month, Director of Long-Term Care Carey Duncan explained the province's "Long-Term Care Staffing Plan," released in December 2020, outlines a commitment to a resident-centred sector providing the highest quality of care.

Three key areas of the plan include:

- Increasing staffing levels (registered nurses (RNs), registered practical nurses (RPNs), personal support workers (PSWs) and allied health professionals (e.g. physiotherapists, occupational therapists and social workers) to support the average amount of direct, hands-on care to increase to four hours per day per resident. The government has committed funding for staffing increases into 2025.
- Disrupting, accelerating and increasing education and training pathways. This includes removing barriers to employment for internationally educated professionals, training PSWs on the job, and scaling up traditional education and training streams.
- Supporting ongoing staff development. The province is providing a "Professional Growth Fund" that allocates additional monthly funding per bed in the home.

Duncan indicated the Lodge currently provides care hours above the provincial average of two hours and 45 minutes, achieving 3.19 hours of care per resident per day. She noted the home is committed to achieving the new target, but reaching 4.06 in 2022 will be difficult due to a severe province-wide shortage of health human resources. The home is planning to add an additional 16 full-time PSWs and three full-time RPNs, as well as recreation team support and a dedicated infection prevention and control professional.

"The increase in resident care hours is an important step forward in further enhancing the quality of direct care provided to the residents of Lanark Lodge," Duncan said, noting recruitment of staff will begin as soon as possible.

Council also passed a motion to send a letter to Ontario Minister of Health Rod Phillips expressing thanks for the province's commitment to staffing long-term care homes. For more information, contact Carey Duncan, Director of Long-Term Care, at 1-888-9-LANARK, ext. 7101.

Report on Homelessness Enumeration Received: Council accepted a report on the provincially mandated point-in-time (PIT) count and by-name list registry week results, which help illustrate the scope of homelessness in Lanark County and identify where more resources may be needed.

Homelessness Service Coordinator Brooke Coutts presented the results at the community services committee meeting earlier this month. The PIT count was conducted on Sept. 21 and found 58 people presenting as homeless, meaning they were staying in an emergency-funded motel, domestic violence shelter or in public spaces that night. This also included people who didn't know where they would be staying or declined to answer. Coutts indicated this was an increase from 27 in the 2018 count. The highest number of respondents were in Perth, Smiths Falls and Carleton Place. In terms of demographics, 59 per cent were female and 69 per cent were adults, followed by youths (16 to 25) at 19 per cent. The survey also looked at sexual orientation, ancestry and language, Indigenous data, source of income and program supports.

"The average length of time respondents spent homeless in the past year was 230 days," Coutts said, noting 41 per cent of respondents had been homeless for 10 to 12 months or longer. Most, 44 per cent, stay at someone else's home (couch surfing), followed by transitional housing/shelter at 20 per cent. Motels, camping, vehicles and public spaces were also listed. Low income, landlord/tenant

conflict, mental health issues, abuse, spouse/family conflict and substance use were the top reasons for homelessness. Mental health issues topped the list in terms of wellness concerns for respondents. Identified barriers to securing housing were had high rents (93 per cent) and low income (78 per cent) topping the list.

Forty-seven homeless individuals consented to taking part in the by-name list, which enables the county and community partners to work in a case management capacity in an effort to secure support and move individuals towards stable housing. "A committee is currently working on prioritization and coordinated access," Coutts explained. For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Results of Non-Profit Housing EOI Discussed: Council has passed a motion to proceed with an option to provide rent subsidy for 28 rent-geared-to-income (RGI) units starting in 2023.

At the community services committee meeting earlier this month, Housing Services Manager Shawna Stone outlined the results of an expression of interest process for affordable housing in January/February. Only one proposal was received from current non-profit housing providers for the creation of new affordable housing projects within the county. Carebridge Community Support has proposed a four-storey, 28-unit residential building at 44 Chambers St. in Smiths Falls. It features a mix of unit types, primarily one- and two-bedroom units, including accessible ones.

Stone explained the project has been submitted to the Canadian Mortgage and Housing Corporation's Rapid Housing Initiative, but Carebridge intends to proceed with the project even if it is not successful there. RGI support from the county would benefit the application, she said, which is anticipated to be completed in 2023. Carebridge would own and operate the project, including the ongoing property management and maintenance.

"The county is on track to potentially meet our service level standard this year; however, we are dealing with a loss of rent supplement landlords and this trend is likely to continue, as is being seen across service areas," Stone explained. "If the county partners on the Carebridge project, it would help to offset the loss of rent supplement units and fulfil the target of our 10-Year Housing and Homelessness Plan."

For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

***Please note, a media release for the 2021 Awards of Excellence has been issued separately.**

Upcoming Meetings: Inaugural Meeting, Wednesday, Dec. 1, 2 p.m.; County Council, Wednesday, Dec. 1, 5 p.m.; Community Services, Dec. 1 (following County Council); Corporate Services, Dec. 1 (following Community Services). **County Council, Wednesday, Dec. 8, 5 p.m.;** Special Corporate Services (Budget), Dec. 8, (following County Council) Public Works, Dec. 8 (following Corporate Services); Economic Development, Dec. 8 (following Public Works). 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 Twitter!

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Warden presents 2021 Awards of Excellence

Lanark County Council honoured two people for their outstanding contributions to the community at the council meeting Wednesday evening as part of the 2021 Awards of Excellence.

The Awards of Excellence recognize and honour citizens or organizations that have made a significant and/or extraordinary contribution to Lanark County. This year council recognized Cliff Bennett of Carleton Place in the categories of Volunteerism and Community Service, and Adam Dowdall of Carleton Place in Heritage and Ecology.

“Since they were established in 2005, these awards have provided Lanark County Council with an opportunity to recognize local residents and express our gratitude for the contributions they have made to enhance the quality of life in our communities,” said Warden Christa Lowry (Mississippi Mills Mayor). “These volunteers give so much of their time and, by pursuing their passions and sharing their talents, inspire others as well.”

The awards program began as a way to recognize recipients for contributions to the county at large or in at least two municipalities. It was developed to say thank you to citizens of Lanark County, to provide community recognition and visibility, to support citizens for their contributions and to inspire further community service.

Cliff Bennett, currently of Carleton Place, but a decades-long resident of Mississippi Mills, was nominated by Valerie Wilkinson, who says he “has been so active in the community so often and for so long that it is difficult to know where to begin. His activities range from politics to sports to environment with much dedication to students and young people.” Wilkinson highlighted Bennett’s work in Scouts Canada for 30 years, including the launch of a group at the Ontario Hospital School and eventually becoming District Commissioner and receiving the Queen’s Diamond Jubilee Medal and Scouting’s Medal of Meritorious Service.

Bennett began teaching in 1967 and worked with students with disabilities, involving students in many different clubs. He was actively involved in tourism activities in Lanark County, serving as president of the Lanark County Tourism Association, and became involved in municipal politics in the 1990s, serving as deputy reeve for the former Ramsay Township from 1994 to 1997 during the amalgamation period when it became part of Mississippi Mills. He served on the Ontario Heritage Board for four years as director and vice president, helping to create the new Ontario Heritage Act. He was also active in the sporting community, including the Carleton Place Canoe Club, Almonte Curling Club and Lawn Bowling Club.

Bennett is well known as a keen environmentalist and for his work to launch the Mississippi Valley Field Naturalists (MVFN) Club in 1988. He created an environmental education program to bring nature into classrooms, as well as a bursary fund to provide grants to environmental students – awarding \$16,700 since 2007 to 21 students graduating from high school.

In a letter of support, MVFN President Linda McCormick said “Mr. MVFN” has been a director of the club numerous times and served as president for several terms. The club has grown to more

than 350 members since it began. Bennett was instrumental in creating two guides – *Bird Watching Journeys in Lanark County* and *Canoe and Kayak Journeys in Lanark County* – both of which are widely distributed by municipalities and businesses to promote tourism. She noted Bennett continues to be a director-at-large and a committee member and, at age 89, is leading bird walks from his retirement residence along a walkway by the river. He also raised funds for bird feeders near the buildings so less-mobile residents can also enjoy bird watching.

In another letter of support, John Edwards described Bennett as “a consistent contributor to the quality of life of the communities he has lived in: Carleton Place, Beckwith and Mississippi Mills,” adding: “Cliff is an irresistible ‘force of nature’ who is constantly organizing and coordinating people to work together to improve their life experience and/or improve their surroundings....His optimism and enthusiasm has easily affected the lives of thousands of people wherever he lives.”

Adam Dowdall of Carleton Place was nominated by Jayne Munro-Ouimet, the president of the Lanark County Genealogical Society, for his efforts to bring Lanark County’s cultural heritage to life through his hobby of metal detecting.

Munro-Ouimet indicated Dowdall has been fascinated with unearthing and preserving items from an early age, and he has documented and displayed artifacts at many community events. Through speaking engagements and his Facebook page, Dowdall has motivated others with new hobby ideas. At the same time, he educates about location guiding, environmental awareness and equipment and techniques used.

“Digging in the county’s dirt – sometimes it is more than scratching the surface – Adam helps us understand what life was like in a specific time period and what was valued in society,” Munro-Ouimet says. “He brings us the county history just below our feet.” Over many years he has found numerous artifacts from the pre-settlement and settlement eras.

