



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 6, 2022

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated November 1, 2022, be approved.	5 - 11
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received as information.	
E.1 Mississippi River Power Corporation (MRPC) Q3 Update	12 - 14
E.2 Committee of Adjustment and Property Standards September 21, 2022	15 - 17

F. STAFF REPORTS

Roads and Public Works

- F.1 Drinking Water Quality Management System Operational Plan Endorsement** 18 - 179

Recommended Motion:

THAT Committee of the Whole recommend Council receive the Drinking Water Quality Management System Operational Plan Endorsement Staff Report for information purposes;

AND THAT Committee of the Whole recommend Council approve and endorse the presented Operational Plans for the Municipality of Mississippi Mills Drinking Water System;

AND FURTHER THAT the Mayor and Clerk be authorized to endorse (sign) the Operational Plan Endorsements on behalf of Council (Owner).

Building and Planning

- F.2 Zoning By-law Amendment – Z-12-22 – 231 McWatty Road (Scheel), Pakenham Concession 10 , Part of Lot 10, Plan 27R8541, Parts 1 and 2, Plan 27R10395, Part 1** 180 - 186

Recommended Motion:

THAT the Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of lands which are municipally known as 231 McWatty Road from “Rural Commercial (C5)” to “Rural (RU)”, similar in effect to the draft by-law detailed in Attachment A.

- F.3 Planning Department Year End, Staffing and Level of Service Report** 187 - 209

Recommended Motion:

Recommendation #1:

THAT Committee of the Whole recommend that Council receive this report as information; and

Recommendation #2:

THAT Committee of the Whole recommend that Council provide pre-budget approval for a full-time new Planning Technician Staff position with associated budget to be included in the 2023 budget at the special budget meeting on December 13, 2022.

- F.4 Developing a Growth Management Planning Project Umbrella** 210 - 213

Recommended Motion:

THAT Committee of the Whole recommend that Council adopt Option 2 to develop a growth management planning project umbrella and direct staff to include the funding for Option 2 in the draft 2023 budget for further consideration and provide a Project Plan for Council approval in Q1 of 2023 which includes a communication and stakeholder consultation strategy.

F.5	Zoning By-law Amendment - Z-14-22 Municipality-Wide Housekeeping Amendment	214 - 251
	Recommended Motion:	
	THAT Committee of the Whole recommend that Council approve the Housekeeping Zoning By-law Amendments similar in effect to those detailed in Attachments B to H to amend various provisions within Zoning By-law #11-83 to clarify the intent of provisions; correct technical errors to align with the Community Official Plan; and reflect the current best practices in planning.	
	<u>Finance and Administration</u>	
F.6	Bicentennial Update	252 - 264
	Recommended Motion:	
	THAT Committee of the Whole receive this report as information; AND THAT Committee of the Whole direct staff to work on planning for the first regular Council meeting of 2023 to include a launch of the bicentennial year.	
F.7	Daycare Capital Re-allocation	265 - 266
	Recommended Motion:	
	THAT Committee of the Whole recommends that Council approve reallocation of \$6000 from the 2022 Daycare capital budget for the Play Structure Holy Name of Mary to the capital budget for the Sun Shelter Daycare Playground.	
F.8	2023 Fees and Charges	267 - 294
	Recommended Motion:	
	THAT Committee of the Whole recommends that Council approve proposed changes to 2023 fees and charges and that public notice be given as to Council's intention to pass the 2023 Fees and Charges By-Law.	
G.	NOTICE OF MOTION	
H.	INFORMATION ITEMS	
H.1	Mayor's Report	
H.2	County Councillor's Report	
	a. Media Release - November 23	295 - 296
H.3	Mississippi Valley Conservation Authority Report	
H.4	Library Board Report	
	a. Mississippi Mills Library Board Minutes - October 21, 2022	297 - 299

H.5 Information List #19-22

Recommended Motion:

THAT the information list #19-22 be received for information.

- | | | |
|----|---|-----------|
| a. | October 3, 2022 - Lanark County re: Organic Waste Report | 300 - 324 |
| b. | November 9 2022, Northumberland County re: Childcare Workforce Challenges | 325 - 329 |
| c. | November 9 2022, Northumberland County re: Streamlining Governing Legislation for Physicians in Ontario | 330 - 335 |
| d. | Communications from Watson and Associates re: Bill 23 | 336 - 338 |
| e. | November 17, 2022 MVCA re: Eastern Ontario Conservation Authority Respond to Bill 23 | 339 - 346 |
| f. | November 22, 2022 Media Release Lanark County Paramedics re: Trillium Gift of Life Partnership | 347 - 349 |
| g. | November 23, 2022 - Lanark Highlands re: OMAFRA Compensation Program Administrative Fee | 350 - 352 |
| h. | November 23, 2022 State of White Lake Quality Report | 353 - 359 |
| i. | November 30, 2022 - OFSC OFATV - Memorandum of Understanding | 360 - 361 |

H.6 Meeting Calendar	362 - 363
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I. OTHER/NEW BUSINESS

I.1 Support for Mayor Lowry - ROMA Board of Directors Nomination

Recommended Motion:

THAT Mississippi Mills Council support the nomination of Mayor Christa Lowry as Director to the Rural Ontario Municipal Association's (ROMA) Board of Directors for the 2023-2027 term.

J. PENDING LIST	364 - 365
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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 1, 2022
Hybrid
3131 Old Perth Road.

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
Jeanne Harfield, Clerk
Mike Williams, Director of Protective Services
David Shen, Director of Development Services & Engineering
Melanie Knight, Senior Planner
Cory Smith, Director of Public Works
Jeffrey Ren, Planner

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 7:05 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Mayor Lowry declared a conflict of interest on item F.2 Request for Municipal Council Support Resolution for COMPASS Renewable Energy Consulting Inc., as her family own the property of the proposed location.

C. APPROVAL OF AGENDA

That item I- Other New Business be brought forward to be considered after approval of minutes

Resolution No CW262-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW263-22

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the minutes dated October 4, 2022 be approved.

CARRIED

I. OTHER/NEW BUSINESS

Representative from the Canadian Armed Forces, Major Indira Thackorie spoke to Members of Council about her service with the Canadian military and the importance of supporting Canadian armed forces and veterans and her current posting in Cyprus and to maintain peace in the area.

E. CONSENT REPORTS

Resolution No CW264-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT the following consent reports and committee minutes be received:

- Drinking Water Quality Management Standard Q3 Report
- Committee of Adjustment and Property Standards Minutes - July 27, 2022
- Committee of Adjustment and Property Standards Minutes - August 31, 2022

CARRIED

F. STAFF REPORTS

F.1 Animal Control Bylaw 14-21 Update Livestock Guardian Dogs

Resolution No CW265-22

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT the Committee of the Whole recommends Council pass a resolution to amend the Animal Control Bylaw 14-21 and the definition of Livestock Guardian Dogs and to eliminate municipal licensing fees and requirements.

CARRIED

F.2 Request Municipal Council Support Resolution for COMPASS Renewable Energy Consulting Inc.

Mayor Lowry declared a conflict of interest on this item as her family owns property of the proposed project. Mayor Lowry left the room and did not participate in the discussion or vote.

Resolution No CW266-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole accept this staff report as information and direct staff to bring forward a summary of the public meeting to be held by Compass Renewable Energy Consulting Inc so that Council can make its decision based on the staff information and the public comments made at the consultation meeting.

CARRIED

STAFF DIRECTION - That the Fire Chief be consulted on future reports.

**F.3 Encroachment Request - 97 Glass Street
Plan 6262, Lot 29 Almonte Ward, Municipality of Mississippi Mills
Municipally Known as 97 Glass Street**

Resolution No CW267-22

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council approve the encroachment request for the subject lands which are legally described as Plan 6262, Lot 29, Almonte Ward, Municipality of Mississippi Mills, municipally known as 97 Glass Street and direct Staff to prepare the encroachment agreement.

CARRIED

F.4 Bill 23, More Homes Built Faster, 2022

Resolution No CW268-22

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT Council receive this information and authorize the Planning Department to submit the Municipality's response to the Ministry of Municipal Affairs and Housing (via the Environmental Registry of Ontario) with respect to Bill 23, More Homes Built Faster, 2022 as detailed in this report, prior to November 24, 2022.

CARRIED

F.5 Electronic Monitoring of Employees

Resolution No CW269-22

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council approve the Electronic Monitoring of Employees Policy in order to be compliant with legislative requirements of the Employment Standards Act, 2000 (ESA).

CARRIED

G. NOTICE OF MOTION

G.1 Councillor Holmes - Garbage Weight Pick Up Review

Motion not tabled - to be brought forward at a future meeting.

WHEREAS our current garbage bylaw has a limit of 33 pounds per bag; AND WHEREAS WSIB has a lifting limit of 51 pounds under ideal conditions; AND WHEREAS other municipalities allow garbage weight limits over 40 pounds; AND WHEREAS the municipality has a limit of one garbage container or bag without purchasing an additional garbage tag(s); AND WHEREAS families with young children find meeting these restrictions a hardship; THEREFORE BE IT RESOLVED THAT Council direct staff to bring back a comprehensive review of the impacts of increasing the allowable weight limit of garbage bags.

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 County Councillor's Report

Deputy Mayor Minnille provided an overview of the recent County Council meeting highlights include: plaque presented to Dr. Paula Stewart to commemorate her work as Medical Officer of Health; grant assistance; Blakeney Bridge (at Public Works Committee) to investigate how to keep the 12 tonne limit; growth management study, ALUS non-profit, and electoral district changes presentation.

H.3 Mississippi Valley Conservation Authority Report

Councillor Holmes provided an update on the recent MVCA meeting - watershed conditions, Mill of Kintail building needing repairs, 2023 fee schedule (2% increase), draft 2023 budget and municipal levy increase, IT network review, and corporate needs assessment update, data lockers that collect data and how the data can be used.

H.4 Library Board Report

Councillor Maydan provided an overview of the recent library board meeting including: reviewing policies and friends of the library raising money through book sale and the recent appreciation night.

H.5 Information List #18-22

Members reviewed the information list - no items were pulled.

H.6 Meeting Calendar

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW270-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 8:54 p.m.

CARRIED

Jeanne Harfield, Clerk



October 31, 2022

Mississippi Mills Council
The Corporation of the Municipality of Mississippi Mills
3131 Old Perth Road
Almonte, ON K0A 1A0

Dear Councillors,

In accordance with its Shareholder Communication Policy, the Board of MRPC has prepared the attached update, covering the quarter ending September 30, 2022, for the Shareholder. The report covers activities and events that the Board believes are material to the continued success of MRPC, and summarizes actual generation performance during the quarter.

The Board intends to provide these updates to the Shareholder after each calendar quarter.

On behalf of the Board:

A. Foster
President
Mississippi River Power Corporation

cc: MRPC Board
S. Newton, General Manager



-- 2022 Third Quarter Update --

A quarterly report from the Board of MRPC to the Shareholder regarding material activities and events.

Activities:

- There were no workplace injuries or near-misses this quarter.
- There were no spills or reportable environmental issues during the quarter.
- All of MRPC's revenue comes from the sale of the energy it generates. The Independent Electricity System Operator ("IESO") is committed by contract to buy all of the energy we generate at rates that are fixed in the contract. Our contract expires in 2030; we are leveraging our membership in the Ontario Waterpower Association ("OWA"), along with 34 other companies who own 69 other similar generating stations in the province, to ensure we have a viable sales contract in place by 2030.
 - Over the last year, the government of Ontario, through the Minister of Energy, has been issuing directives to the IESO to have new contracts for small hydro ready for signing by July, 2023, and mandating certain terms and conditions for those contracts.
 - MRPC has been very active in defining the needs to remain viable post-2030 and communicating with the OWA and the IESO.
 - The Mayor has provided valuable support in rallying her peers in other municipalities to support our position in communications with both the IESO and Minister.
- Last year, in recognition of the uncertainty post 2030, the Board started a multi-year strategic planning process with the goal of determining the best way for MRPC to remain an asset to its shareholder. The Board is in the middle of developing a well-defined strategic plan.
 - This process is ongoing; the Shareholder will be consulted before finalizing the plan.
- Finalized installation of the new waterfalls lighting system that was designed, purchased and installed by MRPC for the benefit of the community.
 - Mississippi Mills and Lanark County each contributed financially to this effort.

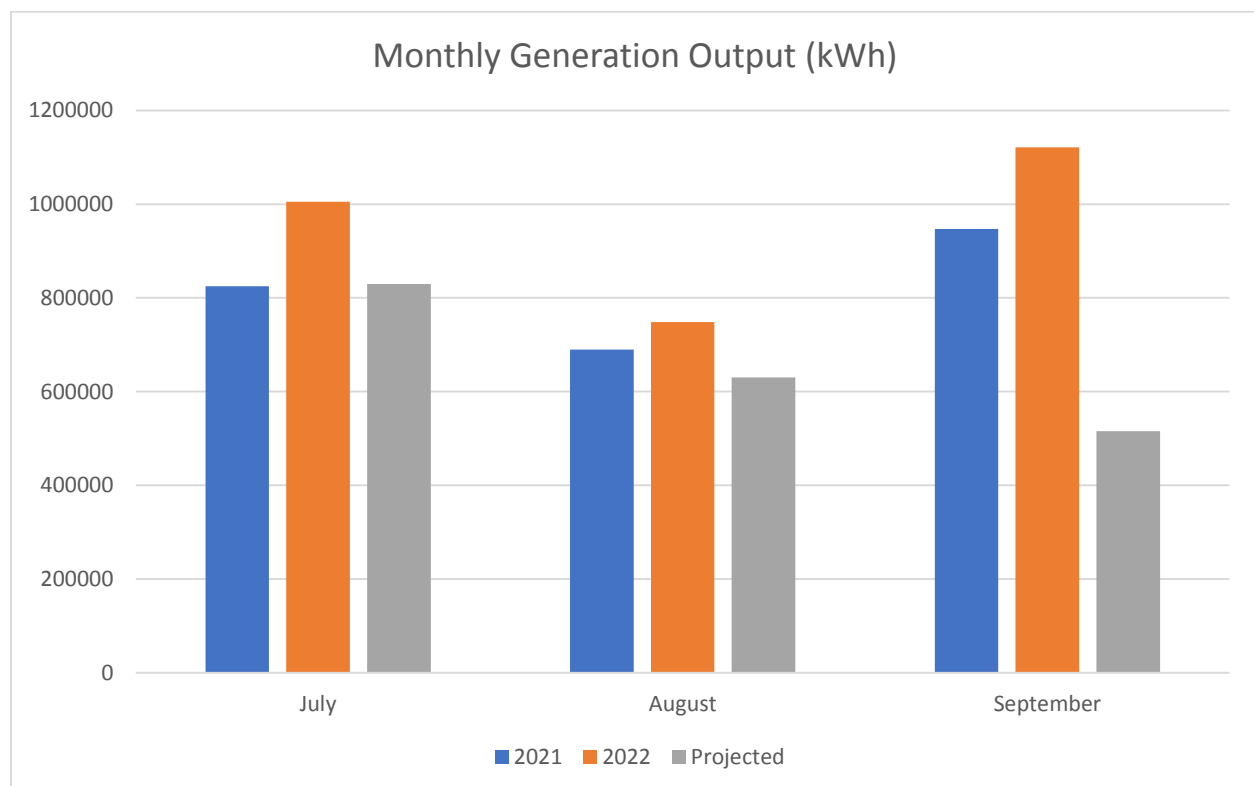
Generation Statistics:

The chart below shows the energy generated for each month in the third quarter of 2022 as compared to the projected (2022 Budget) energy and the actual energy in the same period in 2021.

The chart shows that generation output exceeded both our 2022 projection and 2021 totals in all three months. Of particular note, total output in September was more than double the projection. Our ability to generate, and the amount we can generate, is driven by two things; viz., how much water is flowing in the river (determined by Mother Nature – we do not control this), and how well we maintain our equipment so it is available when the water is flowing (we are doing very well at this).

The quarter began with higher-than-average flows for the early part of July. With very little precipitation over the next couple of months, the flow was around the average for most of the remainder of July and August. A significant rain event in late August increased flows to well above average, which led to a great start for generation output in September. Then in mid-September, the Mississippi Valley Conservation Authority pulled a row of logs from the Carleton Place Dam, followed by another row in late September. This resulted in another flow increase and a corresponding spike in generation output.

During the quarter, generation output exceeded our projection by about 50%. Note that, in accordance with industry practice, our flow projections are based on 10-year average flows for each month.





**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting
MINUTES**

**September 21, 2022
6:00 p.m.
E-participation**

Committee Present: Connie Bielby
Stacey Blair

Committee Absent: Patricia McCann-MacMillan

Staff Present: Melanie Knight, Senior Planner
Jeffrey Ren, Planner
Casey Munro, Deputy Clerk

A. CALL TO ORDER

The Chair, Stacy Blair, called the meeting to order at 6:00 pm.