A letter of support from Kate Hurdis, Director of Society Development with the Lanark County Genealogical Society, notes Dowdall has found lost keepsakes, coins, jewels and items of great historical significance, including a flint spearhead dated to be 3,000 years old, of interest to Indigenous neighbours at Golden Lake. “Adam is a great asset to our local historical-minded societies and local museums. He brings a renewed interest in people searching their own properties and looking for local historical artifacts, provides guidance to those who wish to be involved with metal detecting and the proper procedures in collecting treasure,” she says.

Tim and Rosemary Campbell, independent museum professionals, stated in a letter of support that Dowdall’s “voyages of discovery into Lanark County landscapes have unearthed pertinent specimens of material culture that bear witness to the area settlement roots and history, mostly forgotten or unknown by its local residents.” The Campbells note Dowdall conscientiously documents and cares for the items he finds, “pursues his trade in ground metal detecting diligently and ethically,” and that he is respectful of the traditional territory upon which Indigenous peoples reside, as well as those who came after. They note his “contribution to heritage awareness in this area has a long-term impact in defining our community’s cultural landscape” and applaud his efforts to show his collection and to mentor those keen to take up metal detecting.

Lowry congratulated the recipients for their contributions. "These volunteers are role models who, through their actions and incredible generosity, have touched many lives. We sincerely thank you both for leaving such a positive legacy in Lanark County."

Awards of Excellence recipients are recognized on a plaque in the county administration building, as well as on the county website at www.lanarkcounty.ca and in notices in local newspapers.

– 30 –

For more information, please contact:

Casey Whitar, Deputy Clerk

Lanark County

1-888-9-LANARK, ext. 1102

Presentation photos available at

<https://www.dropbox.com/sh/6qdbiom4ozny3p9/AAClqkGsgjEHHK3UWG6dXm9ea?dl=0>

Fenik sworn in as 2022 Lanark County Warden

Councillor John Fenik (Perth Mayor) was sworn in as Lanark County's 2022 warden at a scaled-down inaugural meeting on Wednesday afternoon.

Fenik was nominated by Councillors Ed McPherson (Perth Deputy Mayor) and Richard Kidd (Beckwith Reeve).

McPherson says he doesn't know anyone with more passion, drive and experience than Fenik. "He is very passionate and proactive, takes on new challenges and is usually ahead of the curve." McPherson noted Fenik's work on the Indigenous Health & Well-being and Climate Change committees, and said he would be a strong voice for the county. "He is great at collaboration and always tries to make the best decisions. He tries to bring people together."

"A warden has to have certain characteristics," Kidd said, noting an ability to listen and represent the whole county, to represent at political and public functions, to compromise, to not always agree but to respect positions, and to not carry a grudge after a disagreement. "John has all of those characteristics. I think he will do a great job as warden in 2022."

Among the highlights and challenges for 2022, Fenik noted the upcoming decision on the redevelopment of Lanark Lodge, continuing momentum on social housing and the cell and broadband expansion projects, consideration about hospital funding, and the ongoing challenges with climate change. "I am happy we established a committee on climate change – I am glad we are taking it on."

Fenik thanked his supporters and expressed particular gratitude to Past Wardens Christa Lowry (Mississippi Mills) and Brian Campbell (Tay Valley Reeve) for leading the county through the pandemic. "I believe council will do great things for the last 12 months of this term," he said. "I am very positive about the future," he said, acknowledging the professionalism of county staff. "We can take on any challenge and do great things."

Past Warden Lowry highlighted the challenges of COVID and commended staff for their perseverance and dedication for residents while ensuring public safety. "To everyone on the staff team, thank you. We see your efforts and they are appreciated."

Lowry said work related to the housing crisis was a priority for her, and recapped some of the key milestones achieved over the last year. "I am keenly aware there is much more to do to have a meaningful impact on housing."

Other highlights have included continued work on the cell gap and broadband projects to improve access for residents and the establishment of the Climate Action Committee. "For first time ever the PRIDE flag was raised at Lanark County Administration Building. We made it clear that everyone is welcome in Lanark County." She also noted the importance of continuing on the path to reconciliation, acknowledging the flag being lowered for the children who never came home, honouring the National Day for Truth and Reconciliation, and the work of the Indigenous Health & Well-being Working Group.

She thanked everyone for the opportunity to serve and expressed gratitude to staff. "It has been an honour and a privilege to serve as warden."

Committee chairpersons were approved at the meeting as well, including Councillor Klaas Van Der Meer (Montague Deputy Reeve) for Community Services, Councillor Christa Lowry (Mississippi Mills Mayor) for Corporate Services (acclaimed), Councillor Rickey Minnille (Mississippi Mills Deputy Mayor) for Economic Development and Councillor Steve Fournier (Drummond/North Elmsley Reeve) for Public Works. Fenik also named a striking committee, which appoints members to various committees and boards. Council reconvenes Wednesday at 5 p.m. for its regular meeting.

– 30 –

For more information, contact:
Casey Whiticar, Deputy Clerk
Lanark County
1-888-9-LANARK, ext. 1102

Photos of this event are available at

https://www.dropbox.com/sh/qark3k7awq46aub/AACC3aJCBe0OJrbQ_ssqAz0ba?dl=0

Captions:

1. Fenik with Nominators: 2022 Warden John Fenik (Perth Mayor), centre, is flanked by his nominators – Councillor Ed McPherson (Perth Deputy Mayor), left, and Councillor Richard Kidd (Beckwith Reeve).
2. Oath of Office: 2022 Warden John Fenik (Perth Mayor) takes the oath of office from Deputy Clerk Casey Whiticar.
3. Chains of Office: Outgoing Warden Christa Lowry (Mississippi Mills Mayor) presents the chains of office to 2022 Warden John Fenik (Perth Mayor).
4. Past Warden's Pin: Outgoing Warden Christa Lowry (Mississippi Mills Mayor) receives the Past Warden's Pin from 2022 Warden John Fenik (Perth Mayor).
5. Lowry and Fenik: Incoming Warden John Fenik (Perth Mayor) and outgoing Warden Christa Lowry (Mississippi Mills Mayor) share congratulations.
6. Taking the Chair: Newly elected Warden John Fenik (Perth Mayor) takes the chair for the first time.

Here are the highlights from the Lanark County Council meeting held Wednesday, Dec. 1.

Update on Vegetation Management Plan Received: Council received an update regarding the county's 2021 vegetation management and habitat restoration activities.

At the public works committee meeting last week, Climate Environmental Coordinator Michelle Vala provided an overview of the 2021 activities. Vala noted wild parsnip was declared a noxious weed in Ontario in 2015, and with the adoption of its Integrated Pest Management Vegetation Management Plan in 2016, the county has taken a long-term, multi-faceted approach to managing vegetation in order to maintain safe roadsides. "The vision is to reduce reliance on mowing, brushing and spraying, while restoring pollinator habitat."

Vala indicated spraying for wild parsnip has decreased by 92 per cent since 2016, while hand removal has increased substantially to cover 268 kilometres of roadside, which is nearly half of the county road system. "Summer students spent about 40 per cent of their time hand pulling wild parsnip," she said. "Extra time was taken in hamlets where the risk of the public encountering wild parsnip is high, as well as along the Ottawa Valley Recreational Trail."

Vala highlighted the rise in reported cells of phragmites, another invasive plant that is difficult to control and poses a threat to wetlands and waterways. In 2021, 103 cells were reported on county roads. "The number continues to increase every year, with 19 new cells identified in 2021 surveys," she said. "This is a 75 per cent increase since 2018." In 2021, all new and young cells were spaded by hand, and all were regularly mowed to reduce spread and propagation.

The management plan is slated to be reviewed and revised early in the new year, including an update on control strategies and issues that have progressed since it was adopted.

Vala also shared news on restoration activities. A pilot project in partnership with the Canadian Wildlife Federation (CWF) on County Road 21 (Elm Grove Road) tested site preparation and seeding strategies for roadside pollinator habitat. A large 3-acre field near the county administration building is to be converted from mowed grass to a pollinator patch in phases, and it was seeded with a native seed mix for pollinators this fall. Native, pollinator-friendly plants were planted along the OVRT by county staff and along roadsides, thanks to volunteers from two enhanced Adopt-a-Road groups. Construction projects are being hydroseeded with a custom wildflower mix to promote desirable, pollinator-friendly plants and prevent the growth of invasive ones; over the last four years, 46 km of roadsides have been hydroseeded. Lastly, in partnership with CWF, a training workshop and road tour was hosted in September to showcase the restoration projects for staff from municipalities and conservation authorities in eastern Ontario.

"Pollinator habitat quality is tracked using the Rights-of-Ways as Habitat Working Group's scorecard," Vala said. "Most county roads have basic to moderate pollinator habitat quality."

Council passed a motion to send a letter to the Ministry of Transportation to encourage a more thorough phragmites control program on provincial highways to prevent its spread within Lanark

County and the region. For more information, contact Michelle Vala, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

Offering Support for Hwy. 15 Safety Concerns: Following a delegation by Calvary Christian Academy/Calvary Christian High School Principal Tom Bourne, council voted to write a letter of support to the Ministry of Transportation explaining the need for a community safety zone on Hwy. 15 near Franktown.

Bourne highlighted concerns expressed by staff and parents about the safety of a stretch of roadway near the school. The school's entrance is located on a bend in Hwy. 15 where the speed limit is 80 km/hour. "We don't understand why, at a school entrance, the speed is 80 km/hr," he said. "Each day when the 100 families and students leave at 3:30, we hold our breath with concern....We are all very concerned that there is going to be an accident before long and it could be fatal." He added efforts to resolve the issue with MTO have been unsuccessful so far.