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

None

C. APPROVAL OF AGENDA

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the minutes dated August 31, 2022, 2022 be approved.

CARRIED

E. REPORTS

E.1 Minor Variance Application Report A-17-22, 196 Lynx Hollow Rd, Pakenham Ward

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the Committee, applicant, or the public. No one spoke.

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Concession 10 West 1/2 Part Lot 10; Plan 27R8013, Parts 2 & 3, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 196 Lynx Hollow Road to legalize an existing shed in the rear yard, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-Law #11-83 are approved:
 - To legalize an existing shed in the rear yard of the property that is located 0.3 m away from the rear lot line, whereas Table 6.1(2)(d) requires that accessory structures maintain a minimum setback of 1 m from the rear lot line.
2. That the Owners/Applicants obtain all required building permits and approvals for the existing shed within two years, to the satisfaction of the Municipality.

CARRIED

F. OTHER / NEW BUSINESS

F.1 Committee of Adjustment 2022-2026 Term

The Committee discussed the length of term for the current Committee of Adjustment members during the election process. Staff confirmed the Committee members will continue on the committee until new members are appointed. Current committee members will need to re-apply using the Committee application form. The composition of the committee members may change with the new term of Council.

G. MEETING ANNOUNCEMENTS

The next Committee of Adjustment meeting is scheduled for November 2, 2022.

H. ADJOURNMENT

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the meeting adjourn at 6:08 pm.

CARRIED

Jennifer Russell, Recording
Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022

TO: Committee of the Whole

FROM: Zack Moshonas, Environmental Compliance Coordinator

SUBJECT: Drinking Water Quality Management System Operational Plan Endorsement

RECOMMENDATION:

THAT Committee of the Whole recommend Council receive the Drinking Water Quality Management System Operational Plan Endorsement Staff Report for information purposes

AND THAT Committee of the Whole recommend Council approve and endorse the presented Operational Plans for the Municipality of Mississippi Mills Drinking Water System.

AND FURTHER THAT the Mayor and Clerk be authorized to endorse (sign) the Operational Plan Endorsements on behalf of Council (Owner).

BACKGROUND:

The Ministry of the Environment, Conservation, and Parks (MECP) developed the Drinking Water Quality Management Standard (DWQMS) in response to a recommendation from Justice O'Connor in the Walkerton Inquiry Report, 2002. Due to the Walkerton Inquiry, the MECP transitioned to the Municipal Drinking Water License (MDWL) program in 2007 where the Owner (the Corporation of the Municipality of Mississippi Mills) of the drinking water system must have a Drinking Water Works Permit (DWWP), Permit To Take Water (PTTW), Operational Plan (OP), Operating Authority (OA), and Financial Plan (FP) in place in order for the MECP to issue a MDWL to a municipal drinking water system.

The Municipality has two Operational Plans for its drinking water system; one for distribution that is operated and maintained by the Municipality, and one for treatment that is operated and maintained by the Ontario Clean Water Agency (OCWA) – OCWA is the Operating Authority of the Drinking Water Treatment System.

As required under the Safe Drinking Water Act (SDWA), O. Reg. 170/03, the Municipality submitted its Operational Plans to the MECP in October 2009. On

November 26, 2021 the Municipality was issued a renewal for its MDWL which expires every five (5) years.

DISCUSSION:

The Operational Plans are documents that provide the framework for operating and maintaining the drinking water system in conformance with the Municipality's Drinking Water Quality Management System to ensure that safe drinking water is supplied to all customers. It was developed to meet the requirements of the MECP Drinking Water Quality Management Standards.

The Owner of the system is required to support the implementation, maintenance, and continual improvement of a Drinking Water Quality Management System, as documented in the Operational Plans. Endorsement by the Owner acknowledges that they understand the requirement for the provision of sufficient resources to maintain and continually improve the Municipality's Drinking Water Quality Management Systems.

The Drinking Water Quality Management Standards consist of the following Elements, all of which are reflected in the Operational Plans.

Elements of the DWQMS:

DWQMS Element 1	Quality Management System
DWQMS Element 2	Quality Management System Policy
DWQMS Element 3	Commitment & Endorsement
DWQMS Element 4	QMS Representative
DWQMS Element 5	Document & Records Control
DWQMS Element 6	Drinking Water System
DWQMS Element 7	Risk Assessment
DWQMS Element 8	Risk Assessment Outcomes
DWQMS Element 9	Organizational Structure, Roles, Responsibilities, & Authorities
DWQMS Element 10	Competencies
DWQMS Element 11	Personnel Coverage
DWQMS Element 12	Communications
DWQMS Element 13	Essential Supplies & Services
DWQMS Element 14	Review & Provision of Infrastructure
DWQMS Element 15	Infrastructure Maintenance, Rehabilitation, & Renewal
DWQMS Element 16	Sampling, Testing, & Monitoring
DWQMS Element 17	Measurement & Recording Equipment Calibration & Maintenance
DWQMS Element 18	Emergency Management
DWQMS Element 19	Internal Audits
DWQMS Element 20	Management Review
DWQMS Element 21	Continual Improvement

Maintaining the DWQMS is a legislative requirement. The Municipality's and OCWA's ongoing commitment and investment in system management, operational improvements and efficiencies, capital, and training continue to reflect in the drinking water system performance. The performance of the drinking water system is demonstrated in the most recent 100% drinking water system inspection rating from the MECP for 2021/2022, illustrating that the drinking water system operates with environmental compliance and a high standard of care.

OPTIONS:

Report is for information only.

FINANCIAL IMPLICATIONS:

There are no direct costs associated with endorsing the Operational Plans. This provides acknowledgement that the Owner will continue to provide the required funding to safely operate and maintain the drinking water system.

SUMMARY:

The SDWA, O. Reg. 170/03, requires municipalities to submit Operational Plans that are accepted and endorsed by the system Owner to the MECP for their MDWL. The attached prepared OPs prepared by staff and OCWA satisfies all legislated obligations pursuant to this regulation.

Respectfully Submitted by,

Reviewed by,

Zack Moshonas
Environmental Compliance Coordinator

Cory Smith
Director of Roads and Public Works

Approved by,

Ken Kelly
Chief Administrative Officer

ATTACHMENTS:

1. Mississippi Mills Drinking Water Distribution System Operational Plan (Prepared by Mississippi Mills)
2. Mississippi Mills Drinking Water Treatment System Operational Plan (Prepared by Ontario Clean Water Agency)



OPERATIONAL PLAN

For the Mississippi Mills Water System – Distribution System

Owned by the *Corporation of the Municipality of Mississippi Mills*
Operated by The Roads and Public Works Department

Revision 0, 21 Sept 2009
Revision 1, 20 Sept 2010
Revision 2, 14 Dec 2011
Revision 3, 22 Dec 2011
Revision 4, 19 Nov 2012
Revision 5, 19 Dec 2012
Revision 6, 29 Jan 2013
Revision 7, 4 Nov 2013
Revision 8, 17 Dec 2013
Revision 9, 15 Aug 2014
Revision 10, 2 Dec 2014
Revision 11, 16 Sept 2015
Revision 12, 29 Sept 2016
Revision 13, 6 Dec 2018
Revision 14, 11 Dec 2018
Revision 15, 25 Feb 2021
Revision 16, 15 Oct 2021
Revision 17, 11 May 2022

DISCLAIMER STATEMENT

This Operational Plan is designed for the exclusive use of Corporation of the Municipality of Mississippi Mills.

This Operational Plan has been developed with OCWA's assistance.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA and The Municipality of Mississippi Mills accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.

OPERATIONAL PLAN REVISION HISTORY

See Appendix N

UNCONTROLLED COPY

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1 Corporation of the Municipality of Mississippi Mills' Quality Management System (QMS)

This Operational Plan defines and documents the Quality Management System (QMS) for the Mississippi Mills Drinking Water System - Distribution System owned by Corporation of the Municipality of Mississippi Mills and operated by Corporation of the Municipality of Mississippi Mills. It sets out Corporation of the Municipality of Mississippi Mills' policies and procedures with respect to quality management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

The QMS for the Corporation of the Municipality of Mississippi Mills covers the transmission and distribution of potable drinking water to the consumers within the Almonte Ward of the Municipality of Mississippi Mills.

The Municipality of Mississippi Mills supplies potable drinking water to the Almonte Ward with the municipal well system.

2 Quality Management System (QMS) Policy

The Roads and Public Works Department, its Management and entire staff are committed to the principles and objectives set out in our Quality Management System (QMS) Policy.

The Roads and Public Works Department's Policy is to:

- Meet all regulatory requirements to supply consumers with safe drinking water
- Maintain and continuously improving its quality management system
- Ensure policy is in a form that will be easy to communicate to owner, public and staff
- Is appropriate for the size and type of drinking water system
- A commitment to comply with applicable legislation

Our Management and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality Management System (QMS).



3 Commitment & Endorsement

This Operational Plan supports the overall goal of the Roads and Public Works Department and the Corporation of the Municipality of Mississippi Mills to provide a reliable and safe drinking water supply. The Roads and Public Works Department will be responsible for developing, implementing, maintaining and continually improving its QMS with respect to the operation and maintenance of the Mississippi Mills Drinking Water System - Distribution System and will do so in a manner that ensures compliance with applicable legislation.

The Roads and Public Works Department will be responsible for operating and maintaining the distribution system.

Through the endorsement of this Operational Plan, the Corporation of the Municipality of Mississippi Mills commits to cooperating in any reasonable request by the Roads and Public Works Department to facilitate this goal.

Top management of the Roads and Public Works Department and the Corporation of the Municipality of Mississippi Mills has approved the QMS for the drinking water system as documented in this Operational Plan.

Operating Authority Approval

Cory Smith
A/Director of Roads and
Public Works

Date

Ken Kelly
CAO

Date

Owner Endorsement & Approval

Christa Lowry
Mayor

Date

Cynthia Moyle
A/Clerk

Date

4 Quality Management System Representative

All personnel have a role and associated responsibilities within the Roads and Public Works Department's QMS.

The role of the QMS Representative for the Mississippi Mills Drinking Water System - Distribution System is fulfilled by the Environmental Compliance Coordinator. The Director of Roads and Public Works is the alternate QMS Representative.

The Director of Roads and Public Works is ultimately responsible for activities related to the operation of the drinking water system and for establishing and maintaining processes and procedures required for the overall administration of the facility's QMS.

To assist in fulfilling the specific duties set out for the QMS Representatives, the Environmental Compliance Coordinator is responsible for:

- Reporting on QMS performance and identifying opportunities for improvement,
- Ensuring that current versions of documents related to the QMS are in use

Both the Director of Roads and Public Works and the Environmental Compliance Coordinator are responsible for ensuring personnel are aware of all applicable legislative and regulatory requirements that pertain to their operational duties and promoting awareness of the QMS to all facility personnel.

To assist in fulfilling the specific duties set out for the QMS Representative, the Roads and Public Works Administrative Assistant is responsible for:

- Ensuring all documents are updated and current

5 Document and Records Control

Refer to Appendix A for QMS Procedure MMQMS-1 Document and Records Control.

6 Drinking-Water Distribution System

6.1 Owner/Operating Authority

The Corporation of the Municipality of Mississippi Mills is the Owner of the Mississippi Mills Drinking Water System - Distribution System. The Mississippi Mills Drinking Water System - Distribution System is broken into two separate sub-systems with two separate Operating Authorities.

The Municipality of Mississippi Mills is the Operating Authority for the Distribution System which is subject to the requirements of this Operational Plan (178-401A).

The Ontario Clean Water agency is the Operating Authority for the Well Supply which are subject to a separate Operational Plan (178-401B).

6.2 System Description

Raw Water Supply, Treatment, and Storage

The Mississippi Mills Drinking Water System (Distribution System) – Distribution System is supplied with raw water from five groundwater wells located throughout the Ward of Almonte. Well



3 is located in the eastern portion of Almonte, approximately 60m north of Ottawa Street and Harold Street. Well 5 is located along Almonte Street (County Road 17) near the southwest of Almonte. Well 6 is located in Gemmill Park in the south end of Town, immediately east of Highway 29. Wells 7 and 8 are located in a single pump house near the northeast edge of Town, along the north side of Paterson Street. Disinfection for raw water is achieved through injection of 12% sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact chamber on each site. The Ontario Clean Water Agency is the Operating Authority for all raw water supply and water treatment facilities, including a 2.8ML storage tower facility located at the site of wells 7 and 8 on Paterson Street and a 2.5ML storage reservoir located at the site of Well 5 on Almonte Street.

Raw Water Characteristics at Intake (based on 2021 data)

Characteristic	Well # 3		Well # 5		Well # 6		Well # 7		Well # 8	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
E. Coli (CFU/100mL)	0	0	0	0	0	0	0	0	0	0
Total Coliforms (CFU/100mL)	0	0	0	0	0	20	0	0	0	1

Characteristic	Well # 3	Well # 5	Well # 6	Well # 7	Well # 8
	Range (min-max)	Range (min-max)	Range (min-max)	Range (min-max)	Range (min-max)
Turbidity (NTU)	0.06 – 0.57	0.1 – 0.66	0.03 – 2.83	0.02 – 2.00	0.01 – 2.00

Well # 6 has been determined to not be GUDI.

Distribution System

The Distribution System for the Almonte Ward services an estimated population of 6879. The system is comprised of approximately 50km of watermains which have diameters of 450mm or smaller. Water meters are installed at all residential, commercial and industrial premises. Water meters are read every two months and users are charged based on consumption.

6.3 Process Flow Chart

Please refer to Appendix “M” for the Mississippi Mills Drinking Water System - Distribution System - Distribution System Map.

6.4 Upstream and Downstream Processes Outside of Our Control

The water supplied from the Mississippi Mills Drinking Water System - Distribution System – Well Supply has sufficient chlorine to ensure that the regulatory requirements for chlorine residual are met within the distribution system.

The Ontario Clean Water Agency undertakes on behalf of the Municipality of Mississippi Mills all required sampling throughout the distribution system to ensure treated water meets mandatory and recommended drinking water quality standards.

6.5 Connections to Other Drinking-Water Systems

No other drinking water systems are supplied from this system.

6.6 Monitoring and Management

The Municipality of Mississippi Mills requires water metering for all residential, commercial and industrial premises. The Municipality of Mississippi Mills monitors system water loss through in-house staff and outside consultants. The Municipality also monitors water losses through review of leak detection reports produced under the smart meter program.

System pressures range from 45psi to 80psi and water operators confirm this range periodically. The Municipality has two pressure zones with a small section controlled with pressure reducing valves. If the pressure reducing valves were not in operation in this section of The Municipality the water pressure would reach peaks as high as 100psi.

6.7 Operational Challenges

Operational challenges include aging infrastructure as the Municipality has had municipal services for over 100 years and many of these services need to be replaced. The biofilm and tuberculation have not been an issue in the distribution system. The Municipality has undertaken a Lead Sampling program and has not had any volume of exceedances that would trigger the need for a corrosion control plan.

7 Risk Assessment

Refer to Appendix B for QMS Procedure MMQMS-2 Risk Assessment and Risk Assessment Outcomes.

8 Risk Assessment Outcome

Refer to Appendix B for Summary of Risk Assessment Outcomes.

9 Organizational Structure, Roles, Responsibilities, and Authorities

The Director of Roads and Public Works (alternative QMS Representative) will keep the organizational structure, roles, responsibilities, and authorities current and will communicate this information to the Operating Authority's personnel and the Owner. The Director of Roads and Public Works (alternative QMS Representative) and the Chief Administrative Officer are the Top Management for the Mississippi Mills Drinking Water System - Distribution System - Distribution. The Owner of this system is the Corporation of the Municipality of Mississippi Mills.

Refer to Appendix C, QMS Organizational Structure for the Mississippi Mills Drinking Water System - Distribution System - Distribution.

The following table lists the roles (Position Titles), responsibilities of each position, and their respective authorities.