For more information, contact Casey Whiticar, Deputy Clerk, at 1-888-9-LANARK, ext. 1102.

***Please note, a media release for the 2021 Inaugural Meeting has been issued separately.**

Upcoming Meetings: County Council, Wednesday, Dec. 8, 5 p.m.; Special Corporate Services (Budget), Dec. 8, (following County Council) Public Works, Dec. 8 (following Corporate Services); Economic Development, Dec. 8 (following Public Works). **County Council, Wednesday, Jan. 12, 5 p.m.;** Community Services, Jan. 12 (following County Council); Corporate Services, Jan. 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 Twitter!

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2022

Council/Committee Calendar

- County Council (5:00 pm)
- Public Works & Economic Development
(Immediately following County Council)
- Community & Corporate Services
(Immediately following County Council)

- Statutory Holiday
- Special Corporate Services - Budget Meeting
Deferred to January 2023 (New Term of Council)
- Municipal Election (Oct 24) & Term of Office End (Nov 14)
- Inaugural Meeting (Nov 23)
- Conferences
January 23- 25 ROMA
February 20 - 23 OGRA (to be confirmed)
June 2 - 5 FCM (Regina, Saskatchewan)
August 14 - 17 AMO (Ottawa)
TBD - OEMC (NAV Centre, Cornwall)
- Warden's Event - TBD
Warden's Banquet - TBD

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Term of office ends November 14, 2022

Created: September, 2022

Subject: FW: Building Broadband Faster in Ontario | Update/Accélérer le déploiement de l'accès haut débit en Ontario | Point de situation
Date: December 1, 2021 11:01:27 AM
Attachments: [Building Broadband Faster with Guideline.pdf](#)

From: Minister of Infrastructure <Minister.MOI@ontario.ca>
Sent: December 1, 2021 11:00 AM
To: Minister of Infrastructure <Minister.MOI@ontario.ca>
Subject: Building Broadband Faster in Ontario | Update/Accélérer le déploiement de l'accès haut débit en Ontario | Point de situation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our government is committed to ensuring that communities across Ontario have access to high-speed internet by committing nearly \$4 billion funding-based opportunities for unserved and underserved communities. This includes \$2.8 billion in the 2021 Budget to support the acceleration of access to high-speed internet with the aim of connecting all regions in Ontario by the end of 2025.

In addition to regional projects already in process, in July and October 2021, Ontario announced \$16.2 million for 17 projects under the Improving Connectivity for Ontario (ICON) Program, which will bring high-speed internet access to as many as 17,900 households and businesses. Ontario and the federal government also announced over \$1.2 billion in 58 new projects through the provincial ICON and the federal government's Universal Broadband Fund.

On September 9, 2021, we also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

To help remove barriers and support a more streamlined approach to the deployment of high-speed broadband infrastructure, in April 2021, the Government enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and **two BBFA regulations ("Prescribed Loss or Expense" and "Designated Broadband Projects")**, effective as of that date.

The Guideline and regulations support a new, standardized, more coordinated process and sets out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of broadband infrastructure.

To further support timely progress toward our 2025 commitment, a Statement of Intent was released on November 30 and included in the Guideline, the government is also considering future legislative and regulatory enhancements to remove additional barriers to

the deployment of high-speed internet. We will also put in place a Technical Assistance Team to provide project implementation and support to municipalities.

We are actively consulting on the proposed legislative measures, including with municipalities and communities and stakeholders. If passed, these additional measures will provide greater certainty, and ensure expanded access to high-speed internet can be achieved for all homes and businesses in Ontario by the end of 2025.

My ministry will also be reaching out to your officials to provide them with this update and further details on the Guideline, regulations and future proposals.

Thank you for your support to ensure that the people we serve have the access they need to participate in the digital world, and to help Ontario recover and grow.

Should you have any questions, please do not hesitate to contact my office.

Yours sincerely,

The Honourable Kinga Surma
Minister of Infrastructure

Attachment

Notre gouvernement a la ferme intention de donner accès à l'Internet haute vitesse aux collectivités partout en Ontario, en consacrant près de quatre milliards de dollars en financement aux localités non desservies et mal desservies. Cette aide comprend 2,8 milliards de dollars prévus dans le budget de 2021 pour accélérer le déploiement de l'accès à l'Internet haute vitesse dans le but de connecter toutes les régions de l'Ontario d'ici la fin de 2025.

En plus des projets régionaux déjà entrepris, l'Ontario a annoncé – en juillet et octobre 2021 – l'octroi de 16,2 millions de dollars à 17 projets faisant partie du Programme ICON d'amélioration de la connectivité en Ontario et destinés à donner à pas moins de 17 900 ménages et entreprises accès à l'Internet haute vitesse. Par ailleurs, l'Ontario et le gouvernement fédéral ont annoncé une enveloppe de plus de 1,2 milliard de dollars pour 58 nouveaux projets dans le cadre du Programme ICON provincial et du Fonds pour la large bande universelle du gouvernement fédéral.

Le 9 septembre 2021, nous avons lancé aussi un nouveau processus innovateur et concurrentiel qui permettra aux fournisseurs de services Internet qualifiés de soumissionner pour des projets de déploiement de services d'accès Internet haute vitesse dans les localités non desservies et mal desservies restantes de la province, d'ici la fin de 2025. Dirigé par Infrastructure Ontario, ce processus est maintenant bien engagé.

Dans le but d'aplanir les obstacles et de rationaliser les processus de déploiement des infrastructures d'accès large bande à haute vitesse, le gouvernement a adopté, en avril 2021, la *Loi de 2021 sur la réalisation accélérée de projets d'Internet à haut débit* et modifié la *Loi de 1998 sur la Commission de l'énergie de l'Ontario* par l'adoption de la *Loi de 2021 soutenant l'expansion de l'Internet et des infrastructures*. Le 30 novembre 2021, le ministère de l'Infrastructure et Infrastructure Ontario ont publié les **lignes directrices de la Loi de 2021 sur la réalisation accélérée de projets d'Internet à haut débit (lignes directrices)** et deux règlements d'application de cette loi (« **Pertes ou dépenses prescrites** » et « **Projets désignés d'Internet à haut débit** »), qui sont entrés en vigueur

à cette date.

Les lignes directrices et les règlements sous-tendent un nouveau processus normalisé et mieux coordonné et dressent les contours de la collaboration attendue de tous les partenaires, notamment les municipalités, dans le but d'aplanir les obstacles et d'accélérer le déploiement des infrastructures d'Internet large bande.

Pour accélérer davantage les progrès vers notre engagement de 2025, une déclaration d'intention a été publiée le 30 novembre et incluse dans la ligne directrice. Le gouvernement envisage aussi des améliorations législatives et réglementaires futures axées sur l'élimination d'autres obstacles au déploiement de l'Internet à haute vitesse. Nous formons également une équipe d'assistance technique pour assurer la mise en œuvre des projets et le soutien aux municipalités.

Nous menons activement des consultations sur les mesures législatives proposées, notamment auprès des municipalités, des collectivités et des parties prenantes. Si ces mesures supplémentaires sont adoptées, elles offriront une plus grande certitude et garantiront un accès élargi à l'Internet à haute vitesse pour tous les ménages et entreprises de l'Ontario d'ici la fin de 2025.

Mon ministère communiquera aussi ce point de situation à vos représentants, ainsi que d'autres détails sur les lignes directrices, les règlements et les propositions futures.

Je vous remercie de votre aide à garantir que les populations que nous servons ont l'accès dont elles ont besoin pour participer au monde numérique, et aider l'Ontario à se rétablir et à prendre son essor.

Si vous avez des questions, n'hésitez pas à communiquer avec mon bureau.

Cordialement,

L'honorable Kinga Surma
Ministre de l'Infrastructure

Pièce jointe

Confidentiality Warning: This e-mail contains information intended only for the use of the individual names above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at www.ontario.ca/page/ministry-infrastructure and destroy all copies of this message. Thank you.

Conservation Authorities Act

Phase 1 Regulations

Guidance to Support Implementation of Phase 1 Regulations

Fall 2021

Ministry of the Environment, Conservation and Parks

Purpose

Provide information to support implementation of the Phase 1 regulations made under the *Conservation Authorities Act*

Outline

- **Context**
 - Legislative changes
 - Expected outcomes
 - Phase 1 Regulatory Proposals
- **Part A: Mandatory Programs and Services**
- **Part B: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act**
- **Part C: Rules of Conduct in Conservation Areas**
- **Part D: Effective Dates and Timelines**
- **Next Steps**
- **Questions and Support**

Context

Legislative Changes

- In November 2018, the government made a commitment in the Made-in-Ontario Environment Plan to work in collaboration with municipalities and stakeholders to ensure conservation authorities (CAs) focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards and conserving natural resources
- In June 2019, the *More Homes, More Choice Act, 2019* (Bill 108) amended the *Conservation Authorities Act* to allow the Province to further define the core mandate of CAs
- The Province conducted a review of all relevant legislation/regulations that govern CAs, including extensive consultations with stakeholders with an aim to focus CAs on their core mandate and improve overall governance, oversight and accountability
- On December 8, 2020, the Legislature passed Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, which contained further changes to the *Conservation Authorities Act*

Legislative changes (cont'd)