Roles, Responsibilities, and Authorities Table

TITLE	RESPONSIBILITIES	AUTHORITIES
Council	<ul style="list-style-type: none"> • Approving Budgets • Approve policies • Ensure facilities operate in compliance with legislation • Ensure deliver of safe drinking water to the public 	<ul style="list-style-type: none"> • Financial • Staffing/administration of Operating Authority
CAO – Top Management	<ul style="list-style-type: none"> • Report to owner/attend council meetings • Appoint QMS Representative in the event the position(s) is vacant • Management Review 	<ul style="list-style-type: none"> • As delegated by Council
Director of Roads and Public Works (alternative QMS rep) – Top Management	<ul style="list-style-type: none"> • Report to the CAO • Report to owner and attend Council meetings • Appoint QMS representatives • Prepare budgets for Council consideration • Develop policies and procedures, contingency/emergency plans • Operational training • Staff administration • Ensuring operation in compliance with legislative requirements • Reports to top management (owner), ministry's (MOL, MOH, MOE) • Responding adverse/non compliance • Responsible for implementation and maintenance of the Operational Plan • Management Review 	<ul style="list-style-type: none"> • As delegated by Council • Training • Allocation of staff • Employee administration – discipline • Authority to direct operation and maintenance of system • Appoint ORO responsibility (primary and back up) • Approves changes to plan and procedures • Financial – purchasing, budgets
Roads and Public Works Administrative Assistant	<ul style="list-style-type: none"> • Update the Operational Plan as authorized by QMS Representative • Track training of licensed operators 	
Operations Manager	<ul style="list-style-type: none"> • Day to day operation and maintenance – scheduling • Ensure compliance with legislative requirements • Facilitates adverse/non compliance • Reports – legislative, incident • Training staff • Management Review 	<ul style="list-style-type: none"> • As delegated by Council • Training • Allocation of staff • Employee administration – discipline • Approves changes to plan and procedures • Financial – purchasing, budget

Environmental Compliance Coordinator (QMS Representative)	<ul style="list-style-type: none"> • Report to Director • Drafts policies, procedures and contingency/emergency plans • Prepares quarterly reports • Ensure operations in compliance with legislated requirements • Reports to top management, ministry's (MOL, MOH, MOE) • Responsible for the maintenance of the Operational Plan • Operational Training • Schedules audits • Training Staff – SOP's • Sets Management Review Meeting • Chairs Management Review Meeting 	<ul style="list-style-type: none"> • Training • Provides recommendation for changes to operational plan
Lead Hand - Water Distribution & Wastewater Collection	<ul style="list-style-type: none"> • Operator in Charge (OIC) • Responsible for implementation and maintenance of the operational plan • Reporting and documentation • Maintenance of system • Ensuring compliance with legislative requirements • Responding adverse/non compliance • Perform day to day operation & maintenance under the direction of the Operations Manager • Maintains annual equipment calibrations • Overall Responsible Operator • Management Review 	<ul style="list-style-type: none"> • Training • Authority to direct operation and maintenance of system • Financial – purchasing, budgets
Operations Staff	<ul style="list-style-type: none"> • Responsible for implementation and maintenance of the operational plan • Reporting and documentation • Maintenance of system • Ensuring compliance with legislative requirements • Responding adverse/non compliance • Perform day to day operation & maintenance under the direction of the Operations Manager • Operator in Charge (OIC) (minimum class 1 license) 	<ul style="list-style-type: none"> • Operate and maintain systems to ensure safe drinking water • Maintain equipment •

10 Competencies

The following table illustrates the competencies required by personnel whose duties directly affect drinking water quality.

COMPETENCY REQUIREMENTS TABLE

Role	Required Competencies	Desired Competencies
Council (Owner)	Knowledge of DWQMS and QMS	
CAO (Top Management)	Knowledge of DWQMS and QMS	
Director of Roads and Public Works (alternative QMS rep) (Top Management)	<ul style="list-style-type: none"> Knowledge of water and waste water P.Eng or CET designation WHMIS Management experience Valid Class G Driver's License Understanding of DWQMS and QMS 	<ul style="list-style-type: none"> Operator Certification in good standing First AID/CPR
Roads and Public Works Administrative Assistant	<ul style="list-style-type: none"> Knowledge of DWQMS and QMS 	
Operations Manager	<ul style="list-style-type: none"> Knowledge of water and waste water WHMIS Valid Class G Driver's License Understanding of DWQMS and QMS 	<ul style="list-style-type: none"> First AID/CPR Leadership training or experience Operator Certification in good standing
Environmental Compliance Coordinator (QMS rep)	<ul style="list-style-type: none"> Knowledge of water and waste water WHMIS Valid Class G Driver's License Understanding of DWQMS and QMS Formal Training - DWQMS Auditing 	<ul style="list-style-type: none"> First AID/CPR
Lead Hand - Water Distribution & Wastewater Collection	<ul style="list-style-type: none"> Operator Certification in good standing WHMIS Valid Class G Driver's License Understanding of DWQMS and QMS 	<ul style="list-style-type: none"> Confined Space First Aid/CPR
Operations Staff	<ul style="list-style-type: none"> Operator Certification in good standing Valid Class G Driver's License Understanding of DWQMS and QMS WHMIS 	<ul style="list-style-type: none"> Confined Space First Aid/CPR

The competency requirements listed in the Competency Requirements Table are addressed by various means including:

- All employees listed have provided evidence of certification and other “required” competencies. All MOE required certificates or copies thereof are posted at the Public Works offices.

- All new employees undergo training to perform their duties including a review of the Distribution System Operations Manual and the Contingency/Emergency Plans; a review of the QMS Operational Plan; and on the job training.
- All employees receive training which meets or exceeds the requirements of Ontario Regulation 128/04.
- Changes to the Distribution System and/or to the QMS are communicated, as needed, to all Public Works Staff by the Roads and Public Works Director and/or the Environmental Compliance Coordinator (QMS Representative).

All records of training are maintained at the Public Works Administrative Assistants office as proof that the required training has been successfully completed. The Roads and Public Works Director (QMS Representative) and the Operations Manager are responsible for monitoring the completion of all identified training.

11 Personnel Coverage

Refer to Appendix D for QMS Procedure MMQMS-3 Personnel Coverage.

12 Communications

Refer to Appendix E for QMS Procedure MMQMS-4 Communications

13 Essential Supplies and Services

Refer to Appendix F for QMS Procedure MMQMS-5 Essential Supplies and Services.

14 Review and Provision of Infrastructure

Refer to Appendix G for QMS Procedure MMQMS-6 Review and Provision of Infrastructure.

15 Infrastructure Maintenance, Rehabilitation and Renewal

Planned Infrastructure Maintenance

The Director of Roads & Public Works provides a recommendation to the Committee of the Whole for planned infrastructure maintenance based on the budget requirements.

Council authorizes planned maintenance activities through a recommendation from the Committee of the Whole.

Maintenance is planned on priority basis by review of the Director and the Operations Manager.

How is planned maintenance documented – for large projects, tender documents are retained in the public works garage. Smaller projects are documented in the maintenance & repair files.

How is planned maintenance communicated – planned maintenance activities are communicated to the owner and staff through quarterly reports.

Planned maintenance is not reviewed for trends

Unplanned Infrastructure Maintenance

Who authorized unplanned maintenance? – Operation staff has approval to proceed with emergency maintenance.

How do you respond to these needs? – Response depends on the type of unplanned infrastructure

How is unplanned maintenance documented? Maintenance is documented in the maintenance & repair files.

Is unplanned maintenance reviewed for trends? How is this done? The maintenance & repair files are reviewed when the budget is being prepared to help evaluate the priority of work for the budget.

Infrastructure Rehabilitation

Who plans rehabilitation activities & budget. The Director of Roads & Public Works plans the rehabilitation activities in consultation with operation staff and provides a recommendation for Council's consideration.

How is rehabilitation capital authorized – Authorization is provided by Council

Deficiency of the infrastructure, cost and priority are considered when planning rehabilitation activities.

The needs for the infrastructure is determined and communicated through recommendations to Council (Owner) during the annual budget.

Projected growth is considered in rehabilitation planning on a case by case basis.

Infrastructure Renewal

The Director of Roads & Public Works plans the renewal activities in consultation with operation staff and provides a recommendation for Council's consideration.

Renewal of capital is authorized through Council.

Current and future demands on the infrastructure is considered when planning renewal activities.

The needs for the infrastructure are determined by an evaluation of the infrastructure and recommendations are communicated to Council for consideration and approval.

Projected growth is considered in renewal planning.

Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, and industry standards. Equipment Operation and Maintenance (O&M) manuals are accessible to staff at the locations specified in QMS Procedure MMQMS-1 Appendix A Document and Records Control.

16 Sampling, Testing, and Monitoring

Refer to Appendix H for QMS Procedure MMQMS-7 Sampling, Testing, and Monitoring.



17 Measurement and Recording Equipment Calibration and Maintenance

Refer to Appendix I for QMS Procedure MMQMS-8 Measurement and Recording Equipment Calibration and Maintenance.

18 Emergency Management

Refer to Appendix J for QMS Procedure MMQMS-9 Emergency Management

19 Internal Audits

Refer to Appendix K for QMS Procedure MMQMS-10 Internal Audits

20 Management Review

Refer to Appendix L for QMS Procedure MMQMS011 Management Review

21 Continual Improvement

The Municipality of Mississippi Mills shall strive to continually improve the effectiveness of its QMS through the use of corrective actions from annual audits, staff suggestions, and management reviews.

The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:

- a) reviewing and considering applicable best management practices, including any published by the Ministry of the Environment, Conservation and Parks and available on www.ontario.ca/drinkingwater, at least once every thirty-six months;
- b) documenting a process for identification and management of Quality Management System Corrective Actions that includes:
 - i. investigating the cause(s) of an identified non-conformity,
 - ii. documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and
 - iii. reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity.
- c) Documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the Quality Management System that include:
 - i. Reviewing potential non-conformities that are identified to determine if preventive actions may be necessary,
 - ii. Documenting the outcome of the review, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and
 - iii. Reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity.


DO – the Operating Authority shall strive to continually improve the effectiveness of its Quality Management System by implementing and conforming to the procedure.

Appendix A

#MMQMS-1 Document and Records Control

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 Municipality of Mississippi Mills	<h1 style="margin: 0;">QMS Procedure</h1>	Proc.: #MMQMS-1 Issued: 21 Sept 2009 Rev.#: 8 Revised: 11 Dec 2018
Reviewed by: C. Hartwick	Approved by: C. Smith	

DOCUMENT and RECORDS CONTROL

1.0 Purpose

The purpose of this procedure is to describe the methods for identification, storage, protection, retrieval, retention time and disposition of records.

2.0 Scope

This procedure is applicable to Roads and Public Works department employees who manage or perform work related to the distribution operations. This procedure covers all QMS documents and records identified in Table 1.

3.0 Responsibility

The following staff are responsible for documentation and records control:

- Roads and Public Works Administrative Assistant
- Director of Roads and Public Works
- Lead Hand - Water Distribution & Wastewater Collection
- Operations Staff
- Operations Manager
- Environmental Compliance Coordinator

4.0 Definitions

Document – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QMS Document – any document required by the QMS as identified in this procedure

QMS Record – any record required by the QMS as identified in this procedure

Controlled – managed as per the conditions of this procedure

Retention Period – length of time that a document or record must be kept; see chart 5.6 and By-Law 02-77 and subsequent revisions.

5.0 Procedure

5.1 Documents and records required by the QMS are listed in Table 1.

5.2 As process and activities change within the Municipality of Mississippi Mills' drinking water system, the operational plan, policies and procedures and are needed to be updated it will be completed as follows:

- The Roads and Public Works Administrative Assistant will be responsible for the changes including maintaining a record of authorization.
- The Director of Roads and Public Works will approve the changes through written correspondence (email, memos, etc.).
- Edits should be completed after an internal audit and management review or when other changes are required.
- Changes will be communicated through memos and/or staff meetings/training as required.

- Handwritten records must be legible and permanently rendered in ink.

- 5.3 Headers including title, document number, revision numbers and issued date will be used to identify internal controlled documents.
- 5.4 Records/documents will be stored in accordance to Table 1 of this procedure. The currency of internal documents is ensured by comparison of the date in the document footer to that of the central computer system or the original or duplicate stored at the Public Works Office. All documents and records are readily available to all operations staff, managers and auditors for viewing.
- 5.5 All electronic files will be user name and password protected on the Roads and Public Works Administrative Assistant's computer. All hard copies will be located in accordance to Table 1, all documents located outside the designated document control location are not considered controlled documents.
- 5.6 Records will be archived in accordance to the applicable regulations.

Record	Retention Time	Legislation
Lab. Test Results Water Bacti.	2 Years	O. Reg. 170/03, Subsection 13.1
On Site Testing for chlorine residuals	2 Years	O. Reg. 170/03, Subsection 13.1
Training Records	5 years	O. Reg. 128/04, Subsections 29(7) and 31(7)
Logs and other record keeping mechanisms	5 years	O. Reg. 128/04, Subsection 27(6)
All written reports by professional engineers or professional hydrogeologists that stipulate if a groundwater supply is GUDI and all written reports prepared after August 1, 2000 by professional engineers or professional hydrogeologists that stipulate if a groundwater supply is non-GUDI	15 years	O. Reg. 170/03, Subsection 13

- 5.7 All documents that have been superseded will be disposed of by the QMS Representative. Paper copies shall be shredded and electronic copies will be deleted.

6.0 Related Documents

Municipality's Retention By-Law

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
22 Dec 2011	1	Section 5.2 Updated per CGSB audit
19 Dec 2012	2	Section 5.2 – 4 th Bullet – updated wording
17 Dec 2013	3	Table 1 – Updated form named – Replaced Complaint form with Service Request form
15 Aug 2014	4	Table 1 – Added QMS Internal Audit Checklist to Internal QMS Documents list
2 Dec 2014	5	Table 1 – Removed Masterplan 1984 – added Master Plan Report – Almonte Ward Water and Wastewater Infrastructure 2012 – Located in Directors Office
6 Dec 2018	6	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand – Water Distribution and Wastewater Collection Section 5.4 remove the word inspector and add auditors Table 1, in the Designated Document Control Location Column add Form Master List Binder to the QMS Internal Audit Checklist
11 Dec 2018	7	Table 1 – added Audit Non Conformance form
1	8	Table 1 – updated Hydrant Use Forms (Bulk Water) to Bulk Water Permit - updated location of SOP's



- updated location of Operational Plan
- removed Log Books (personal and master) from Internal QMS Documents as it is in QMS Records
- updated location of Emergency Contact List and Essential Supplies and Service List
- added Water & Sewer Inspection Form to Internal QMS document
- updated the location of Permits
- updated location of DWQMS
- updated Master Plan Report from (2012) to (2018)
- updated location of Regulations and Legislation and Municipality By-Laws
- updated location of Service Requests (complaints)
- updated location of Annual Watermain Flushing Record
- updated title and location of Correspondence with regulators (MECP)
- changed MOE to MECP in MECP Inspection Reports/Responses
- changed the location of the Shift/Vacation Schedules
- updated location of Log Books (personal and master)
- updated location of Sampling and Monitoring Records
- updated location of Lab Analysis

Table 1: Designated location for documents and records required by the Operating Authority's QMS

Type of Document	Designated Document Control Location (HC = Hardcopy, EC=Electronic copy)
Internal QMS Documents	
Hydrant Service Information Forms	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Annual Watermain Flushing Forms	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Bulk Water Permit	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
On the Job Training Form	EC Administrative Assistant Computer
SOP's	EC Administrative Assistant Computer HC Administrative Assistant Office Water System Operation Manual Reference Binder
Watermain Commissioning Form	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Operational Plan	EC Administrative Assistant Computer HC Administrative Assistant Office Quality Management System & Operational Plan Reference Binder
Municipality of Mississippi Mills Emergency Response Plan	EC Town Clerk HC Town Clerk's office
On-call Schedule	EC Administrative Assistant Computer HC Water & Sewer Bulletin Board
Service Request Form	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Watermain Repair Form	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Union Agreement	EC Administrative Assistant Computer
Emergency Contact List	EC Administrative Assistant Computer HC Administrative Assistant Office Water System Operation Manual Reference Binder & Quality Management System & Operational Plan Reference Binder
Essential Supplies and Service List	EC Administrative Assistant Computer HC Administrative Assistant Office Water System Operation Manual Reference Binder & Quality Management System & Operational Plan Reference Binder
QMS Internal Audit Checklist	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Audit Non Conformance Report	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
Water & Sewer Inspection Form	EC Administrative Assistant Computer HC Administrative Assistant Office Form Master List Binder
External QMS Documents	
Permits	HC Water & Sewer Bulletin Board

Type of Document	Designated Document Control Location (HC = Hardcopy, EC=Electronic copy)
Licenses and Certificates	HC Administrative Assistant Office -file
DWQMS	HC Administrative Assistant Office Quality Management System & Operational Plan Reference Binder
Engineers Report	HC Administrative Assistant Office -file
Master Plan Report – Almonte Ward Water and Wastewater Infrastructure (2018)	HC Directors Office -file
Regulations and Legislations and Municipality By-Laws	HC Administrative Assistant Office –Water System Operation Manual Reference Binder or on-line at www.e-laws.gov.on.ca
QMS Records	
Maintenance Records	HC Filing Cabinet in Public Works
Purchasing Records/Invoices	HC Finance Department
Sampling and Monitoring Records	HC Administrative Assistant Office – binder
Internal Audit Reports	HC Administrative Assistant Office – file
QMS/Meetings	HC Administrative Assistant Office – file
Management Review documentations	HC Administrative Assistant Office – file
Service Requests (Complaints)	HC Administrative Assistant Office – Completed Service Request Form Water - Binder
Annual Watermain Flushing Record	HC Water Office - binder
Correspondence with regulators (MECP)	HC Computer – H Drive: Roads and Public Works/Environmental
Third Party Leak Detection	HC Administrative Assistant Office – file
Lab Analysis	HC Administrative Assistant Office-binder
MECP Inspection Reports/Responses	HC Administrative Assistant Office – file
Annual Reports	HC Administrative Assistant Office - file
Pager after hours Reports	HC Administrative Assistant Office- binder
Shift/Vacation Schedules	EC – Administrative Assistant Office
Capital Budget Recommendations	EC Directors Computer
Operator Training Records	EC Administrative Assistant Computer HC Administrative Assistant Office binder

Type of Document	Designated Document Control Location (HC = Hardcopy, EC=Electronic copy)
Log Books (personal and master)	Master Log Book Water Office Personal Log Books will be maintained by each operator
Water & Sewer Inspection Records	HC – Administrative Assistant Office - Completed Inspection Reports Binder


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Appendix B

#MMQMS-2 Risk Assessment and Risk Assessment Outcomes

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	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-2 Issued: 21 Sept 2009 Rev.#: 8 Revised 15 Oct 2021
Reviewed by: C. Hartwick	Approved by: C. Smith	

RISK ASSESSMENT and RISK ASSESSMENT OUTCOMES

1.0 Purpose

To define the process for conducting a drinking water risk assessment and for documenting and reviewing the results of the assessment at the facility level.