- Un-proclaimed provisions in the *Conservation Authorities Act* are being proclaimed in stages, aligned with a phased regulatory and policy rollout
 - A first proclamation for sections of Bill 108 and Bill 229 not related to any regulatory authority occurred in early February 2021
- New regulations and policies are needed to implement changes to the *Conservation Authorities Act*. These are being rolled out in phases
- To support the government in developing the regulations and ensure CAs and other stakeholder groups have a stronger voice at the table, the Minister of the Ministry of the Environment, Conservation and Parks (MECP) formed the CA Working Group

Expected Outcomes of Legislative and Regulatory Changes

- Focus CAs on their core mandate including helping protect people and property from the risk of natural hazards, the conservation and management of CA-owned lands, and their roles in drinking water source protection
- Increase CA accountability, consistency and transparency while respecting taxpayer dollars by giving municipalities more say over the programs and services for which they will pay
- Municipalities have new abilities to make funding decisions about programs and services that a CA proposes to offer. They can continue to work with their local CAs to develop and deliver natural resource management programs and services to respond to local needs and priorities
- In addition to prescribed mandatory programs and services, other programs and services can continue as long as municipalities agree to fund them, or there is funding through other means (e.g., provincial or federal funding, or CA self-generated revenue)
- Changes to the CA funding framework are being implemented in time to be included in the CA 2024 budgets

Phase 1 Regulatory Proposals

- From May 13, 2021 through June 27, 2021, MECP consulted on the proposed regulations including through an ERO Posting
- MECP also held webinars and individual stakeholders meetings with CAs, municipalities, Indigenous communities and organizations and other stakeholders
- All the feedback received during the consultation period was considered, and the final regulations were modified based on this feedback
- The ministry finalized the regulations and posted a decision notice on the ER on October 7, 2021 - [notice number 019-2986](#)
- The three final regulations are:
 1. O. Reg. 686/21: Mandatory Programs and Services
 2. O. Reg. 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act
 3. O. Reg. 688/21: Rules of Conduct in Conservation Areas

Part A:

O. Reg. 686/21: Mandatory Programs and Services

Mandatory Programs and Services Regulation

Conservation authorities must provide the following mandatory programs and services:

- Preparing and managing for risk of natural hazards
- Conserving and managing lands owned or controlled by a CA, including any interests in land registered on title
- Continuing to implement Provincial stream and groundwater monitoring
- Developing a core watershed-based resource management strategy
- CA duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*
- CA duties, functions and responsibilities under other legislation prescribed by regulation:
 - On-site sewage system approvals by North Bay-Mattawa CA
- Lake Simcoe Region CA duties, functions and responsibilities under the *Lake Simcoe Protection Act, 2008*

These are referred to as **category 1 programs and services**.

Mandatory Programs and Services Regulation

Risk of Natural Hazards

CAs are required to implement a program or service related to:

- 1. Managing the risk posed by the natural hazards within their jurisdiction, including: flooding, erosion, dynamic beaches, hazardous sites, hazardous lands, low water or drought conditions**
- This program or service shall be designed to:
 - Develop an awareness of areas important for the management of natural hazards (e.g. wetlands, rivers or streams, shoreline areas, unstable soils, etc.)
 - Understand risks associated with natural hazards and how they may be impacted by climate change
 - Manage risks associated with natural hazards
 - Promote public awareness of natural hazards
 - Programs and services shall include the collection, provision, and management of information to the extent the CA considers appropriate to:
 - Delineate and map natural hazards
 - Study surface water hydrology and hydraulics (e.g. surface flows and levels, surface/groundwater interactions)
 - Study stream morphology, the potential impact of climate change on natural hazards, and the management of natural hazards
 - Additional components include the development of plans and policies to support program and service delivery, education and outreach, and consultation on the development and provision of the programs and services.

Mandatory Programs and Services Regulation

Risk of Natural Hazards (cont'd)

2. Flood forecasting and warning:

- Maintain information on surface water hydrology
- Develop operating procedures for flood forecasting and warning
- Maintain a streamflow monitoring network that at a minimum include stream flow gauges (i.e., provincial-federal hydrometric network)
- Monitor weather and climate information, snow surveys and water levels
- Analyze local surface water hydrologic conditions and initiating communications and provision of information/advice related to flood potential and flood events

3. Drought or low water response:

- Maintain information on surface water hydrology
- Maintain a streamflow monitoring network that at a minimum include stream flow gauges (hydrometric network)
- Monitor weather and climate information, snow surveys and water levels
- Analyze local surface water hydrologic conditions related to risk of drought and low water events
- Initiating response and communications in accordance with Ontario Low Water Response guidelines and provision of information/advice during drought or low water event.

Mandatory Programs and Services Regulation

Risk of Natural Hazards (cont'd)

4. Ice management services (preventative or remedial) as appropriate and as supported by a CA-approved ice management plan, including:

- Development and updating of plans on or before December 31, 2024 ★
- Control of ice, including potential standby equipment (e.g. icebreaker)
- Addressing ice-related erosion

5. Infrastructure:

- Operation, maintenance, repair and decommissioning of:
 - Any water control infrastructure owned or controlled by the CA (i.e. by agreement) that mitigates risk to life and property damage or to assist in flow augmentation
 - Any erosion control infrastructure owned or controlled by the CA
- The completion of operational and asset management plans on or before December 31, 2024 ★
- Infrastructure operations, maintenance, rehabilitation/repair and the undertaking of any associated necessary technical or engineering studies, including dam safety studies and emergency plans

6. Review proposals for the purposes of commenting on the risks related to natural hazards made under the following Acts:

- *Aggregates Resources Act*
- *Drainage Act*
- *Environmental Assessment Act*
- *Niagara Escarpment Planning and Development Act*

Mandatory Programs and Services Regulation

Risk of Natural Hazards (cont'd)

7. Land use planning input on behalf of the Ministry of Northern development, Mines, Natural Resources and Forestry (MNDMNRF), or in a CAs capacity as a public body, related to natural hazards policies of the Provincial Policy Statement (PPS) 2020 and provincial plans under the *Planning Act*

Functions and responsibilities include:

- Review applications under the *Planning Act*, providing comments, technical support or information to the planning authority under that Act
- Provide comments directly to the Ministry of Municipal Affairs and Housing (MMAH) when requested
- Inform MMAH of any applications that CAs are of the opinion should be brought to the attention of the Government of Ontario
- Provide advice, technical support, etc., to municipalities or planning boards when requested
- Provide technical input into and participate in province reviews of applications for approval of a “Special Policy Area” within the meaning of the PPS 2020
- Provide support to MMAH in appeals on the applications or other matters under the *Planning Act* on behalf of the Province at the Ontario Land Tribunal (OLT)
- Undertake an appeal to the OLT of a decision under the *Planning Act* as a public body if it relates to natural hazards policies

8. Administration of permits issued under section 28 and 28.0.1 of the *Conservation Authorities Act*, including associated enforcement activities

Mandatory Programs and Services Regulation

Conservation and Management of CA Lands

CAs must implement programs and services for the management and maintenance of CA-owned or controlled lands, where the CA determines advisable, for:

- Securing a CA's interests in its lands, including monitoring and enforcement to maintain property integrity, reduce liability and risk associated with use and protect the resources on the properties
- Offering passive recreation on CA owned lands (i.e., trails, facilities and amenities that support public access and recreational activities in conservation areas that can be provided without direct support or supervision of CA staff)
- In its capacity as an owner of land, to make applications or comment on matters under the *Planning Act*
- Protecting, conserving, rehabilitating and managing natural heritage, including the planting of trees (excluding commercial logging)
- Development of policies regarding acquisition and dispositions of CA owned land

Mandatory Programs and Services Regulation

Conservation and Management of CA Lands (cont'd)

Conservation Area Strategy:

CAs must develop a conservation area strategy, prepared on or before December 31, 2024,★ that includes:

- Objectives established by the CA that will inform the CA's decision-making related to the lands it owns and controls
- List of mandatory and category 2 and 3 CA programs and services, including sources of financing for these programs and services
- Where the CA considers it advisable, an assessment of how the CA lands may:
 - Augment natural heritage located in its jurisdiction
 - Integrate with provincial or municipal lands, trails etc.
- Establish land use categories to classify lands in a land inventory based on the types of activities that take place on the parcel, or other matters of significance related to the parcel
- Ensure stakeholders/public are consulted during the preparation of the strategy in a manner the CA considers advisable
- A process for the period review and update, including consultation
- Strategies are to be made public on the CA's website

Mandatory Programs and Services Regulation

Conservation and Management of CA Lands (cont'd)

Land Inventory of CA Owned Land

CAs must prepare a land inventory, prepared on or before December 31, 2024,★ that includes the following:

- Location of parcel
- Identification of information the CA has on the parcel, including surveys, site plan or other maps
- When the CA acquired the parcel
- Whether acquired by a grant under s. 39 of the *Conservation Authorities Act*
- Whether the parcel was acquired through an expropriation
- Whether the CA owns the parcel or has a registered legal interest in the parcel (e.g., easement)
- Identification of the land use categories that apply to the parcel
- Identify if the parcel contains recreational activities requiring direct CA staff support or if commercial logging is carried out on the parcel
- A process for the periodic review and updating of the inventory by the CA

Mandatory Programs and Services Regulation

Other Mandatory Programs and Services

Provincial Groundwater Monitoring Program:

- Collect and submit groundwater samples from wells that are part of the monitoring program along with site information to a lab approved by MECP for analysis
- Collect in-field groundwater data and weather data for submission to MECP
- Assess and maintain monitoring program sites and wells for safety and access
- Comply with MECP procedures if samples exceed drinking water quality standard set out in O. Reg 169/03 (*Safe Drinking Water Act, 2002*)
- Deploy, remove, operate, calibrate and maintain equipment provided
- Carry out administrative support for procuring program equipment, well and equipment repair, well construction and decommissioning services
- Cost share the construction/decommissioning of wells that are part of the program
- Establish and maintain an agreement with the owners of properties with wells in the program
- Participate in meetings or training scheduled by the MECP related to the groundwater monitoring program

Mandatory Programs and Services Regulation

Other Mandatory Programs and Services (cont'd)

Provincial Stream Monitoring Program:

- Collect and submit stream water samples and associated site information to MECP for water chemistry analysis
- Collect in-field stream water quality data for submission to MECP
- Assess and maintain stream monitoring sites for safety and access
- Deploy, remove, operate, calibrate and maintain equipment provided by MECP
- Participation in meetings or training sessions scheduled by MECP

Mandatory Programs and Services Regulation

Other Mandatory Programs and Services (cont'd)

Core Watershed-based Resource Management Strategy

- **Development and implementation of a watershed-based resource management strategy, made publicly available (e.g. on a CA website), on or before December 31, 2024. ★**
- The strategy shall include:
 - Guiding principles and objectives to inform the delivery of the mandatory programs and services
 - Summary of existing technical studies, monitoring programs and other information on natural resources (e.g., surface water level and flows) that directly supports the delivery of the CA's mandatory programs and services
 - Review of the CA's mandatory programs and services for:
 - determining compliance with the mandatory programs and services regulation
 - identifying and analysing issues and risks that limit the effectiveness of the mandatory program or service delivery
 - actions to mitigate identified issues and risks, and estimated costs to implement the actions
 - Provisions for periodic review and updating of the strategy including procedures to ensure stakeholders and the public are consulted
- Other CA programs and services under a memorandum of understanding (MOU) or cost apportioning agreements may be included in the strategy if provisions for this are agreed to by the participating municipalities and are included in the MOUs and agreements

Mandatory Programs and Services Regulation

Source Protection Authority Responsibilities under the *Clean Water Act, 2006*

- **Under the *Clean Water Act, 2006*, CAs are required to exercise and perform the powers and duties of a drinking water source protection authority*:**
 - Operation of the source protection committee, including administrative support
 - Preparing amendments to assessment reports and source protection plans
 - Assisting in the review and update of source protection plans
 - Implementing source protection plan policies assigned to the source protection authority, including monitoring policies
 - Tracking and reporting on the progress of source protection plan implementation
 - Programs and services to support the CA's ability to carry out its duties, functions and responsibilities:
 - Responding to inquiries
 - Assessing whether a source protection plan is up to date
 - Assisting in the co-ordination and implementation of the source protection plan
 - Reviewing and commenting as needed on proposals made under other acts to determine whether they relate to significant drinking water threats, or potential impacts on drinking water sources

*note: The mandatory programs and services exclude Part IV of the Act (i.e., risk management official)

Mandatory Programs and Services Regulation

Other Mandatory Programs and Services

- **Programs and services related to a CA's duties, functions and responsibilities under another Act:**
 - On-site sewage systems (septic systems) approvals by North Bay-Mattawa CA as prescribed under the *Building Code Act, 1992*

Mandatory Programs and Services Regulation

Lake Simcoe Region CA Responsibilities under the *Lake Simcoe Protection Act, 2008*

- The *Lake Simcoe Protection Act, 2008* (LSPA) is delivered through the Lake Simcoe Protection Plan (LSPP) to address long term environmental issues in Lake Simcoe and its watershed
- Lake Simcoe Region CA is a key public body that works in collaboration with provincial ministry leads, including the MECP, NDMNRF, Ministry of Agriculture, Food and Rural Affairs, as well as municipalities, Indigenous communities and others to support the delivery of many LSPP policies
- Mandatory programs and services for the Lake Simcoe Region CA duties, under the LSPA, include the LSPP monitoring policies and strategic action where the policy names the Lake Simcoe Region CA as the lead or collaborating body with other public bodies
- Many Lake Simcoe Region CA required policies are implemented through the s. 28 regulation under the *Conservation Authorities Act* which is a prescribed instrument under the LSPA

Part B:

O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act

Transition Plans and Agreements

Additional Programs and Services

- Government understands that other programs and services many CAs provide through MOUs or agreements with municipalities are valuable and important to local communities (e.g., education or active recreation)
- CAs can continue to provide these programs and services:
 - At the request of and on behalf of a municipality through a MOU or other agreement
 - or
 - Where the CA determines certain programs and services are advisable to implement in the CA's jurisdiction

Category 2

Category 3

Transition Plans and Agreements

Additional Programs and Services, Transition Plans

- If a municipal levy (in whole or in part) is required for a category 3 program and service, the CA is required to enter into a cost apportioning agreement with the participating municipalities to allow the program and service to be financed by the municipal levy **after January 1, 2024**
- CAs can also provide CA determined programs and services without municipal agreement if these programs and services are funded by revenue that is not municipal levy, including:
 - CA self-generated revenue (e.g. access or user fees)
 - Contracts or funding from other sources (e.g. grants)

Transition Plans

- CAs are required to develop a transition plan that includes:
 - Outlining how and when the CA will meet the first and then second phase of requirements of the transition period
 - Providing the transition plan to each participating municipality, the public and MECP **on or before December 31, 2021** ★

Transition Plans and Agreements

First Phase of Transition Period, Inventory of Programs and Services

First phase: CAs must develop and circulate to the participating municipalities and MECP an inventory of all the programs and services they are providing and intend to provide no later than **February 28, 2022** ★

For each program and service, CAs must:

- Estimate the total annual actual cost of providing the program or service:
 - A. Programs and services provided 5 or more years: average cost for the last 5 years
 - B. Shorter duration: average cost for the period it was offered
 - C. New program: average cost based on best assessment and an explanation of the assessment

Where average annual cost for A and B above will not reflect future costs, adjust the average and include an explanation
- Indicate the source of funding to cover the total estimated annual actual cost (e.g., municipal levy, provincial or federal funding, non-government funding)
- Provide an estimate of the percentage of the total cost each funding source is expected to cover

Transition Plans and Agreements

Inventory of Programs and Services (cont'd)

Each CA program and service is to be classified into one of the 3 categories and include the following information in the inventory:

- Category 1: Mandatory Programs and Services
 - Type of mandatory program or service provided and justification for the classification
- Category 2: Municipal programs and services provided on behalf of a municipality through a MOU or other agreement
 - Municipality for which a program or service is provided and the date the CA and municipality entered into an MOU or other agreement for the program or service
- Category 3: CA determined programs and services where the CA determines the programs and services are advisable to implement in the CA's jurisdiction
 - If the program or service was funded in whole or in part by municipal levy and the CA intends to continue the program or service using the municipal levy, each participating municipality needs to decide about their funding and those willing to do so need to enter into a cost apportioning agreement with the CA to ensure the CA can levy them for these CA determined programs and service after the end of the prescribed transition date (January 1, 2024)

Transition Plans and Agreements

Second Phase of the Transition Period

- During the second phase of the transition period (**following submission of inventory by Feb 28, 2022 to January 1, 2024**), ★ CAs are to:
 - Consult with municipalities on the inventory of programs and services and consider any feedback
 - Take necessary steps to enter into cost apportioning agreements
 - Prepare and submit to the MECP six quarterly progress reports

Transition Plans and Agreements

Cost Apportioning Agreements

- CAs may enter into cost apportioning agreements with one or more participating municipalities for category 3 'CA determined' programs and services
- These agreements must include the following provisions:
 - Early termination, including when notice of termination is to be provided (at least 30 days or as specified in the agreement)
 - When the agreement will be reviewed (i.e. at least six months or such longer period as may be specified in the agreement before the termination date if the agreement is for less than five years, or at least every five years if the agreement is for longer than five years)
 - Alternative dispute resolution mechanisms for the settling of disputes
- These agreements must be approved by the municipal councils of all participating municipalities party to the agreement
- These agreements must be made available to the public (e.g., website or by other means the authority considers advisable)

Transition Plans and Agreements

Quarterly Progress Reports, Final Inventory

- CAs must submit six quarterly reports to the MECP (ca.office@ontario.ca) **beginning July 1, 2022 with the last report due October 1, 2023** ★
- Each progress report must include the following:
 - Comments or feedback provided by municipalities
 - Summary of changes made to the inventory to address comments or feedback, including a copy of the changed inventory and description of changes from previous inventory
 - Update on the progress of negotiations of cost apportioning agreements with participating municipalities
 - Any difficulties experienced that may impact the ability to enter into cost apportioning agreements by the transition date
- CAs must submit to participating municipalities and MECP a final version of the programs and services inventory and confirm that the CA has entered into all necessary cost apportioning agreements within 30 days after the transition date (i.e. on or before **January 31, 2024**)★

Transition Plans and Agreements

Extensions to Transition Period

- MECP may grant of extensions to the transition date for completing municipal agreements where a CA, with the support of one or more participating municipality in the CA, submits a written request for the extension to the Minister of MECP **on or before October 1, 2023** ★
- The request must include the length of the extension and demonstrate that the extension is required for any of the following reasons:
 - Additional time is required to conclude a cost apportioning agreement between a CA and one or more participating municipalities for a particular program or service the CA intends to provide after the transition date
 - Additional time is required to wind down a program or service that the CA will no longer provide after the transition

Transition Plans and Agreements

Municipal Roles and Responsibilities in the Transition Period

Municipalities are to:

1. Receive the Transition Plan from their CAs and prepare for the process outlined in the plan – on or before December 31, 2021
2. Engage their CAs on municipal expectations for the CA inventory of programs and services, CA decisions on categorization of its programs and services, actual costs provided on programs and services, how costs were developed etc.
3. Consider the programs and services the municipality may wish a CA to continue to provide on the municipality's behalf (category 2) through a MOU or other agreement, as well as consider what CA determined programs and services (category 3) the municipality may wish to fund by entering into a cost apportioning agreement, and understand what other municipalities may be considering to fund
4. Enter into negotiations with a CA for agreements related to funding category 2 or 3 programs and services. May include consideration of the benefit derived by the program or service and how costs are to be apportioned, the duration of the program or service, meeting the requirements set out in regulation for the prescribed cost apportioning agreement, etc.