2.0 Scope

Applies to the Mississippi Mills Drinking Water System - Distribution System, which is a municipal residential drinking water system and is limited to the assessment of potential drinking water health hazards, documenting their control measures, and the identification of critical control points. Considers potential hazardous events and associated hazards, as identified in the Ministry of the Environment and Climate Change document titled Potential Hazardous Events for Municipal Residential Drinking Water Systems, dated February 2017 as it may be amended.

3.0 Responsibility

QMS Implementation Team which consists of the:

- Director of Roads and Public Works
- Lead Hand - Water Distribution & Wastewater Collection
- Operations Manager
- Environmental Compliance Coordinator

4.0 Definitions

Consequence – the potential impact to public health in the drinking water system if a hazard/hazardous event is not controlled

Control Measure – includes any processes, physical steps or other contingencies that have been put in place to prevent or reduce a hazard before it occurs

Critical Control Limit – the point at which a Critical Control Point response procedure is initiated

Critical Control Point (CCP) – an essential step or point in the subject system at which control can be applied by the operating authority to prevent or eliminate a drinking-water health hazard or to reduce it to an acceptable level

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption; may be biological, chemical, physical or radiological in nature

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Likelihood – the probability of a hazard or hazardous event occurring

Threshold Number – numerical value assigned by the assessment team to a high risk event. Events ranked at or above this limit require further investigation to determine whether they are critical control points.

5.0 Procedure

- 5.1 The Director of Roads and Public Works, Operations Manager, Environmental Compliance Coordinator and Lead Hand - Water Distribution & Wastewater Collection will conduct the risk assessment.
- 5.1.a Agenda and minutes to be completed by the Environmental Compliance Coordinator
- 5.2 Using Tables 1A and 1B, identify hazardous events and associated hazards possible outcomes that could impact the system's ability to deliver safe drinking water in Table 2A.
- 5.3 For each of the hazardous events, identify the control measures currently in place that control the hazard or prevent it from becoming a threat to public health.
- 5.4 Taking into consideration existing control measures (including the reliability and redundancy of equipment), assign each hazardous event a value for the likelihood and a value for the consequence of that event based on the criteria in the following tables:

Table 1A

Value	Likelihood of Hazardous Event Occurring
1	LITTLE OR NO POTENTIAL (rare, low risk, has not occurred) – more than every 25 years
2	RARE (infrequent, not likely, rare) – 5 to 25 years
3	INFREQUENT (moderately likely, occasional, possible) – 1 to 5 years
4	FREQUENT (often, highly likely, routinely, occasional) – monthly to 1 year
5	ROUTINE (immediate, extremely likely, frequent) – daily to weekly

Table 1B

Value	Consequence of Hazardous Event Occurring
1	INSIGNIFICANT – Little or no disruption to normal operations, no impact on public health
2	MINOR – Significant modification to normal operations but manageable, no impact to public health
3	MODERATE – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	MAJOR – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	CATASTROPHIC – Complete failure of system, definite threat to public health, water unsuitable for consumption

Multiply the likelihood and consequence values to determine the Threshold Number (risk value) of each hazardous event and record all values in Table 2A. Hazardous events with a ranking of 15 or greater are considered high risk. This Critical Control

Point is based on an incident that has a high likelihood (value of 5) and a moderate consequence on system (value of 3).

5.5 Review the hazardous events and rankings documented in Table 2A and 2B and identify your Critical Control Points. Critical Control Points must meet all the following criteria:

- ✓ The hazardous event has a ranking of 15 or greater
- ✓ The hazardous event can be prevented, eliminated or reduced
- ✓ Can be monitored
- ✓ Able to assign control limits, and
- ✓ Essential to ensure the safety of the drinking-water.

5.6 There was no critical control points that met the criteria listed above.

5.7 The co-QMS Representatives will review this Procedure every Calendar Year and revise as necessary. This Procedure and revisions will be reviewed annually as part of the Management Review process. The risk assessment will be conducted and updated a minimum of once every three years by QMS Team members.

6.0 Related Documents

AWWA/Industry Standards

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
22 Dec 2011	1	Administrative Edits/modified system name CPP Scoring reviewed and updated
19 Nov 2012	2	Joint Risk Management Review changes as per meeting on November 7, 2012
2 Dec 2014	3	Risk Management Review changes as per meeting on November 26, 2014
16 Sept 2015	4	Administrative Edits/adding Environmental Compliance Coordinator
6 Dec 2018	5	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection Section 5.7 removed word verified and added reviewed Table 2A Risk Assessment Table remove the Distribution Water Break Potential High Pressure and the Chlorine Contact Chamber By-Pass Valve (Well 5 & 6)
11 Dec 2018	6	Section 5.7 - Removed the word "reviewed" and added "conducted" in the last sentence.
25 Feb 2021	7	Section 2.0 added Considers potential hazardous events and associated hazards, as identified in the Ministry of the Environment Climate Change document titled Potential Hazardous Events for Municipal Residential Drinking Water Systems, dated February 2017 as it may be amended. Section 5.7 Replaced on an annual basis with every Calendar Year
15 Oct 2021	8	Table 2A – replaced entire table Added Section 5.1.a to identify who takes care of agenda and minutes for risk assessment Table 2A – identified the name of the SOP's that are being referred

Table 2A: Risk Assessment Table

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution Water Break	Potential Low Pressure	Contaminants entering the system Fire protection	Maintain positive flow on main Flush main after repair and sample per Watermain Break Repair SOP Chlorinate repair materials	4	3	12	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes– Additional CCP identified for facility <input checked="" type="checkbox"/> No
Pressure Reducing Valve	Failure of pressure reducing valve resulting in high pressure	Broken pipes Damage to home owner plumbing	Tied into SCADA system to monitor pressure Maintain/inspect PRVS annually	3	2	6	
Unplanned Fire Hydrant Use	Potential low pressure Draw down	Backflow prevention Complaints/Concerns Pressure drop	OCWA monitoring	3	2	6	
Bulk Water Filling from Hydrants	Potential Contamination to system	Backflow prevention Contaminate system Loss of service	Bulk Water Permit, designated filling locations and mandatory back flow prevention Refer to Bulk Water Permit	2	3	6	
Low Chlorine Residual	Bacteriological growth	Growth of bacteria	Raw groundwater supplies have little/no bacteria Monitor system levels Weekly flushing	1	4	4	
Dead Ends	Low chlorine residual	Growth of bacteria	Flush minimum twice annually	1	4	4	
Sustained Pressure Loss	Inflow infiltration	Contamination	Leak detection Monitoring pressure	1	4	4	
Vandalism	Damage to hydrants	Contamination of the system Unscheduled maintenance of hydrants	Emergency response plans and emergency response training exercises Customer complaints/concerns Annual flushing	2	1	2	
Terrorism	Pumping contaminant into the system	Contamination of the system	Emergency response plans and emergency response training exercises	1	5	5	
Climate Change	Long term impacts, ice storm, tornado, flooding, drought	Potential limited water supply Damage to infrastructure Loss of water	Emergency response plans and emergency response training exercises	2	3	6	

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Loss of secondary infection	Low chlorine residual Biological contamination	Contamination of the system	Residual monitoring during flushing	1	2	2	
River Crossing for Watermain	Water break	Isolate the west side of Town from Tower, would need to run wells 5 & 6 to provide water and have pressure relief	Have blow off equipment available Utilize heat trace Check isolation valves annually	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
Contractors Doing Work on System	Damage to pipe Potential leak	Loss of water Loss of pressure Cross contamination	Require full time supervisor during construction Ensure accurate plans prepared and approved by Ministry and Municipality Ensure standards are followed Pressure test new pipe and chlorinate as per Ministry standards	3	3	9	
Backflow from Private Service	Potential Contamination to system	Contaminate system Loss of service	Pursue conversion of older buildings on a risk priority basis Owner education	1	3	3	

Table 2B: Identified Critical Control Points (CCPs)


CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
No Critical Control Points were identified as we used a 15 as our target point. The highest score was a 12.			

Appendix C

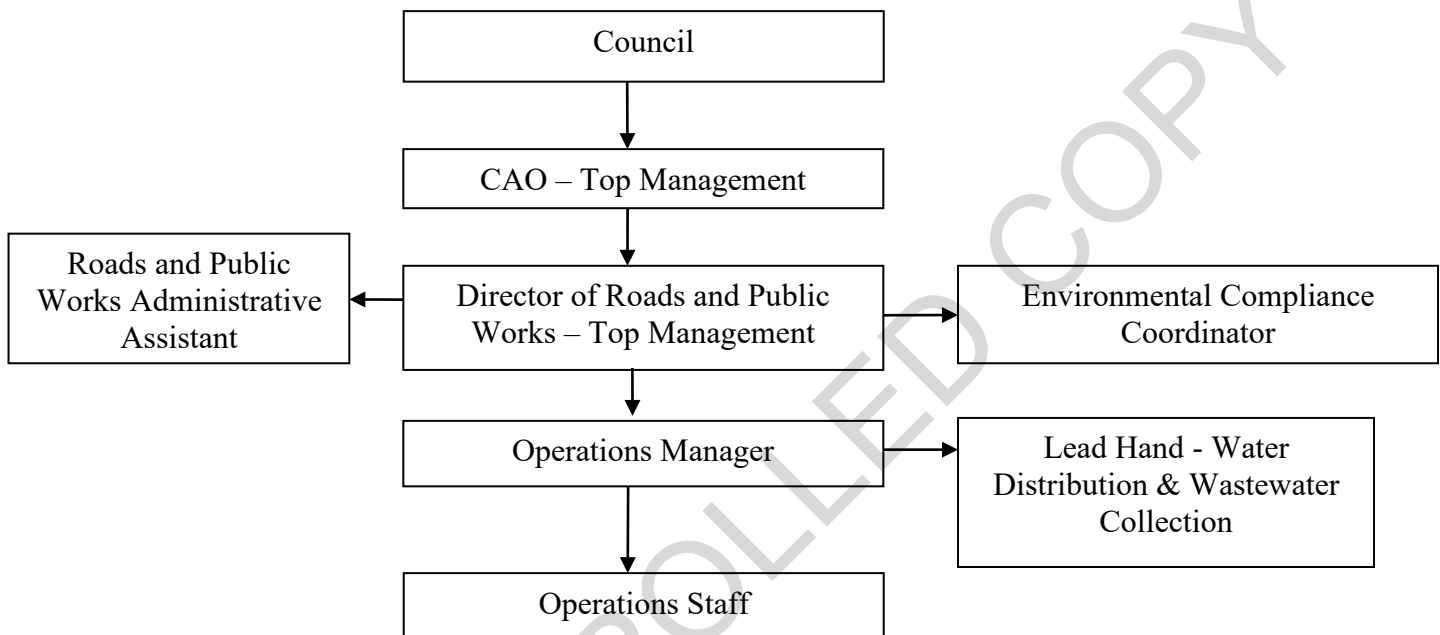
QMS Organizational Structure for the Municipality of Mississippi Mills – Mississippi Mills Drinking Water System

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	<h1 style="margin: 0;">QMS</h1>	Issued: 21 Sept 2009 Rev.#: 4 Revised 15 Oct 2021
Reviewed by: C. Hartwick	Approved by: C. Smith	

Organizational Chart for the Municipality of Mississippi Mills



The following table lists the roles (Position Titles), responsibilities of each position, and their respective authorities.

Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
2 Dec 2014	1	Changed title page from Almonte Water Distribution to Mississippi Mills Drinking Water System and removed reference of co-QMS rep from chart as role is clarified elsewhere.
16 Sept 2015	2	Added Environmental Compliance Coordinator to the Organizational Chart
6 Dec 2018	3	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection
15 Oct 2021	4	Included Top Management on chart

Appendix D

MMQMS-3 Personnel Coverage

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 Municipality of Mississippi Mills	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-3 Issued: 21 Sept 2009 Rev.#: 3 Revised 2 Dec 2014
Reviewed by: C. Hartwick	Approved by: T. Dunlop	

PERSONNEL COVERAGE

1.0 Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality.

2.0 Scope

Applies to operations personnel at the Mississippi Mills Drinking Water System

3.0 Responsibility

Owner
Director of Roads and Public Works
Operations Manager

4.0 Definitions

Competence – The combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

5.0 Procedure

5.1 The Roads and Public Works Director ensures that personnel meeting the competencies identified in the Competency Requirements Table are available for duties that directly affect drinking water quality.

5.2 The Mississippi Mills Drinking Water System is staffed by personnel as follows:

The Public Works department is staffed Monday through Friday, during normal working hours. During periods where staff is not at the facility an on-call operator is available 24 hours a day, 7 days a week.

Municipality of Mississippi Mills personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04. The Roads and Public Works Director shall designate the primary and backup ORO through amendment to the applicable Standard Operating Procedure.

5.3 The Operations Manager assigns an on-call operator for the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift change is end of business day on Thursday. The on-call schedule is maintained by the Roads and Public Works Administrative Assistant and consists of a rotation, is set on a quarterly basis and posted on the Water and Sewer Bulletin Board.

5.4 Operators with a Class 1 or higher license may act as Operator In Charge (OIC) and may perform work independently. Other employees not licensed must have a licensed Operator

present. If required, sub-contractors are approved by the Public Works Department and used at the discretion of a licensed Operator.

5.5 In the effect of a strike, the non-union Roads and Public Works Director and Operations Manager will perform day-to-day operations and maintenance, in the event they are not licensed or available the Ontario Clean Water Agency will be retained to assist.

6.0 Related Documents

Facility Logbook
On-Call Schedule
Call-In Reports
Shift/Vacation Schedule
Agreement with Union

7.0 Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
22 Dec 2011	1	Amended 5.2 and 5.4 regarding ORO and OIC
15 Aug 2014	2	Amended 5.3 updated where the On Call list is posted
2 Dec 2014	3	Removed all references to Mississippi Mills Almonte Distribution and replaced with Mississippi Mills Drinking Water System

Appendix E

#MMQMS-4 Communications

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 Municipality of Mississippi Mills	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-4 Issued: 21 Sept 2009 Rev.#: 4 Revised: 6 Dec 2018
Reviewed by: C. Hartwick	Approved by: G. Bourgon	

Communications

1.0 Purpose

To describe the Municipality of Mississippi Mills procedure for QMS-related communications between Top Management and the Owner, Operating Authority personnel, Suppliers and the public.

2.0 Scope

Applies to the internal and external communications regarding the Quality Management System (QMS) implemented at the Mississippi Mills Drinking Water System - Distribution System

3.0 Responsibility

Roads and Public Works Administrative Assistant
Director of Roads and Public Works
Lead Hand - Water Distribution & Wastewater Collection
Operations Staff
Operations Manager
Environmental Compliance Coordinator

4.0 Definitions

Public – includes subject system consumers and stakeholders

5.0 Procedure

- 5.1 The status of the QMS and its effectiveness shall be communicated to the owner through quarterly reports and scheduled owner meetings.
- 5.2 The operating authority will communicate the QMS to all employees as part of the implementation process. New hires will receive QMS awareness training during orientation.
- 5.3 The operational plan and procedures will be made available to operators of the drinking water system.
- 5.4 The QMS policy will be available for public viewing at the municipal garage and at the municipal office.
- 5.5 Where appropriate, information on the QMS requirements will be communicated to suppliers as per Element 13 Essential Supplies and Services procedure.