Part C:

O. Reg. 688/21 – Rules of Conduct in Conservation Areas

Rules of Conduct in Conservation Areas Regulation

- One Minister's regulation, once in effect, consolidates all the individual CA 'Conservation Areas' regulations found on e-Laws made under s.29 of the *Conservation Authorities Act*
- The existing CA s. 29 regulations manage activities on all CA owned land, including the use by the public of the lands. These regulations focus on public safety, protecting against property damage, protecting the resources on the land and the public investment made in CA owned land
- The new Minister's s. 29 regulation sets out:
 - Use by the public of the land and services available on CA land
 - Prohibited activities (i.e. damaging property/vegetation, excessive noise)
 - Activities requiring permits (e.g., hunting, camping permits, vehicle use)
 - Requirement to produce permits at an officer's request
 - Locations, time periods for public access and use (e.g., swimming, boating)
 - Management of domestic animals brought by the public
- No significant changes were made to the new Minister's Regulation from the previous CA S.29 regulations which had been approved by the LGIC

Part D:

Effective Dates and Timelines

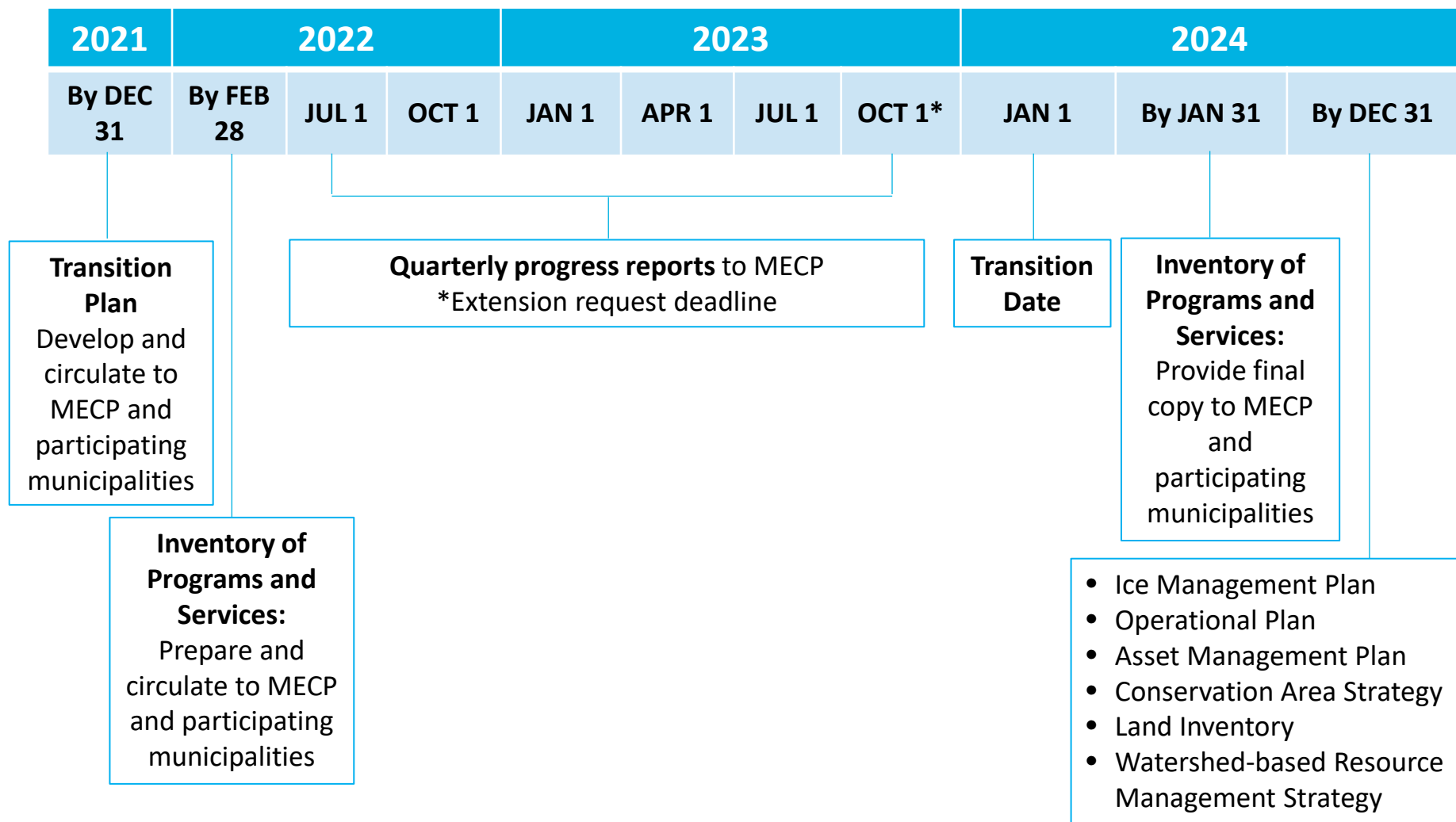
Effective Dates for Phase 1 Regulations

Regulation	Effective Date
O. Reg. 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act	October 1, 2021
O. Reg. 686/21: Mandatory Programs and Services	January 1, 2022
O. Reg. 688/21 – Rules of Conduct in Conservation Areas	The later of January 1, 2022 or upon proclamation of the unproclaimed section 29 of the <i>Conservation Authorities Act</i>

Summary - Timeline for Implementing Phase 1 Regulation Deliverables

Timeline	CA Deliverable
By Dec 31, 2021	Transition Plan: CA develops and circulates to MECP and participating municipalities, publish on website
By Feb 28, 2022	Inventory of Programs and Services: CA prepares and circulates to MECP and participating municipalities
Jul 1, 2022	<div> <div></div> <div>CA submits quarterly progress reports to MECP</div> </div>
Oct 1, 2022	
Jan 1, 2023	
Apr 1, 2023	
Jul 1, 2023	
Oct 1, 2023*	
	*Extension request deadline
Jan 1, 2024	Transition Date – date CA required to enter into cost apportioning agreements with participating municipalities if financing by the participating municipality is necessary
By Jan 31, 2024	CA provides final copy of inventory to MECP and participating municipalities
By Dec 31, 2024	<ul style="list-style-type: none"> • Ice Management Plan is developed and being implemented • Operational Plan is developed and being implemented • Asset Management Plan is developed and being implemented • Conservation Area Strategy has been prepared • Land Inventory has been prepared • Watershed-based Resource Management Strategy is developed and being implemented

Timeline for Phase 1 Regulation Deliverables



Next Steps

Next Steps

- Development of the second phase of provincial regulatory and policy proposals made under the *Conservation Authorities Act*, including details on the proposed municipal levies regulation, the CA annual budget process, and the Minister's list of classes of programs and services for which a CA can charge a user fee
 - MECP continuing to work closely with the CA Working Group
 - Consultation planned for later this year
- CAs develop transition plans and begin working on inventories of their programs and services

Questions and Support

- Should you have any questions related to the regulations and/or require support during the transition period, please contact the **Conservation Authority Office** at ca.office@ontario.ca



November 19, 2021

Ken Kelly
CAO/Acting Treasurer
Municipality of Mississippi Mills
kkelly@mississippimills.ca

Dear Mr. Kelly:

I am writing to let you know about a new Canadian Agricultural Partnership (CAP) targeted cost-share initiative of up to \$700,000 aimed at increasing deadstock management capacity throughout the province. The application intake will be open from November 18, 2021 to December 13, 2021. You can find additional information, including how to apply, on the OMAFRA website at www.omafra.gov.on.ca/english/cap/index.htm.

In light of the recent loss of on-farm deadstock pickup services in certain areas of the province, my ministry, in partnership with the government of Canada, is launching this CAP initiative to support livestock producers, waste management facilities, municipalities and other agri-businesses such as livestock auction barns, assembly yards, deadstock transporters, collectors, renderers, and veterinary clinics in increasing capacity for deadstock management. Given these increased pressures, this initiative offers a higher cost-share rate than our usual deadstock funding, that being 50% reimbursement of eligible expenses as opposed to 35%, up to a maximum of \$25,000 per applicant.

The initiative provides cost-share funding, to support planning, establishing, and/or managing deadstock to increase capacity for deadstock management. Specifically expenses eligible for cost-share reimbursement include:

Assessments and Planning

- Qualified third-party services to provide an initial operational plan or assessment of an applicant's deadstock capacity (e.g., deadstock management plan, environmental plan/assessment).