6.0 Related Documents

Logbook
Essential Supplies and Service Lists

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
20 Sept 2010	1	Updated procedure to incorporate changes in response to CARS
2 Dec 2014	2	Revised section 5.1 wording

16 Sept 2015	3	Added the Environmental Compliance Coordinator to Section 3.0
6 Dec 2018	4	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection


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Appendix F

#MMQMS-5 Essential Supplies and Service

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 <p>Municipality of Mississippi Mills</p>	<h2 style="margin: 0;">QMS Procedure</h2>	<p>Proc.: #MMQMS-5 Issued: 21 Sept 2009 Rev.#: 6 Revision: 15 Oct 2021</p>
Reviewed by: C. Hartwick	Approved by: C. Smith	

ESSENTIAL SUPPLIES AND SERVICES

1.0 Purpose

To describe the Municipality of the Municipality of Mississippi Mills procedure for procurement and for ensuring the quality of essential supplies and services.

This procedure identifies the supplies and services deemed essential to the delivery of safe drinking water and how to ensure the quality of essential supplies and services that can affect water quality.

2.0 Scope

Applies to essential supplies and services pertaining to the Mississippi Mills Drinking Water System - Distribution System, as identified in this procedure.

3.0 Responsibility

Director of Roads and Public Works
 Operations Manager
 Lead Hand - Water Distribution & Wastewater Collection
 Operations Staff
 Environmental Compliance Coordinator

4.0 Definitions

Supplies and Services – are goods and people coming in from outside of the drinking-water system that can introduce risks to the quality and safety of your drinking water.

Supplier – an organization or person that provides a product or service that affects drinking water quality.

5.0 Procedure

- 5.1 Essential supplies and services for the Mississippi Mills Drinking Water System - Distribution System are listed in the Operations Manual located in the Public Works Administrators Office.
- 5.2 Purchasing is conducted in accordance with procurement and administration policies, procedures and guidelines. The facility orders and receives ongoing deliveries to satisfy current short-term needs based on operational needs and storage capacities.
- 5.3 Contractors are selected based on the qualifications and demonstrated competency to complete the work required.
- 5.4 Where applicable, supplies must meet AWWA and ANSI/NSF standards.
- 5.5 All process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.

5.6 All third-party drinking water testing services are provided by accredited and licensed laboratories. Sampling is performed by certified operators.

5.7 Calibration services are provided by qualified personnel.

5.8 The supplies and service providers will be communicated to all relevant personnel in the operating authority. Purchasing policies and requirements will be communicated to suppliers and service providers.

5.9 Essential suppliers/service providers are sent a letter that provides an overview of the relevant aspects of the QMS.

6.0 Related Documents

QMS Policy

Procurement and Administration policies and procedures

Third Party Leak Detection

7.0 Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
20 Sept 2010	1	Updated procedure to incorporate changes in response to CARS
19 Nov 2012	2	Updated Essential Supplies Services Contact List and Emergency Contact List
15 Aug 2014	3	Updated Essential Supplies Services Contact List
16 Sept 2015	4	Added Environmental Compliance Coordinator to Section 3.0 and update Essential Supplies Services Contact List
6 Dec 2018	5	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection
15 Oct 2021	6	Update Essential Supplies Services Contact List Updated Essential Supplies Services Contact List

Appendix G

#MMQMS-6 Review and Provision of Infrastructure

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 Municipality of Mississippi Mills	<h1>QMS Procedure</h1>	Proc.: #MMQMS-6 Issued: 21 Sept 2009 Rev.#: 3 Revision: 25 Feb 2021
Reviewed by: C. Hartwick	Approved by: G. Bourgon	

Review and Provision of Infrastructure

1.0 Purpose

To describe the Municipality of Mississippi Mills procedure for reviewing the adequacy of infrastructure necessary to operate and maintain a drinking water system.

2.0 Scope

Applies to review and provision of infrastructure at the Municipality of Mississippi Mills Almonte Water Distribution. Ensures that the adequacy of the infrastructure necessary to operate and maintain the Subject System is reviewed at least once every Calendar Year.

3.0 Responsibility

Director of Roads and Public Works
Operations Manager
Lead Hand - Water Distribution & Wastewater Collection
Public Works Operators
Environmental Compliance Coordinator

4.0 Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware and software and supporting services, such as transport or communication.

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure element with new elements.

5.0 Procedure

5.1 On an annual basis, the Director conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system.

5.2 A summary of maintenance and capital recommendations will be submitted to the owner for review and comment. Upon authorization, timelines and responsibilities for implementation of items identified will be documented and scheduled.

5.3 The Director will include the results of the recommendations and implementation schedule at the Management Review.

6.0 Related Documents

Summary of Maintenance & Capital Recommendations
Minutes of Management Review

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
16 Sept 2015	1	Added Environmental Compliance Coordinator to Section 3.0

6 Dec 2018	2	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection
25 Feb 2021	3	Section 2.0 Add – Ensures that the adequacy of the infrastructure necessary to operate and maintain the Subject System is reviewed at least once every Calendar Year.


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Appendix H

#MMQMS-7 Sampling, Testing & Monitoring

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	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-7 Issued: 21 Sept 2009 Rev.#: 2 Revision: 6 Dec 2018
Reviewed by: C. Hartwick	Approved by: G. Bourgon	

Sampling, Testing and Monitoring

1.0 Purpose

To describe the Municipality of Municipality of Mississippi Mills procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2.0 Scope

Applies to sampling, testing and monitoring at the Mississippi Mills Drinking Water System - Distribution System.

3.0 Responsibility

Director of Roads and Public Works
 Operations Manager
 Lead Hand - Water Distribution & Wastewater Collection
 Operations Staff

4.0 Definitions

None

5.0 Procedure

5.1 All sampling, monitoring and testing is conducted at a minimum in accordance with regulatory requirements. Adverse water quality incidents are responded to and reported as per regulations.

5.2 Samples are submitted to an accredited and licensed laboratory for microbiological sampling for new water mains or following water breaks. A hard copy of the results will be kept in a sample results binder in the Public Works Administrator's Office.

Ontario Clean Water Agency is contracted to provide all water quality sampling required to fulfill the minimum requirements of O/ Reg. 170/03 and other regulations.

The Municipality of Mississippi Mills water distribution operators carry out all remaining water quality sampling associated with distribution system repairs. In addition, the Municipality carries out all water sampling for the commissioning of new water mains as part of new construction.

Hardcopy reports are maintained as per MMQMS-1 Appendix A Document and Records Control.

5.3 In-house sampling and flow monitoring activities are conducted annually when flushing hydrants. The results of these tests are recorded in the facility Hydrant Flushing Binder.

5.4 Ontario Clean Water Agency completes any necessary continuous monitoring in system.

5.5 There are no challenging conditions identified in System Description (Element 6).

5.6 Sampling, testing and monitoring of the treated water produced at the Mississippi Mills Drinking Water System - Distribution System well supply is conducted by Ontario Clean Water Agency operators as required by the regulation. The operators ensure that the water supplied to the distribution system meets the Ontario Drinking Water Quality Standards (ODWQS).

The Municipality is notified by the OCWA of any changes in the quality of water supplied to the distribution system which may require operational adjustments.

5.7 Sampling, testing and monitoring results are readily accessible to the owner/Municipality from OCWA.

6.0 Related Documents

QMS Policy

Sampling Records

Flushing Records

MMQMS-1 Document and Records Control

7.0 Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
19 Dec 2012	1	Amended 5.2 as per recommendation from Internal Audit
6 Dec 2018	2	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection

Appendix I

#MMQMS-8 Equipment Calibration & Maintenance

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	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-8 Issued: 21 Sept 2009 Rev.#: 1 Revision: 6 Dec 2018
Reviewed by: C. Hartwick		Approved by: G. Bourgon

Measurement and Recording Equipment Calibration and Maintenance

1.0 Purpose

To describe the Municipality of Municipality of Mississippi Mills procedure for the calibration and maintenance of measurement and recording equipment.

2.0 Scope

Applies to the measurement and recording equipment at the Mississippi Mills Drinking Water System - Distribution System.

3.0 Responsibility

Director of Roads and Public Works
 Operations Manager
 Lead Hand - Water Distribution & Wastewater Collection
 Operations Staff

4.0 Definitions

None

5.0 Procedure

- 5.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider.
- 5.2 Lead Hand - Water Distribution & Wastewater Collection establishes and maintains a list of all measurement and recording devices and associated calibration schedules.
 - 5.2.1 Calibration, standardizing and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual or industry standards.
 - 5.2.2 The only measurement and recording equipment that the Municipality uses currently is a handheld chlorine test kit.
- 5.3 Any measurement device which does not meet its specified performance requirements during calibration must be removed from service (if practical) until repaired or replaced. The failure must be reported to the Director of Roads and Public Works as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device. Any actions taken as a result of the failure are recorded and any notifications required by applicable legislation are completed and documented within the specified time period.
- 5.4 The maintenance/equipment manuals are kept with the equipment and record of calibration standardizing are kept at the Public Works Garage.

6.0 Related Documents

Calibration/Maintenance Records

Maintenance and Equipment Manuals

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
6 Dec 2018	1	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection


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Appendix J

#MMQMS-9 Emergency Management

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 <p>Municipality of Mississippi Mills</p>	<h2 style="margin: 0;">QMS Procedure</h2>	<p>Proc.: #MMQMS-9 Issued: 21 Sept 2009 Rev.#: 7 Revised: 15 Oct 2021</p>
Reviewed by: C. Hartwick	Approved by: C. Smith	

Emergency Management

1.0 Purpose

To describe the Municipality of Mississippi Mills procedure for maintaining a state of emergency preparedness.

2.0 Scope

Applies to potential emergency situations or service interruptions identified for the water system operated by Municipality of Mississippi Mills Almonte Water Distribution.

3.0 Responsibility

Director of Roads and Public Works
 Operations Manager
 Lead Hand - Water Distribution & Wastewater Collection
 Public Works Operators
 Owner
 Environmental Compliance Coordinator

4.0 Definitions

Municipal Emergency Plan – The emergency plan required by the Emergency Management and Civil Protection Act and adopted as a by-law by council, governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

Emergency – a potential situation or service interruption that may result in the loss of the ability to maintain a supply of safe drinking water to consumers.

Emergency Response – the effort to mitigate the impact of an emergency on consumers

5.0 Procedure

5.1 The Emergency Plans for the Almonte Water Distribution System are contained within the Municipality of Mississippi Mills Emergency Response Plan.

5.2 A list of Emergency Plans has been developed that relate to potential emergency situations. Each procedure outlines a step-by-step approach to the response and recovery for each situation. These are:

- Sub Plan – Drought Incident
- Sub Plan – Flooding Emergency
- Sub Plan – Hailstorm Incident
- Sub Plan – Water Emergency – Contamination Incident
- Sub Plan – Water Emergency – Municipal System Incident
- Sub Plan – Water Emergency – Well Water Incident
- Sub Plan – Windstorm Incident

5.3 Emergency plans are required to be reviewed every two (2) years and updated as required. One plan must be tested every two (2) years. Reviews and testing will be documented as training.

5.3.a Agenda and minutes to be completed by the Environmental Compliance Coordinator

5.4 Operating Authority and Owner roles and responsibilities for Emergency Management are set out in the Roles and Responsibilities table in Element 9.

5.5 An emergency contact list is maintained as per Element 5. This list will be reviewed and updated at least annually.

5.6 The site specific Emergency plans will outline who is to be contacted as each situation required a different response. Other communications are set out in Element 12 Communications.

6.0 Related Documents

SOPs
Emergency Response Plan
Emergency Management Plan
Training Records
Municipal Emergency Plan

7.0 Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
20 Sept 2010	1	Updated procedure to incorporate changes in response to CARS
15 Aug 2014	2	Updated Emergency Contact List
16 Sept 2015	3	Added Environmental Compliance Coordinator to Section 3.0
29 Sept 2016	4	Updated Emergency Contact List
6 Dec 2018	5	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection
		Updated Emergency Contact List
15 Oct 2021	6	Added 5.3.a regarding agenda and minutes
		Updated Emergency Contact List
1	7	updated emergency plans as per the Municipality of Mississippi Mills Emergency Management Plan

Appendix K

#MMQMS-10 Internal Audits

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	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-10 Issued: 21 Sept 2009 Rev.#: 3 Revision: 11 Dec 2018
Reviewed by: C. Hartwick	Approved by: G. Bourgon	

Internal Audits

1.0 Purpose

To describe the Municipality of Mississippi Mills procedure for conducting Internal Audits at the facility level that evaluates the conformance to the requirements of the Drinking Water Quality Management Standard (DWQMS).

2.0 Scope

This procedure applies to the process of conducting internal audits at the Municipality of Mississippi Mills Almonte Water Distribution

3.0 Responsibility

Director of Roads and Public Works
 Operations Manager
 Lead Hand - Water Distribution & Wastewater Collection
 Operations Staff
 Owner
 Auditor
 Environmental Compliance Coordinator

4.0 Definitions

Audit – A systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of this Standard.

Non-conformance – the non-fulfillment of a DWQMS requirement

5.0 Procedure

- 5.1 The Environmental Compliance Coordinator maintains the Internal Audit Procedure and schedules the internal QMS audit that addresses all DWQMS elements is conducted for the facility once every calendar year. The Director selects personnel to perform the audit considering adequate skills, training and/or experience.
- 5.2 The Auditor evaluates conformity of the QMS with the requirements of the DWQMS by asking questions which are designed to encompass all of the requirements of the DWQMS.
- 5.3 The Auditor will use a check list, developed from MOE's DWQMS and supporting documentation, to ensure all 21 Elements of the DWQMS are addressed. This step will include interviews with select staff of the Operating Authority, observation of operating practices, and review of documents. The auditor will document the audit findings in a written report to the Operating Authority.

5.4 The auditor reviews the facility's approved policies and procedures, the results of previous internal and external QMS audits, the status of corrective and preventive actions and other QMS-related documentation prior to the audit.

5.5 When nonconformity is identified through the internal audit process, an action plan to rectify the issue is developed by the QMS Representative, specifying responsibility and a target date for resolution. This is done through completion of an Audit Non Conformance Report Form. The QMS Representative monitors progress of the non-conformance report until it is fully resolved.

5.6 The QMS Representative ensures that results of the audit are included as input to the management review process.

6.0 Related Documents

Internal Audit Checklist
Audit Reports
Management Review

7.0 Revision History


Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
16 Sept 2015	1	Added Environmental Compliance Coordinator to Section 3.0 and Section 5.1.
6 Dec 2018	2	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection Section 5.1 removed words "on an annual basis" and replaced with "once every calendar year"
11 Dec 2018	3	Updated section 5.5

Appendix L

#MMQMS-11 Management Review

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	<h2 style="margin: 0;">QMS Procedure</h2>	Proc.: #MMQMS-11 Issued: 21 Sept 2009 Rev.#: 3 Revision: 6 Dec 2018
Reviewed by: C. Hartwick	Approved by: C, Smith	

Management Review

1.0 Purpose

To describe the Municipality of Mississippi Mills procedure for a Management Review of the Quality Management System (QMS) at the facility level.

2.0 Scope

Applies to the review by Top Management of *Municipality of Mississippi Mills Public Works* of the QMS implemented at the Municipality of Mississippi Mills Almonte Distribution.

3.0 Responsibility

Top Management (facility level):

- Director
- CAO

Other Management Review Participants:

- Operations Manager
- Environmental Compliance Coordinator
- Lead Internal Auditor(s)
- Lead Hand - Water Distribution & Wastewater Collection

4.0 Definitions

Management Review – a process where a higher level of managers in the operating authority considers various indicators within the QMS.

5.0 Procedure

5.1 The Director determines a suitable frequency for Management Review meetings for the drinking water system. As a minimum, reviews must be conducted at least once every calendar year. The following positions are included (but not restricted to) in the Management review are the Director and the co- QMS Representative.

5.2 The Director maintains the Management Review Procedure, coordinates the Management Review and ensures that the agenda with identified responsibilities is distributed to all participants in advance of the Management Review meeting along with any related reference materials.