.../2

Deadstock Facility Upgrades and Equipment

- Establishment of an on-site facility to handle and store deadstock efficiently and securely as a preventive measure to reduce the risk of introduction and spread of disease to animals and humans, including, but not limited to:
 - Purchase, modification, or construction of a deadstock management system (e.g., composter, digester, incinerator **[subject to regulatory requirements and restrictions]**, in-ground vessel, waste management bins) and associated runoff management equipment/systems,
 - Digester modifications or components that enable the taking of deadstock (e.g. pretreatment equipment)
 - New construction or modifications to structures or buildings to facilitate the handling, storage and removal of deadstock, or to securely store deadstock in a manner that prevents access or scavenging by wildlife and vermin, and;
 - New freezer or cooler systems for the temporary storage of deadstock and parts thereof, or specified risk materials.

Please note that expenses must meet the requirements of the [Ontario Regulation 105/09](#), under the *Food Safety and Quality Act, 2001* (FSQA), and [Ontario Regulation 106/09](#) under the *Nutrient Management Act, 2002* (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants) and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our government is committed to supporting the agri-food sector and rural communities in Ontario.

I encourage you to take advantage of this funding opportunity and submit an application for your project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,



Marie-Claude Bibeau
Minister of Agriculture
and Agri-Food Canada



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs

November 10, 2021

The Right Honourable Justin Trudeau,
Prime Minister
Justin.trudeau@parl.gc.ca

The Honourable Doug Ford,
Premier of Ontario
premier@ontario.ca

Honourable and Dear Sirs:

**Support Resolution from the Council of Huron County passed October 20th
re: Homelessness Task Force**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on November 8, 2021 supported the following resolution:

“WHEREAS the County of Huron has established a “Huron County Homelessness Task Force” to address the rapidly increasing issue of homelessness in the County.

THAT the County of Huron, due to the substantial increase in chronic homelessness not only in Huron County but across Ontario and Canada, requests the Province of Ontario and the Government of Canada to identify Homelessness a “Provincial” and “National Crisis” across the Province of Ontario and Canada.

AND FURTHER THAT the Province of Ontario and Government of Canada acknowledge that lack of resources to support addiction and mental health programs to be a leading cause of homelessness.

AND FURTHER THAT the County of Huron requests the Province of Ontario and Government of Canada to provide further financial support for housing and homelessness programs as well as increase funding to mental health and addiction services.”

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

Andrewsville Bridge winter closure scheduled for Dec. 1

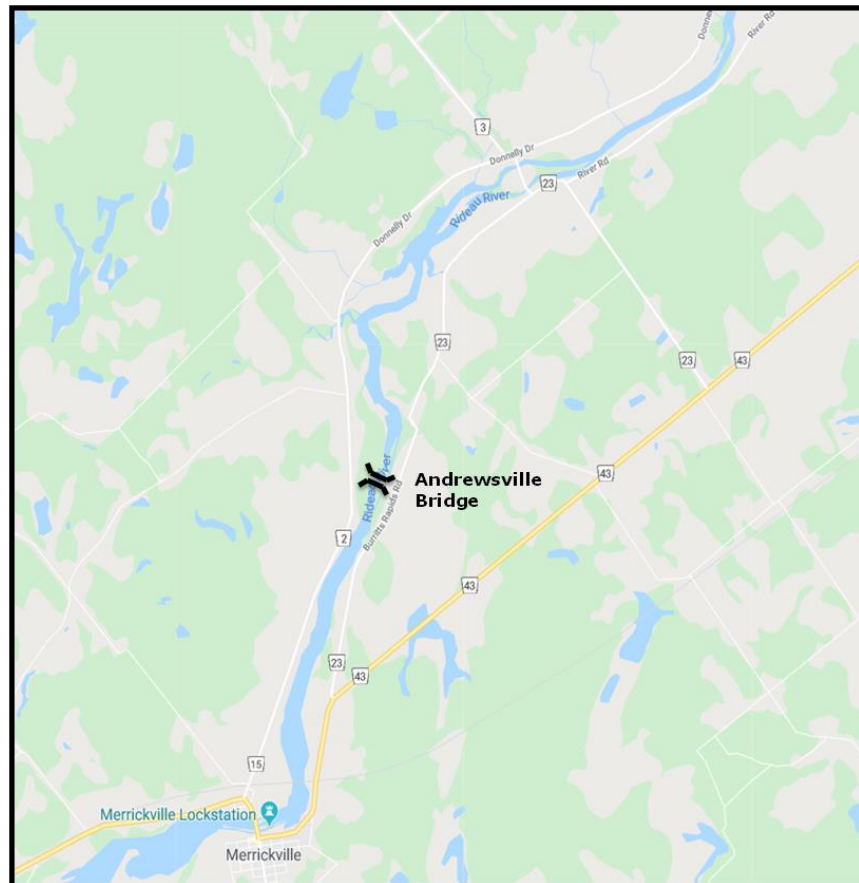
The annual temporary closure of Andrewsville Bridge is scheduled to take place from Dec. 1, 2021 to March 31, 2022.

“In an effort to prolong the lifespan of the bridge by eliminating further corrosion as a result of exposure to de-icing materials being tracked across the bridge, we have been temporarily closing the bridge to traffic each winter,” explained Public Works Manager Sean Derouin.

The bridge has a five-tonne weight limit and crosses the Rideau River in Montague Township in the hamlet of Andrewsville. It is jointly owned by Lanark County and the United Counties of Leeds and Grenville. It is one of three crossings on the eight-kilometre stretch of the Rideau River between Merrickville and Burritt's Rapids and it provides access to the Parks Canada swing bridge at the Nicholson's Locks, which also has a five-tonne load limit.

Council approved a by-law in 2018 that closes the bridge to traffic on an annual basis from Dec. 1 to March 31 as studies showed many repairs were required. The future of the century-old bridge is currently being determined.

No detour signage will be in place during the closure of the bridge.



– 30 –

For more information, contact:

Sean Derouin

Public Works Manager

Lanark County

1-888-9-LANARK, ext. 3194

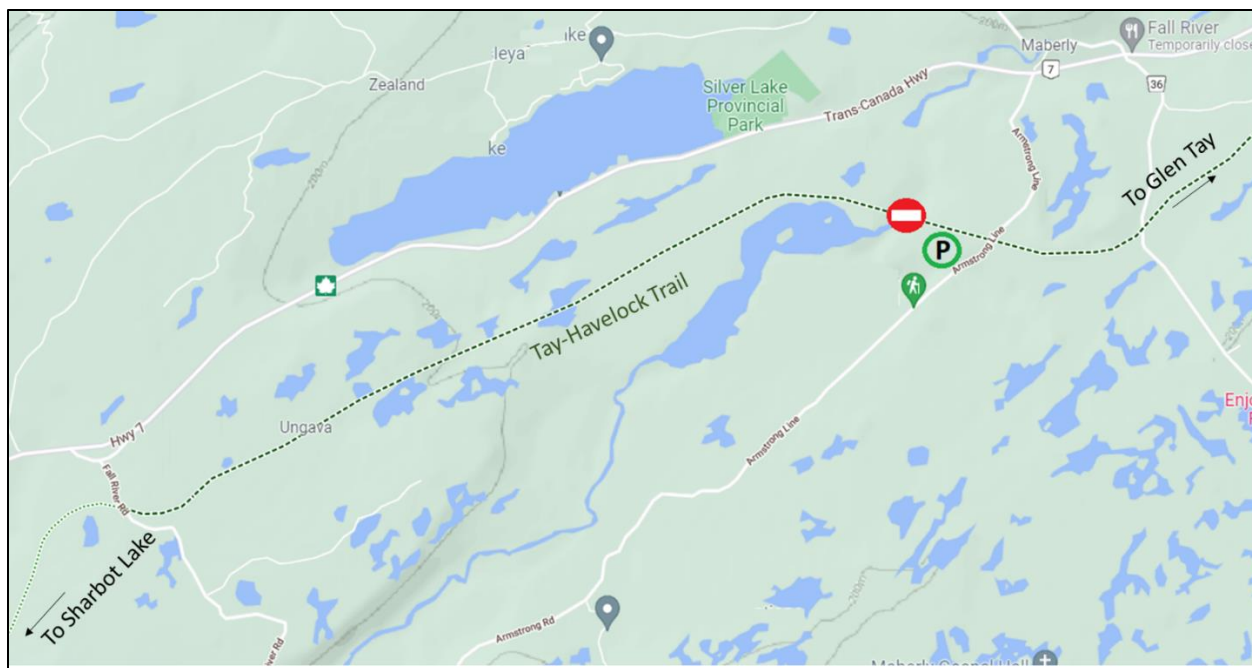
Tay Havelock Trail closure slated for Nov. 29

The Tay Havelock recreation trail between Armstrong Line and Fall River Road (12 km east of Sharbot Lake) will be closed starting Nov. 29 to facilitate the rehabilitation of the bridge spanning the Fall River.

This project is jointly funded by the County of Lanark and the Ontario Federation of Snowmobile Clubs (OFSC). DW Building Restoration Services was awarded the project at a cost of \$240,000 and is scheduled to complete the work by the end of December.

“We are grateful to our partner, OFSC, for their ongoing support of recreation in Lanark County,” said CAO Kurt Greaves. “We are very fortunate to have these partnerships in place that help us to sustain trail systems throughout Lanark County.”

Detour via Armstrong and Fall River Road will be in place.



– 30 –

For more information, contact:

Sean Derouin

Public Works Manager

Lanark County

1-888-9-LANARK, ext. 3194

Lanark libraries inspiring the next generation through STEM

The Lanark STEM Program



LEGO ROBOTICS WORKSHOPS

Lanark STEM Committee

Lanark STEM Program 2022/2023

Introduction

Libraries throughout Lanark County share a mission – to inspire knowledge creation and promote lifelong learning. Libraries are the ideal place for youth to develop science, technology, engineering and mathematics (STEM) skills because libraries offer a range of programs and services for **all** residents free of charge. Our libraries help build an informed, engaged, creative and connected community.

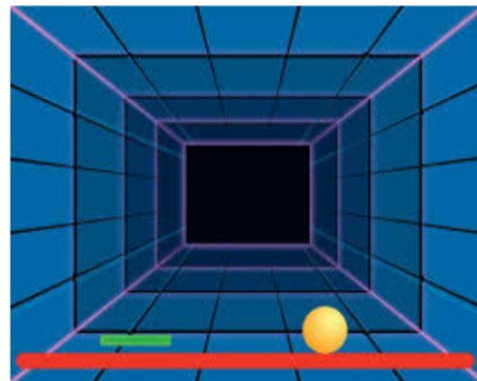
STEM skills are essential for the next generation of innovators. STEM skills are not just for youth intending to pursue careers in engineering and computer science. Farmers need computer skills in their day-to-day farming operations from fixing equipment to digital cultivation software. Tradespeople need to navigate new technologies daily. Cultivating STEM skills helps prepare our youth for whatever path they choose to take.

STEM can be daunting. Fun and accessible STEM programs such as LEGO robotics, Tinkercad 3D printing workshops and scratch video game creation courses are big hits with kids and teens. Through robotics, computer coding and 3D printing workshops, participants learn and gain confidence to continue to expand interest and engagement in STEM.



Mississippi Mills
Public Library

Create Your Own Video Game



The Mississippi Mills Public Library (MMPL) launched a STEM program that ran in 2020/21 (see Appendix C for more details). The pilot STEM program was more successful than anticipated and had overwhelming demand for workshops. Registration filled within 24 hours and workshop evaluations were glowing.



The success of the MMPL STEM Program has motivated libraries throughout Lanark County (libraries of Mississippi Mills, Carleton Place, Lanark Highlands, Perth and Smiths Falls) to launch the Lanark STEM Program. This program will give youth throughout Lanark County access to their very own high quality coding, electronics and robotics equipment and programs. To eliminate any financial barriers, the Lanark STEM Program will be free of charge.

In order to roll out STEM programs throughout Lanark, each library system will need in-house core STEM supplies. The MMPL already has these supplies from the pilot program. The Lanark STEM Committee, with representatives from each library system, will manage the program and a full-time STEM Coordinator will be responsible for planning, promoting and hosting STEM programs across all five library systems in the County. Working with the committee, MMPL will be responsible for program administration.



Budget

Item	Budget	Notes
STEM supplies	\$52,000	Core STEM supplies –i.e. LEGO Robotics, laptops, 3D printer, Ozobots
STEM Coordinator	\$53,000	
Administration	\$2,000	
Program Management	(\$20,000)	In-kind (all participating libraries)
TOTAL	\$107,000	

Funding

In the fall of 2020, the MMPL received funding from the federal government to hire a STEM Coordinator for a robotics and coding program. STEM supplies such as LEGO Mindstorms, a 3D printer and Ozobots are very expensive. The Elizabeth Kelly Library Foundation (EKLf) recognized the value in STEM programming and generously agreed to cover the cost of the STEM supplies for the pilot program.

An application for funding STEM supplies has been submitted to the Elizabeth Kelly Library Foundation. The Foundation provides funds on a matching basis only and will not support salary dollars. Apart from supplies, the **Lanark STEM Committee needs to raise approximately \$55,000** to cover the annual contract for the Lanark STEM Coordinator and administration costs.

Timeline

Date	Item	Details
January-February	Confirm funding	The Elizabeth Kelly Foundation and other sources will be approached for matching funding requirements
March	Purchase STEM supplies	
April	Post job description for STEM Coordinator	
May-June	Coordinator contract – planning, promotion and registration	May 2022-May 2023
June 2022-May 2023	Program launch	

Appendix C

The MMPL STEM Program was launched in 2020. Following is a press release outlining the initial STEM programs.

Learn Robotics at the Mississippi Mills Public Library (2020)

The Mississippi Mills Public Library is offering Lego Robotics workshops at the Almonte Branch starting Saturday, November 7, 2020. These sessions are part of the Library's 2020/2021 STEM (science, technology, engineering, and mathematics) programming schedule. These innovative workshops are possible thanks to funding from the Elizabeth Kelly Library Foundation that enabled the Library to purchase STEM supplies including Lego Robotics, 3D printer and Ozobots.

Each Lego Robotics workshop consists of a challenge designed to teach students basic robotics and mechanical engineering concepts. Challenges are geared toward students who have never programmed or built a robot before. Following is the Lego Robotics workshops schedule.

November 7 – The Sumo Challenge

Campers will build their robot to wrestle an opposing robot out of a ring. Flippers and pushers are all allowed!

November 14 – Line Follower

Robots must be programmed to follow a black line. The most precise instead of the fastest robot wins.

November 21 – The Race Challenge

In the race challenge, the campers will learn about gear ratios and how to make a fast robot. At the end of the morning, the campers will race their robots in a derby!

November 28 – Maze Challenge

To level up their robotics skills, campers will program their robot to complete a maze.

December 5 – Da Vinci Challenge

In the da Vinci challenge, the goal is to create the most beautiful work of art using only robots.

December 12- The Canada Arm Challenge

In this challenge, the campers will build a robotic arm.

Evaluation/Feedback

Registration filled immediately and children and parents were thrilled with the workshops.

Mississippi Mills Public Library

EKLF

Through our STEAM (science, technology, engineering, arts and mathematics) programs, we aim to improve children and youth's knowledge, creativity and comfort level with new technology.

1. Did you try something new today?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Did you complete your challenge?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Did have fun?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Would you like to come to another workshop?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. What was your favourite part of the day?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Is there anything you would change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

This workshop gets A+

This is my favourite part of my day!!!!

Evaluation results

Did you try something new? YES -98%

Did you complete your challenge? YES- 90%

Did you have fun? YES – 100%

Would you like to participate in another workshop? YES- 98%

Is there anything you would change?

Is there anything you would change?

- No, just missed not going in person! (*had to offer some workshops online during the lockdown*)
- Not one thing !!!!
- Nothing, it is awesome!
- I would like more details in the gaming design--it would be fun to have a more advanced course to continue learning about game design

What was your favourite part of the workshop/event? (some responses below)

- Learning/making
- Playing with the game
- my favourite part of the day was in testing it at the end
- building the robot
- coding the directions for a maze
- programming it
- Completing the build and seeing it work.
- Playing the game after coding it
- The robot wrestling

What MMPL learned

- Hiring a STEM Coordinator through a summer/youth grant is too limiting. Students have limited time to dedicate to a program and require significant supervision. A mature, experienced coordinator may cost more per hour but will ensure high quality service with minimal supervision time.
- Offering STEM programming throughout Lanark County would enable the program to hire a full-time coordinator.
- A full-time position may appeal to more qualified people.
- If you have the right STEM Coordinator, children will come....in droves.



RESOLUTION NO. 21-247

Moved by: Marc Dupuis
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario
This 10th day of November 2021

Guylaine Coulombe



Mississippi
Mills

COUNCIL CALENDAR

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Budget	3	4
5	6	7 6PM Council 7PM COW	8	9	10 10:30AM Library Board	11
12	13	14 Budget	15	16	17	18
19	20	21 6PM Council 7PM COW	22	23	24 1/2 Day Christmas Eve Office Closed	25 Christmas Day
26 Boxing Day	27 Stat Holiday	28 Stat Holiday	29	30	31 1/2 Day New Years Eve	
Office Closed						



COUNCIL CALENDAR

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 6PM Council 7PM COW (DI)	12	13	14	15
16	17	18	19	20	21	22
23 ROMA	24 ROMA	25 ROMA	26	27	28	29
30	31	6PM Council 7PM COW (PS/CS)				



Municipality of Mississippi Mills
PENDING LIST
December 7, 2021

Title	Department	Comments/Status	Report to Council (Date)
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	Q4 2021
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q2 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q2 2021
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q2 2021
Museum Funding Review	Ec Dev/Culture	Review of Museum funding before 2022 budget approval	Q3 2021
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021

Communication of Downtown Revitalization Project	Public Works	Meeting with downtown businesses regarding revitalization project	TBD
Emergency Management Plan	Fire	Emergency Management Plan Report and Bylaw	Q4 2021
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2022
Review Key to Municipality Policy	Clerks		Q1 2022
Review Vaccination Policy	CAO	To review the current vaccination policy to determine if it still requires to be in place.	Q2 2022
Council Renumeration Policy	Clerks	Review the current Council Renumeration Policy	Q4 2021
Pedestrian Crossover - OVRT	Public Works	Review option for installing a pedestiran crosswalk at the main street crossover of the OVRT	Q2 2022
Recruitment, Selection and Hiring Policy	CAO	To review the current policy and bring forward suggestions and updates to better represent effective and strategic use of staff/council time.	Q2 2022