5.3 The standing agenda for Management Review meetings is as follows:

- (a) Incidents of regulatory non-compliance (i.e. review MECP inspection reports, annual reports to MECP)
- (b) Incidents of adverse drinking water tests (i.e. review Annual reports and adverse reports to MECP)
- (c) Deviations from critical control limits and response actions (i.e. review adverse reports to MECP, call-in reports, logbook entries)

- (d) The efficiency of the risk assessment process, (i.e. review of Summary of Risk Assessment Outcomes)
- (e) Internal and third-party audit results (i.e. review Audit reports and action plans)
- (f) Results of emergency response testing (i.e. review Facility Emergency Plan, training records, related test documentation)
- (g) Operational performance (i.e. review MECP inspection rating reports)
- (h) Water supply and drinking water quality trends (i.e. review drinking water facility description in Operational Plan, annual reports to MECP, flushing trends, consumer feedback)
- (i) Follow-up on action items from previous Management Reviews (i.e. review minutes and action plans)
- (j) The status of management action items identified between reviews (i.e. review action plans; memos, correspondence to operating authority staff)
- (k) Changes that could affect the QMS
- (l) Consumer feedback (i.e. review community complaints, Logbook)
- (m) The resources needed to maintain the QMS (i.e. review staffing levels)
- (n) The results of the infrastructure review (i.e. review capital works recommendations)
- (o) Operational Plan currency, content and updates (i.e. review the status of the Operational Plan including QMS Procedures)
- (p) Staff suggestions (i.e. review relevant correspondence)

5.4 The Management Review participants review all data presented and make recommendations and/or initiate action plans to address identified deficiencies as appropriate.

5.5 The QMS Representative ensures that minutes of and action plans resulting from the Management Review meeting are prepared and distributed to all participants.

5.6 The QMS Representative monitors the progress and documents the completion of action plans resulting from the Management Review.

6.0 Related Documents

Minutes and action plans resulting from the Management Review

Audit Reports

Management Review Records/Documents

7.0 Revision History

Date	Revision #	Reason for Revision
21 Sept 2009	0	Procedure issued
16 Sept 2015	1	Administrative Edits/Added Environmental Compliance Coordinator
6 Dec 2018	2	Replaced Water Meter, Distribution and Collection Operator title to Lead Hand - Water Distribution & Wastewater Collection Section 5.1 removed words "every 12 months" replaced with "every calendar year"
1	3	added Lead in front of Internal Auditor(s) Changed MOE to MECP



Appendix M

#MMQMS-12 Process Flow Chart

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Appendix N

Revision History

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Date	Revision #	Description of Revision
21 Sept 2009	0	Operational Plan issued
20 Sept 2010	1	Various elements updated and reformatted to incorporate changes in response to CARS
14 Dec 2011	2	Changes to the Contact List – Essential Services and Supplies – staff changes and updates
22 Dec 2011	3	<p>Element 5 – Document and Records Control – update missing record listings (per CGSB)</p> <p>Element 6 – Drinking Water System – clarified generator function and updated system name</p> <p>Element 7 – Risk Assessment – reviewed and updated critical control points scoring</p> <p>Element 9 – Responsibilities – CAO responsibilities updated, ORO/OIC updates</p> <p>Element 11 – Personnel Coverage – ORO Responsibilities updated (section 5.2)</p> <p>Updated system name for consistency with issued license</p>
19 Nov 2012	4	<p>Element 7 – Risk Assessment – reviewed and updated critical control points</p> <p>Element 13 – Essential Supplies and Services – reviewed and updated Contact List – Essential Supplies Services & Contact List – Emergencies</p>
19 Dec 2012	5	<p>Element 16 – Amend Appendix H – Section 5.2 changed wording</p> <p>Element 5 – Document and Records Control – Amend Appendix A – Section 5.2 - 4th Bullet changed wording</p>
29 Jan 2013	6	Element 6 – Drinking Water System – Amended Section 6.2 to identify the raw water description.
4 Nov 2013	7	<p>Appendix J – updated Emergency Contact List Housekeeping– removed Revision footer off pages</p> <p>Appendix M – updated Water Distribution Map</p>
17 Dec 2013	8	Appendix A – updated form name – replaced Complaint Form with Service Request Form
14 Aug 2014	9	<p>Appendix A –added Internal Audit Checklist Appendix D – item 5.3 updated location on call list is posted</p> <p>Appendix F – updated Essential Supplies and Services list to add Neil Bros to the list of Contractor Services</p> <p>Appendix J – updated Emergency Contact List to update the change of the new fire chief. Included updated OCWA contact list.</p>
2 Dec 2014	10	<p>Element 6 – Drinking Water Distribution - Item 6.2 (page 10) - updated system details to reflect “estimated” population of 5,500 and system length to “approximately 41km”.</p> <p>Item 6.6 (page 11) – Added the following wording to first paragraph under “Monitoring and Management” – <i>“The Town also monitors water</i></p>

		<p><i>losses through review of leak detection reports produced under the smart meter program”.</i></p> <p>Element 9 Organizational Structures - Table on Page 12 under Mayor and Council Owner – deleted reference to “procedures”</p> <p>Element 10 – Competencies – Table on Page 14 – for Operations Manager – move “Operator Certification in good standing” from being a desired competency to a required competency.</p> <p>Element 15 – Infrastructure Maintenance, Rehabilitation and Renewal – removed all references to the Water & Sewer Committee and/or the Roads and Public Works Committee and replaced with Committee of the Whole.</p> <p>Appendix A – Document and Records Control – Page 21 removed Master plan (1984) and referenced “Master Plan Report – Almonte Ward and Wastewater Infrastructure (2012). Location changed to Directors Office.</p> <p>Appendix C – Organizational Structure – Changed title page from Almonte Water Distribution to Mississippi Mills Drinking Water System.</p> <p>Page 29 removed reference to the co-QMS rep from chart as the role is clarified elsewhere.</p> <p>Appendix D – Personnel Coverage – removed all references to Municipality of Mississippi Mills Almonte Distribution and replaced with Mississippi Mills Drinking Water System.</p> <p>Appendix E – Communications – revised section 5.1 to read the following “The status of the QMS and its effectiveness shall be communicated to the owner <i>through quarterly reports and</i> scheduled owner meetings.”</p> <p>Element 7 – Risk Assessment Item 5.1 replaced QMS Implementation Team with The Director of Roads and Public Works and the Water Meter, Distribution and Collection Operator. Item 5.2 removed the “s” of Tables 2A</p> <p>Item 5.7 changed QMS Representative to read co-QMS representatives.</p> <p>Added title Table 2A</p> <p>Table 2A Distribution Water Break – typo – Contaminants fixed.</p> <p>Table 2A Low Chlorine residual – reworded existing control measure to read “Raw groundwater supplies have little/no bacteria.</p>
16 Sept 2015	11	<p>Changed Town of Mississippi Mills to Municipality of Mississippi Mills</p> <p>Changed all references to the Director of Public Works as co-QMS representative to alternate QMS representative.</p> <p>Removed reference to the Water Meter, Distribution and Collection Operator as co-QMS rep throughout the document.</p> <p>Element 4 – Updated section to identify the Environmental Compliance Coordinator as the QMS representative and removed the Water Meter, Distribution and Collection operator from the role.</p>

		<p>Element 4, Section 6.3 Removed the flow map from Appendix M and added new map – Revision 5 – December 2014.</p> <p>Element 9 – The Chief Administrative Officer and The Director of Roads and Public Works be listed as Top Management.</p> <p>Element 9 - Add Environmental Compliance Coordinator to the table.</p> <p>Element 9 - Removed reference to Water Meter, Distribution and Collection Operator to approving changes to plan and procedures and added Maintains annual equipment calibration under responsibilities.</p> <p>Element 10 – added Knowledge of DWQMS and QMS under required competencies for Council and CAO.</p> <p>Element 10 – added Top Management under CAO and Director of Roads and Public Works.</p> <p>Element 10 – added Environmental Compliance Coordinator.</p> <p>Element 10 – bullet 5 – substituted reference to the Water Meter, Distribution and Collection Operator with Environmental Compliance Coordinator.</p> <p>Element 15 – reworded second last sentence under Planned Infrastructure Maintenance</p> <p>Appendix A – Section 3.0 – added Environmental Compliance Coordinator.</p> <p>Appendix B – added Operations Manager and Environmental Compliance Coordinator to the QMS Implementation Team and removed Roads and Public Works Assistant.</p> <p>Appendix B - Item 5.1 – revised wording</p> <p>Appendix B – Table 1A – revised wording after table.</p> <p>Appendix C – added Environmental Compliance Coordinator to chart.</p> <p>Appendix E – added Environmental Compliance Coordinator.</p> <p>Appendix F – Added Environmental Compliance Coordinator to Section 3.0.</p> <p>Appendix F - Updated Essential Supplies and Services List.</p> <p>Appendix J – Added Environmental Compliance Coordinator to Section 3.0.</p> <p>Appendix J – Updated Emergence contact list</p> <p>Appendix K – Added Environmental Compliance Coordinator to Section 3.0</p> <p>Appendix K - Section 5.1 revised to read that the Environmental Compliance Coordination maintains the Internal Audit Procedure.</p>
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		Appendix L – Added Environmental Compliance Coordinator to list of Other Management Review Participants and removed the Water Meter, Distribution and Collection Operator.
29 Sept 2016	12	Appendix J – updated Emergency Contact List
6 Dec 2018	13	<p>Updated Town of Mississippi Mills to Municipality of Mississippi Mills</p> <p>Updated Mayor and Council with Council</p> <p>Updated The Water Meter, Distribution and collection Operator title to Lead Hand - Water Distribution & Wastewater Collection</p> <p>Adjusted revision numbers in appendixes</p> <p>Removed Operational Plan Revision History from pages 3 – 7 Added Appendix N- Revision History Table to the Plan</p> <p>Element 6 updated table with 2017 data</p> <p>Element 6 –section 6.2 changed estimated population to 6009</p> <p>Appendix A – section 5.4 removed word inspector and added auditors</p> <p>Table 1 – Added Form Master List Binder to the QMS Internal Audit Checklist</p> <p>Appendix B – section 5.7 remove word verified and add reviewed</p> <p>Table 2A – removed from the table Distribution Water Break (potential high pressure) and Chlorine Contact Chamber By-Pass Valve (Wells 5&6)</p> <p>Removed Revision History off page 31 it was a duplicate for this Appendix</p> <p>Appendix F – section 5.9 Change QEMS to QMS</p> <p>Updated Essential Supplies and Services List</p> <p>Appendix J – updated Emergency Contact List</p> <p>Appendix K – section 5.1 removed words “on an annual basis” and replaced with “once every calendar year”</p> <p>Appendix L – section 5.1 removed words “every 12 months” and replaced with “every calendar year”</p> <p>Appendix M – updated Map with Revision 8</p>
11 Dec 2018	14	<p>Appendix A – Table 1 added the Non Conformance Report</p> <p>Appendix B – Section 5.7 removed “reviewed” and replaced with “conducted” in the last sentence.</p> <p>Appendix K – Section 5.5 – updated to add “This is done through the completion of an Audit Non Conformance Report Form. Edit to last sentence “The QMS Representative monitors progress of the non-conformance report until it is fully resolved.</p>
25 Feb 2021	15	<p>Element 2 – added to state A commitment to comply with applicable legislation</p> <p>Appendix B: section 2.0 - added - Considers potential hazardous events and associated hazards, as identified in the Ministry of the Environment and Climate Change document titled Potential Hazardous Events for Municipal Residential Drinking Water Systems, dated February 2017 as</p>

		<p>it may be amended.</p> <p>Appendix B – section 5.7 – removed on an annual basis and replaced with every Calendar Year</p> <p>Appendix B – Table 2A – replaced in its entirety</p> <p>Appendix G – section 2.0 – added - Ensures that the adequacy of the infrastructure necessary to operate and maintain the Subject System is reviewed at least once every Calendar Year</p> <p>Element 21 – added - The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:</p> <p>a) reviewing and considering applicable best management practices, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months;</p> <p>b) documenting a process for identification and management of Quality Management System Corrective Actions that includes:</p> <ol style="list-style-type: none"> investigating the cause(s) of an identified non-conformity, documenting the action(s) that will be taken to correct the nonconformity and prevent the non-conformity from re-occurring, and reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the nonconformity. <p>c) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the Quality Management System that includes:</p> <ol style="list-style-type: none"> reviewing potential non-conformities that are identified to determine if preventive actions may be necessary, documenting the outcome of the review, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity. <p>DO – The Operating Authority shall strive to continually improve the effectiveness of its Quality Management System by implementing and conforming to the procedure.</p>
15 Oct 2021	16	<p>Element 3 –updated with current Council</p> <p>Element 9 – updated responsibilities and authorities for Operations Manager and Environmental Compliance Coordinator. Also identified who Top Management is</p> <p>Element 10 – updated required competencies and desired competencies for the Operations Manager</p> <p>Appendix B – added 5.1.a to identify who is responsible for agenda and minutes for risk assessment</p> <p>Table 2A – identified name of SOP's that are being referred to</p>

		<p>Appendix C – identified who Top Management is</p> <p>Appendix F – reviewed and updated Essential Supplies and Services List</p> <p>Appendix J - added 5.3.a to identify who is responsible for agenda and minutes for emergency plans review and testing.</p> <p>Reviewed and updated Emergency Contact List</p> <p>Appendix M – included Revision 10 – March 2021 Water Distribution System Map</p>
11 May 2022	17	<p>Element 6</p> <ul style="list-style-type: none"> -Updated 6.2 <ul style="list-style-type: none"> -include the new storage reservoir -Updated Raw Water Characteristic at Intake (based on 2021 data) -updated Distribution System description to include up to date data -Updated 6.7 <ul style="list-style-type: none"> -added over in front of 100 years <p>Element 21</p> <ul style="list-style-type: none"> - a. updated the Ministry of the Environment name to Ministry of the Environment, Conservation and Parks <p>Appendix A</p> <p>Table 1</p> <ul style="list-style-type: none"> - updated Hydrant Use Forms (Bulk Water) to Bulk Water Permit - updated location of SOP's - updated location of Operational Plan - removed Log Books (personal and master) from Internal QMS Documents as it is in QMS Records - updated location of Emergency Contact List and Essential Supplies and Service List - added Water & Sewer Inspection Form to Internal QMS document - updated the location of Permits - updated location of DWQMS - updated Master Plan Report from (2012) to (2018) - updated location of Regulations and Legislation and Municipality By-Laws - updated location of Service Requests (complaints) - updated location of Annual Watermain Flushing Record - updated title and location of Correspondence with regulators (MECP) - changed MOE to MECP in MECP Inspection Reports/Responses - changed the location of the Shift/Vacation Schedules - updated location of Log Books (personal and master) - updated location of Sampling and Monitoring Records - updated location of Lab Analysis <p>Appendix J</p> <ul style="list-style-type: none"> - updated emergency plans as per the Municipality of Mississippi Mills Emergency Management Plan <p>Appendix L</p> <ul style="list-style-type: none"> - added Lead in front of Internal Auditor(s) - Changed MOE to MECP <p>Appendix M – included Revision 10 – March 2022 Water Distribution System Map</p>

OPERATIONAL PLAN

Mississippi Mills Drinking Water System



This Operational Plan is designed for the exclusive use of the system(s) specified in this Operational Plan.

This Operational Plan has been developed with OCWA's operating practices in mind and utilizing OCWA personnel to implement it.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.



OPERATIONAL PLAN

Municipality of Mississippi Mills Drinking Water System

QEMS Doc: OP-ToC
Issue Date: 2018-07-05
Pages: 1 of 1

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Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

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 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-01 Rev Date: 2022-10-11 Rev No: 1 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the Municipality of Mississippi Mills Drinking Water System operated by the Ontario Clean Water Agency (OCWA). It sets out the OCWA's policies and procedures with respect to quality and environmental management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

2. Definitions

Drinking Water Quality Management Standard (DWQMS) – means the quality management standard approved by the Minister in accordance with section 21 of the SDWA.

Operational Plan – means the operational plan required by the Director's Direction.

Quality & Environmental Management System (QEMS) – a system to:

- a) Establish policy and objectives, and to achieve those objectives; and
- b) Direct and control an organization with regard to quality.

3. Procedure

3.1 The Mississippi Mills Drinking Water System is owned by the Municipality of Mississippi Mills. OCWA is the contracted Operating Authority for the Drinking Water System.

OCWA is the contracted Operating Authority for the Mississippi Mills Drinking Water System which includes the following facilities:

- Mississippi Mills Drinking Water System
- Mississippi Mills Water Tower
- Mississippi Mills Reservoir

3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
2. Understanding and controlling the risks associated with the facility's activities and processes;
3. Achieving continual improvement of the QEMS and the facility's performance.

3.3 The Operational Plan for the Municipality Mississippi Mills Drinking Water System listed above fulfils the requirements of The Ministry's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.


4. Related Documents

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Water System	QEMS Proc.: OP-01 Rev Date: 2022-10-11 Rev No: 1 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

The Ministry's Drinking Water Quality Management Standard
 All QEMS Procedures and Documents referenced in this Operational Plan

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued- Information within OP-01 was originally set out in the Main Body of OCWA's Operational Plan. This revision has removed the Main Body format of the Operational Plan.
2022-10-11	1	Added Mississippi Mills water tower and reservoir, changed MOECC to The Ministry

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-02 Rev Date: 2022-10-11 Rev No: 1 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

1. Purpose

To document a QEMS Policy that provides the foundation for OCWA's Quality & Environmental Management System.

2. Definitions

Quality Management System Policy – means the policy described in Element 2 developed for the Subject System or Subject Systems

3. Procedure

- 3.1 The Ontario Clean Water Agency, its Board of Directors, Officers and entire staff are committed to the principles and objectives set out in our QEMS Policy.

OCWA's Policy is to:

- Deliver safe, reliable and cost-effective clean water services that protect public health and the environment.
- Comply with applicable legislation and regulations.
- Promote client, consumer and stakeholder confidence through service excellence, effective communications and reporting.
- Train staff on their QEMS responsibilities.
- Maintain and continually improve the QEMS.


Originally issued as Environmental Policy on June 8, 1995

Last revised, approved by OCWA's Board of Directors on April 6, 2016

(This policy is annually reviewed)

- 3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).
- 3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, the Owner and the public through OCWA's SharePoint page and public websites. A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.
- 3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED TO BE UNCONTROLLED

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-02 Rev Date: 2022-10-11 Rev No: 1 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

3.5 Corporate Compliance coordinates the annual review and approval of the QEMS Policy by the Board of Directors and communicates the approval to all OCWA employees via an electronic communication.


3.6 The current version of the policy indicates the date of the last revision and that the policy is annually reviewed. Electronic and hard-copy documents that include the QEMS Policy will only be required to be updated in years when the Policy has been revised. A complete review/revision history of the QEMS Policy (documenting the annual policy review and/or revision approval date) is maintained on OCWA's SharePoint page.

4. Related Documents

Current QEMS Policy (Posted on OCWA's intranet and internet)
QEMS Policy Revision History (Posted on OCWA's SharePoint page)
OP-05 Document and Records Control
OP-13 Essential Supplies and Services

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Section 3.4, 3.5 and 3.6 were added to the information originally set out in the main body of OCWA's Operational Plan. The full revision history for the QEMS policy is available on OCWA's intranet.
2022-10-11	1	QEMS policy revision is located on OCWA's SharePoint page

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-03 Rev Date: 2018-04-12 Rev No: 0 Pages: 1 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

1. Purpose

To document the endorsement of the Operational Plan for the Municipality of Mississippi Mills Drinking Water System by OCWA Top Management and the Municipality of Mississippi Mills (Owner) and to set out when re-endorsement would be required.

2. Definitions

Top Management – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

3. Procedure

3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by Senior Operations Manager and Safety, Process and Compliance Manager or Regional Hub Manager.


3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:

1. A revision to OCWA's QEMS Policy;
2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
3. A modification to the drinking water system processes/components that would require a change to the description in OP-06 Drinking Water System;
4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.

Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.


4. Related Documents

OP-03A Signed Commitment and Endorsement
 OP-05 Document and Records Control
 OP-06 Drinking Water System

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-03 Rev Date: 2018-04-12 Rev No: 0 Pages: 2 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-03 was originally set out in the main body of OCWA's Operational Plan

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Doc: OP-03A Rev Date: 2022-10-11 Rev No: 1 Pages: 1 of 1
SIGNED COMMITMENT AND ENDORSEMENT		

This Operational Plan sets out the framework for OCWA' Quality & Environmental Management System (QEMS) that is specific and relevant to your drinking water system(s) and supports the overall goal of OCWA and the Municipality of Mississippi Mills (Owner) to provide safe, cost-effective drinking water through sustained cooperation. OCWA will be responsible for developing, implementing, maintaining and continually improving its QEMS with respect to the operation and maintenance of the Municipality of Mississippi Mills Drinking Water System and will do so in a manner that ensures compliance with applicable legislative and regulatory requirements.

Through the endorsement of this Operational Plan, the Owner commits to work with OCWA to facilitate this goal.

OCWA Top Management Endorsement

Owner Endorsement

<i>Austin Mitchell</i> Senior Operations Manager, Mississippi Cluster	Date	Authorized municipal representative of Municipality of Mississippi Mills Owner	Date
<i>Andrew Trader</i> Regional Hub Manager, Eastern Regional Hub	Date	Authorized municipal representative of Municipality of Mississippi Mills Owner	Date

The endorsement above is based on the Operational Plan that was current as of the revision date of this document (OP-03A).

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Water System	QEMS Proc.: OP-04 Rev Date: 2018-04-12 Rev No: 0 Pages: 1 of 1
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the Municipality of Mississippi Mills Drinking Water System.

2. Definitions

None

3. Procedure

3.1 The role of QEMS Representative for the Municipality of Mississippi Mills Drinking Water System is the Process and Compliance Technician (PCT) [or Operations and Compliance Team Lead]. The Safety, Process and Compliance Manager (or alternate PCT) will act as an alternate QEMS Representative when required.

3.2 The QEMS Representative is responsible for:


- Administering the QEMS for the Mississippi Mills Drinking Water System by ensuring that processes and procedures needed for the facility's QEMS are established and maintained;
- Reporting to Top Management on the facility's QEMS performance and identifying opportunities for improvement;
- Ensuring that current versions of documents related to the QEMS are in use;
- Promoting awareness of the QEMS to all operations personnel; and
- In conjunction with Top Management, ensuring that operations personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system.

4. Related Documents

None

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-04 was originally set out in the main body of OCWA's Operational Plan

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-05 Rev Date: 2022-02-28 Rev No: 1 Pages: 1 of 5</p>
DOCUMENT AND RECORDS CONTROL		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. Applies to QEMS Documents and QEMS records pertaining to the Mississippi Mills, as identified in this procedure.

2. Definitions

Document – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QEMS Document – any document required by OCWA's QEMS as identified in this procedure

QEMS Record – any record required by OCWA's QEMS as identified in this procedure

Controlled – managed as per the conditions of this procedure


Retention Period – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document

3. Procedure

- 3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.
- 3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and revision date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.
- 3.3 Controls for the Operational Plan include the use of an authorized approval and a header on every page that includes a title, alpha-numeric procedure code, revision date, revision number and page numbers. A revision history is also included in the body of each procedure.

The authorized personnel responsible for the review and approval of this Operational Plan are:

Review: QEMS Representative, Senior Operator
Approval: Operations Management, SPC Manager

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-05 Rev Date: 2022-02-28 Rev No: 1 Pages: 2 of 5</p>
DOCUMENT AND RECORDS CONTROL		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

The QEMS Representative ensures that updated documents are provided to the above authorized personnel for review or approval prior to issuance.

Authorized personnel authenticate their review/approval of this Operational Plan by using process (e.g., a written signature (hard copy) / electronic signature (electronic copy) / meeting minutes / via email)].

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.


- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., Wonderware, OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

SCADA records are maintained as per Appendix OP-05A and are accessible to all staff when required.


- 3.6 Any employee of the drinking water system may request, in writing to the QEMS Representative, a revision be made to improve an existing internal QEMS document or the preparation of a new document. Written requests should indicate the reason for the requested change. The need for new or updated documents may also be identified through the Management Review or system audits.

The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos and/or provincial, regional hub/cluster or facility-level training sessions.

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-05 Rev Date: 2022-02-28 Rev No: 1 Pages: 3 of 5</p>
DOCUMENT AND RECORDS CONTROL		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

- 3.7 When a QEMS document is superseded, the hardcopy and the electronic copy of the document (as applicable) are promptly removed from the applicable designated document control locations specified in OP-05A. The QEMS Representative ensures that the hardcopy and electronic copy are disposed of or retained (as appropriate).
- 3.8 The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding.
The authorized method for disposal of electronic documents and records after the specified retention requirements have been met is deleting.
- 3.9 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form) FEP Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling plan/schedule/ calendar	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically documents/records listed in OP-05A)	3 years*if no specified legislative requirement identified in this table or in the facility's legal instruments *	OCWA Requirement
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 (LMR) and THM, HAA, nitrates, nitrites and lead program sampling and testing, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03


	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-05 Rev Date: 2022-02-28 Rev No: 1 Pages: 4 of 5</p>
DOCUMENT AND RECORDS CONTROL		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

Type of Document/Record	Minimum Retention Time	Requirement Reference
Sodium test results and related corrective action records/reports, 60 month fluoride test results (if the system doesn't fluoridate), Engineering Reports	15 years	O. Reg. 170/03
Lead samples, correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR) 15 years (SMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03
Records by or created in accordance with the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP). Except records specifically referenced in O. Reg. 170/03 or otherwise specified in the MDWL or DWWP.	5 years	MDWL
Ministry forms referenced in the DWWP, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	10 years	DWWP

3.10 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policies or operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

4. Related Documents

OP-05A Document and Records Control Locations
OP-19 Internal QEMS Audits
OP-20 Management Review Minutes

	<p align="center">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-05 Rev Date: 2022-02-28 Rev No: 1 Pages: 5 of 5</p>
DOCUMENT AND RECORDS CONTROL		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

5. Revision History

Date	Revision #	Reason for Revision
2018-06-19	0	Procedure issued
2022-02-28	1	Procedure updated

DOCUMENT AND RECORDS CONTROL LOCATIONS

Designated locations for documents and records required by OCWA's QEMS

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
Internal QEMS Documents	
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form)	E – SharePoint Page
QEMS Policy	E - OCWA's SharePoint Page and Public Website-Internet
Facility Emergency Plans	E - OCWA's SharePoint Page
Emergency Response Plan (corporate)	E – SharePoint Page
Standard Operating Procedures (referenced in Operational Plan and QEMS Procedures)	E - OCWA's SharePoint Page HC – WTP Office - Compliance Binder – Red Duotang
Essential Supplies & Services List	E - Shared Drive – Contact List HC – WTP Office
Shift/Vacation Schedule	E – Shareable Excel Spreadsheet
On-call Schedule	E- Shareable Excel Spreadsheet
Round Sheet Form	E – SharePoint Page - Forms
Sampling Schedule/Plan/Calendar	E – SharePoint Page - Forms HC – WTP Office- Sampling Binder
Chain of Custody Forms	E – SharePoint Page HC – WTP Office- Sampling Binder
OPEX Database Action Plan Form (Preventive/Corrective) /Summary Table of Action Items (Preventive/Corrective Form)	E – OPEX
External QEMS Documents	
Maintenance/equipment manuals	HC – WTP Office
Engineering System schematics/plans/drawings/diagrams	HC – WTP
Municipal Drinking Water License	E – SharePoint Page HC – WTP Office- Compliance Binder – Blue duotang
Drinking Water Works Permit	E – SharePoint Page HC – WTP Office – Compliance Binder – Blue Duotang
Permit to Take Water	E – SharePoint Page HC - WTP Office – Compliance Binder – Blue Duotang
Operator certificates	E – SharePoint Page – Staff Certificates HC – WPCP Facility
AWWA Standards	E - SharePoint Page
DWQMS Standard	E - https://www.ontario.ca

DOCUMENT AND RECORDS CONTROL LOCATIONS

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
ANSI/NSF product registration documentation for Chemicals/Materials Used	E http://info.nsf.org/Certified/PwsChemicals/
Applicable federal and provincial legislation and municipal by-laws	Online at www.e-laws.gov.on.ca
Operations Manual <i>**delete if manual is an internal document**</i> Original Equipment Manuals (OEM)	E - SharePoint Page HC – WTP Office
Source Water Protection Plan	www.mrsourcewater.ca
QEMS Records	
Rounds sheets	E - SharePoint Page - Forms HC – WTP Office
Facility Operations Logbook(s)	E – Digital E-logs
Visitor's Logbook	HC- WPCP front door
Plant Tour Records	HC- WPCP front door
Operator training records	E - maintained in OCWA's Training Summary database
Maintenance records	E - maintained in WMS
Internal Calibration records	E - maintained in WMS
External Calibration records	E - maintained through WMS or/and SharePoint Page
Chain Custodies	E – SharePoint Page - Forms HC – WTP Office
Laboratory analyses	HC – Emailed Results - Sampling Binder E - PDM
In-house lab results	HC – maintained on Rounds Sheets E - PDM
SCADA records (Wonderware, OCWA)	HC – WTP Office E – maintained through SCADA
SCADA Records (Plant SCADA, Client Owned)	HC – WTP Office E –SCADA binder
Internal QEMS audit reports	E – SharePoint Page
External audit reports	E – SharePoint Page
MECP Inspection Reports	E – SharePoint Page
Management Review documentation	E – PCT Hard drive / SharePoint Page
OPEX Database Action Plan records (Preventive/Corrective) / Summary Table of Action Items (Preventive/Corrective records)	E-OPEX
Internal QEMS Communications	E – Corporate Compliance

DOCUMENT AND RECORDS CONTROL LOCATIONS

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
External QEMS Communications (including essential suppliers and service providers)	E – SharePoint Page
Annual Reports	E – SharePoint Page
Summary Reports for Municipalities	E – SharePoint Page
AWQI Reports	E – SharePoint Page
Infrastructure review (capital/maintenance works recommendations)	E – SharePoint Page
Community complaint records	E – SharePoint Page
Call In Reports	E – WMS System
Results of emergency test exercises/emergency response debriefs	E – SharePoint Page
Ministry forms referenced in the Drinking Water Works Permit, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	E – SharePoint Page

Revision History

Date	Revision #	Reason for Revision
2018-04-19	0	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01)
2022-10-11	1	Added: clarity on which documents are included under the Operational Plan, new documents/records results of emergency test exercises/emergency response debriefs and Ministry forms referenced in the Drinking Water Works Permit and clarity to external communications and inspection reports; Removed: reference to QEMS Reference Manual and OCWA's intranet (replaced with OCWA's SharePoint site).

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 1 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

1. Purpose

To document the following for Municipality of Mississippi Mills Drinking Water System:

- The name of the Owner and Operating Authority; and
- Provide a description of the system, including all applicable water sources, treatment system processes and distribution system components.

2. Definitions

Distribution System - means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

Primary Disinfection - means a process or series of processes intended to remove or inactivate human pathogens such as viruses, bacteria and protozoa in water.

Secondary Disinfection - means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- (a) protecting water from microbiological re-contamination;
- (b) reducing bacterial regrowth;
- (c) controlling biofilm formation;
- (d) serving as an indicator of distribution system integrity; and

includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).


Treatment System - means any part of a drinking water system that is used in relation to the treatment of water and includes,

- (a) anything that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) anything related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system, and
- (c) a well or intake that serves as the source or entry point of raw water supply for the system;

3. Procedure

3.1 Drinking Water System Overview

The Mississippi Mills Drinking Water System consists of 5 drilled wells located throughout the Ward of Almonte. The system supplies water to only the Ward of Almonte and is owned by The Corporation of the Municipality of Mississippi Mills. The Ontario Clean Water Agency is the Operating Authority.

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 2 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

Well 3

This well is located in the eastern portion of the Town, approximately 60 m north of Ottawa Street and Harold Street. The original well was drilled to a depth of 47.5 m in limestone and dolomite by International Water Supply in 1948. Upgrades were performed in 1982 when the well was reamed to a depth of 20 m, cased with 20 m of 250 mm steel casing and sealed with cement grout.

Well 3 is contained in its own pump house and is equipped with a submersible pump rated at a capacity of 9.6 L/s at 70.7 metres TDH. Disinfection is achieved through injection of 12% sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank, which provides 30 minutes of contact time based on the maximum pumping rate of the well. The pump house is equipped with a free chlorine residual analyzer (duty and standby) on the treated water after the intended contact time has been completed; a total chlorine residual analyzer prior to chlorinated water entering the contact chamber and continuous analyzers for pressure, flow and well level.

Well 5

This well is located along Almonte Street (County Road 17) near the south west end of Town. Municipal staff report that the 152 millimetre (mm) diameter well was privately constructed between 1968 and 1970. The well was purchased by the municipality in the 1970's and was reamed to a diameter of 203 mm in 1982. The well is completed to a depth of 38.1 metres (m) in sandstone and is equipped with 12 m of 200 mm diameter steel casing.

Well 5 is contained in its own pump house and is equipped with a submersible pump rated at a capacity of 9.5 litres/second (L/s) at 99.5 metres TDH (Total Dynamic Head). Disinfection is achieved through injection of 12% sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank. The pump house is equipped with a free chlorine residual analyzer (duty and standby) on the treated water after the intended contact time has been completed; a total chlorine residual analyzer prior to chlorinated water entering the contact chamber and continuous analyzers for pressure, flow and well level. According to the Engineer's Report prepared by Oliver, Mangione, McCalla and Associates, dated March 2001, the chlorine contact tank provides 30 minutes of contact time based on the maximum pumping rate of the well.

Well 6

This well is an artesian well which is located in Gemmill's Park in the south end of Town, immediately east of Highway 29. The well was constructed in 1973 by McLean Water Supply and is reportedly completed in granite to a depth of 48.8 m. The well is equipped with 9.1 m of 254 mm diameter steel casing and the annular space is sealed with cement grout. Well 6 is contained in its own pump house and is equipped with a vertical turbine pump rated at a

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 3 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

capacity of 22.7 L/s at 101.2 metres TDH. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank, which provides 30 minutes of contact time based on the maximum pumping rate of the well. The pump house is equipped with a free chlorine residual analyzer (duty and standby) on the treated water after the intended contact time has been completed; a total chlorine residual analyzer prior to chlorinated water entering the contact chamber; a raw water turbidity analyzer; and continuous analyzers for pressure, flow and well level.

Well 7 & 8


Well 7 was constructed by Olympic Drilling in 1991 and was completed in the Nepean Sandstone formation to a depth of 79.2 m. The well was provided with 13.4 m of 254 mm diameter steel casing and was pressure grouted with high-early strength cement. The WPAS indicated that Well 7 has low intrinsic susceptibility and vulnerability to surface sources of contamination.

Well 8 was constructed by Olympic Drilling in 1990 and was completed in the Nepean Sandstone formation to a depth of 79.2 m. The well was provided with 13.4 m of 254 mm diameter steel casing and was pressure grouted with high-early strength cement. Wells 7 and 8 are located within a single pump house near the northeast edge of Town, along the north side of Paterson Street. Well 7&8 are enclosed within a single pump house. Separate magnetic flow meters are installed on the feeder main of each well to monitor the raw water flows. Well 7 is equipped with a vertical turbine pump and Well 8 is a submersible pump with rated capacities of 19 L/s at 71.0 metres TDH. Disinfection is achieved through injection of liquid sodium hypochlorite into the feeder main of each well, prior to the treated water being discharged into a single chlorine contact chamber. The chlorine contact chamber for Well 7&8 has a designed contact time of 30 minutes based on the combined total pump capacity of 38 L/s. The pump house is equipped with a free chlorine residual analyzer on the treated water after the intended contact time has been completed; a total chlorine residual analyzer prior to chlorinated water entering the contact chamber; a raw water turbidimeter; and continuous meters for pressure, flow and well level.

The disinfection system also consists of two (2) 100 litre sodium hypochlorite solution storage tanks (one for each well) with containment; and four (4) sodium hypochlorite feed pumps, two (duty and standby) for each well. The chlorine contact chamber is 66 m by 1200 mm diameter. The pump house is also equipped with chart recorders for the free chlorine residual analyzer, well level and flows, which act as a back-up to the SCADA system. There is a 5-micron cartridge filter installed prior to the chlorine residual analyzer.

Reservoir

Located at 478 Almonte Street near Well No. 5 and the existing yard of the Ward of Almonte Municipal Garage. An above ground storage reservoir, pumping station and re-chlorination facility. A total volume of 2,500 m³. Three (3) Centrifugal pumps, a sodium

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DRINKING WATER SYSTEM		
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hypochlorite feed system that includes two (2) metering pumps, discharging to two (2) injection points. One (1) chemical storage tank with a capacity of 250 L; complete with spill containment. Active mixing system within the storage reservoir.


3.2 Source Water

Raw Water Characteristics (based on 2021 data)

Characteristic	Well #3			Well #5			Well #6			Well #7			Well #8		
	Min	Max	Avg.	Min	Max	Avg.	Min	Max	Avg.	Min	Max	Avg.	Min	Max	Avg.
Alkalinity (mg/L)	252	292	269	276	314	293	246	282	265	257	289	270	259	288	269
Chloride (mg/L)	40.4	191	120.4	104	113	108	37.6	94.5	56.1	54.1	64.8	58.8	75.6	93.5	84.8
Colour (TCU)	<2	<2	<2	<2	<2	<2	2	2	2	<2	<2	<2	<2	<2	<2
Conductivity (uS/cm)	717	1290	1035	953	972	959	794	1010	861	785	840	815.8	887	945	914
Temperature (°C)	9.2	17.1	10.8	9.4	11.7	10.2	9.6	13.4	10.6	9.0	11.5	10.3	9.1	12.6	10.3
Total Dissolved Solids (mg/L)	580	570	618	507	518	511	417	541	456	412	443	429	470	502	485
Total Hardness (mg/L)	344	562	452	383	417	402	379	453	413	365	385	371	386	411	395
Turbidity (NTU)	0.06	0.57	0.21	0.10	0.66	0.24	0.03	2.86	0.35	0.11	0.49	0.25	0.11	0.43	0.23
pH	7.60	8.16	7.85	7.71	7.94	7.82	7.59	7.92	7.78	7.57	7.96	7.79	7.6	7.88	7.76

Raw Water Characteristics at Intake (based on 2021 data)

Characteristic	Well #3		Well #5		Well #6		Well #7		Well #8	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
E. coli (CFU/100 mL)	0	0	0	0	0	0	0	0	0	0
Total Coliforms (CFU/100 mL)	0	1	0	74	0	1	0	38	0	3

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 5 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

Common Fluctuations

The ground water supply is not influence by common fluctuations.

Threats

The "Wellhead Protection Area Study, 2003" (WPAS) indicated that Well 3 has low intrinsic susceptibility and vulnerability to surface sources of contamination. Land use in the area of Well 3 is primarily residential and small commercial.

The wastewater treatment lagoon as well as the risk from items stored at the Town yard have been identified as a threat to Well 5. Sentinel wells have been installed and are routinely monitored for evidence of ground water contamination from the lagoon. Additional sampling is completed as per the sampling schedule.

The WPAS indicated that Well 6 has medium to high intrinsic susceptibility and vulnerability. The area surrounding Well 6 includes parkland and rural agricultural land uses, however, a seasonal wetland and two small streams are located approximately 25 m to the north of the well. Although the pump house is located in a topographic depression, surface water drains beyond the pump house toward the seasonal wetland.

Chloride contamination from the winter salting of the highway in the vicinity of additional sampling is completed as per the sampling schedule.

Agricultural use of land in the vicinity of Wells 7&8 may pose a potential threat.

Operational Challenges

The well system provides a very good quality of raw and treated water. Other than monitoring the free chlorine residual, operators face few operational challenges.

3.3 Treatment System Description

Well 3

Two sodium hypochlorite feed pumps (duty and standby) rated at 3.6 L/hr with feed lines discharging into the feeder main near the well intake.

Monitoring equipment for Mississippi Mills Drinking Water System with data acquisition including various in-line analyzer and monitors

Equipment

28 m by 900mm-diameter chlorine contact chamber and associated fittings. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank, which provides 30 minutes of contact time based on maximum pumping rate of the well.

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 6 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

Well 5

Two sodium hypochlorite feed pumps (duty and standby) rated at 3.6 L/hr with feed lines discharging into the feeder main near the well intake.

Monitoring equipment for Mississippi Mills Drinking Water System with data acquisition including various in-line analyzer and monitors

Equipment

27 m by 900mm-diameter chlorine contact chamber and associated fittings. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank, which provides 30 minutes of contact time based on maximum pumping rate of the well.

Well 6

Two sodium hypochlorite feed pumps (duty and standby) rated at 3.6 L/hr with feed lines discharging into the feeder main near the well intake.

Monitoring equipment for Mississippi Mills Drinking Water System with data acquisition including various in-line analyzer and monitors

Equipment


Two chlorine contact chambers arranged in series each measuring 32.5 m by 900mm-diameter and associated fittings. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank, which provides 30 minutes of contact time based on maximum pumping rate of the well.

Well 7 & 8

Four sodium hypochlorite feed pumps, two (duty and standby) for each well
Monitoring equipment for Mississippi Mills Drinking Water System with data acquisition including various in-line analyzer and monitors

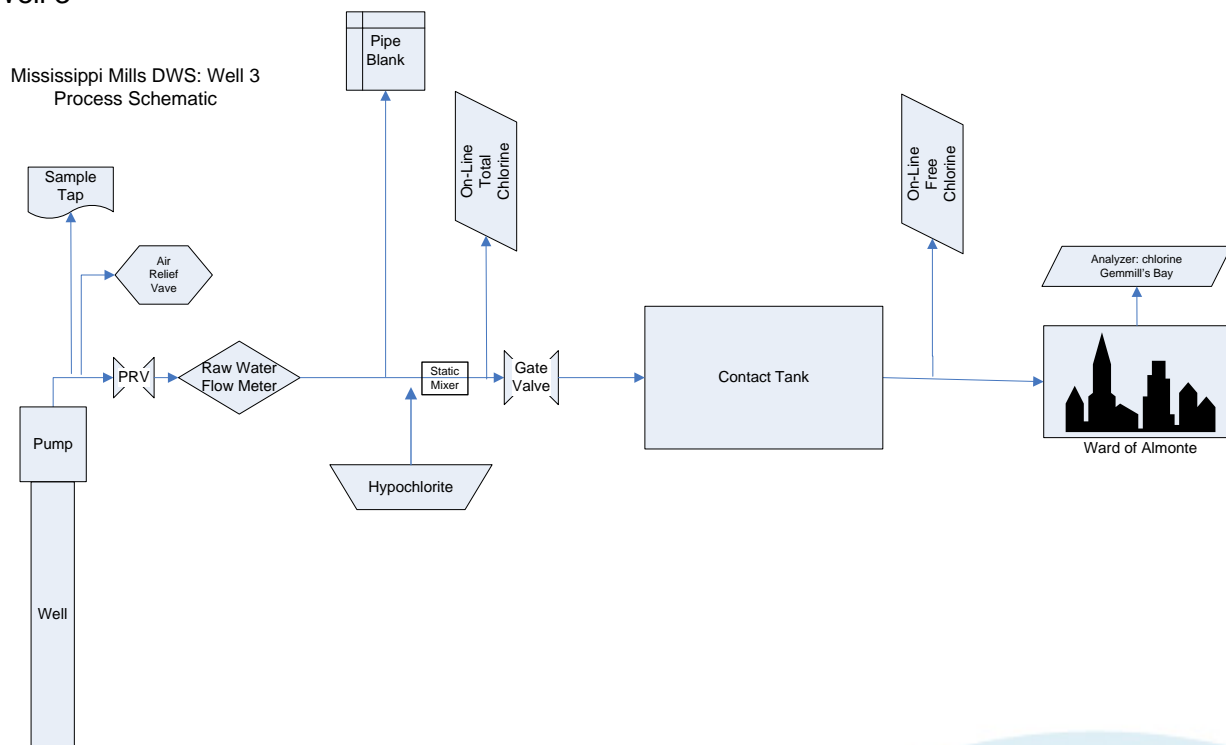
Equipment

Two chlorine contact chambers arranged in series each measuring 33m by 1,200mm-diameter and associated fittings. Disinfection is achieved through injection of sodium hypochlorite into the feeder main of each well prior to the treated water being discharged into a single chlorine contact tank, which provides 30 minutes of contact time based on the combined total pump rate of 38L/s (3283 m3/d) maximum pumping rate of the well.

 <p>QEMS Ontario Clean Water Agency</p>	<p align="center">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 7 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

3.4 Treatment System Process Flow Chart

Well 3

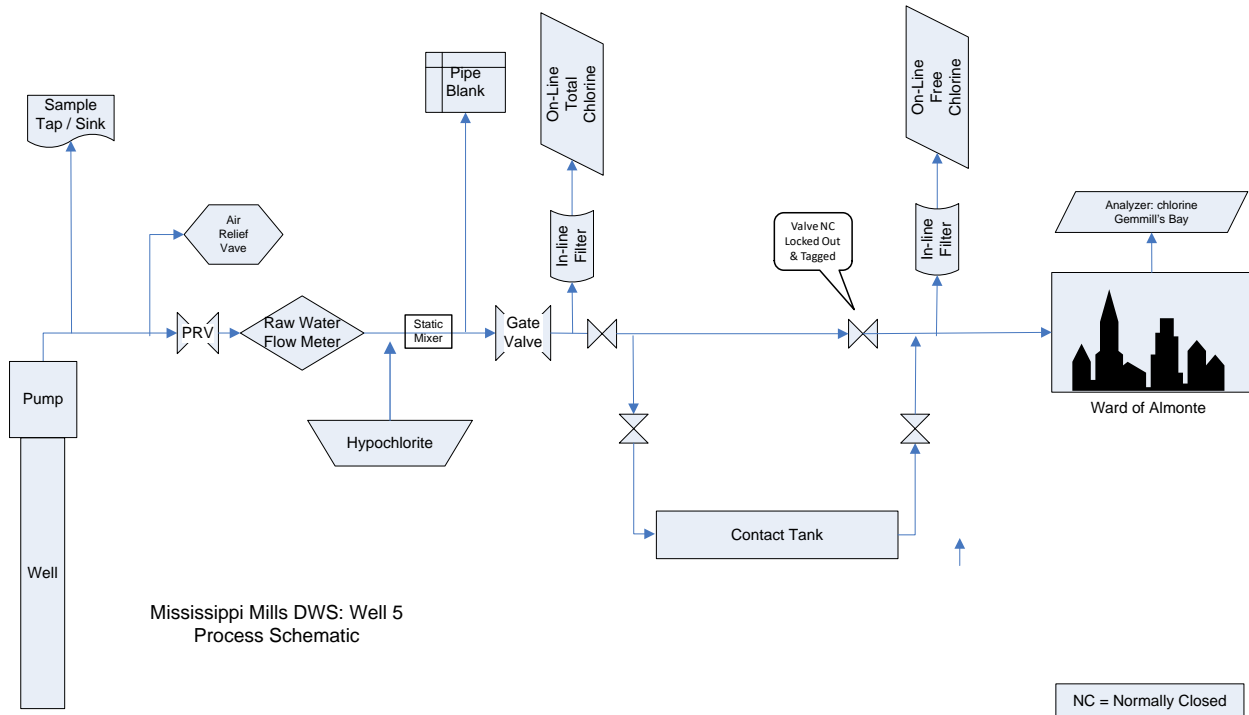


DRINKING WATER SYSTEM

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Well 5

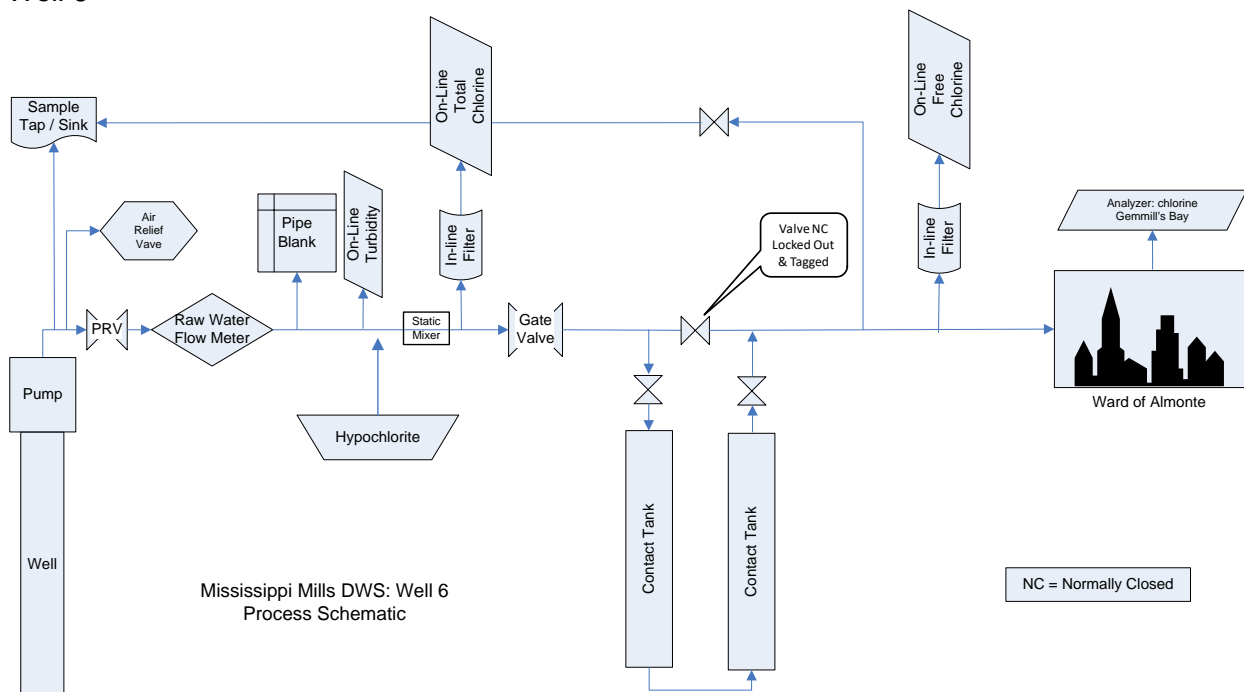


DRINKING WATER SYSTEM

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Well 6

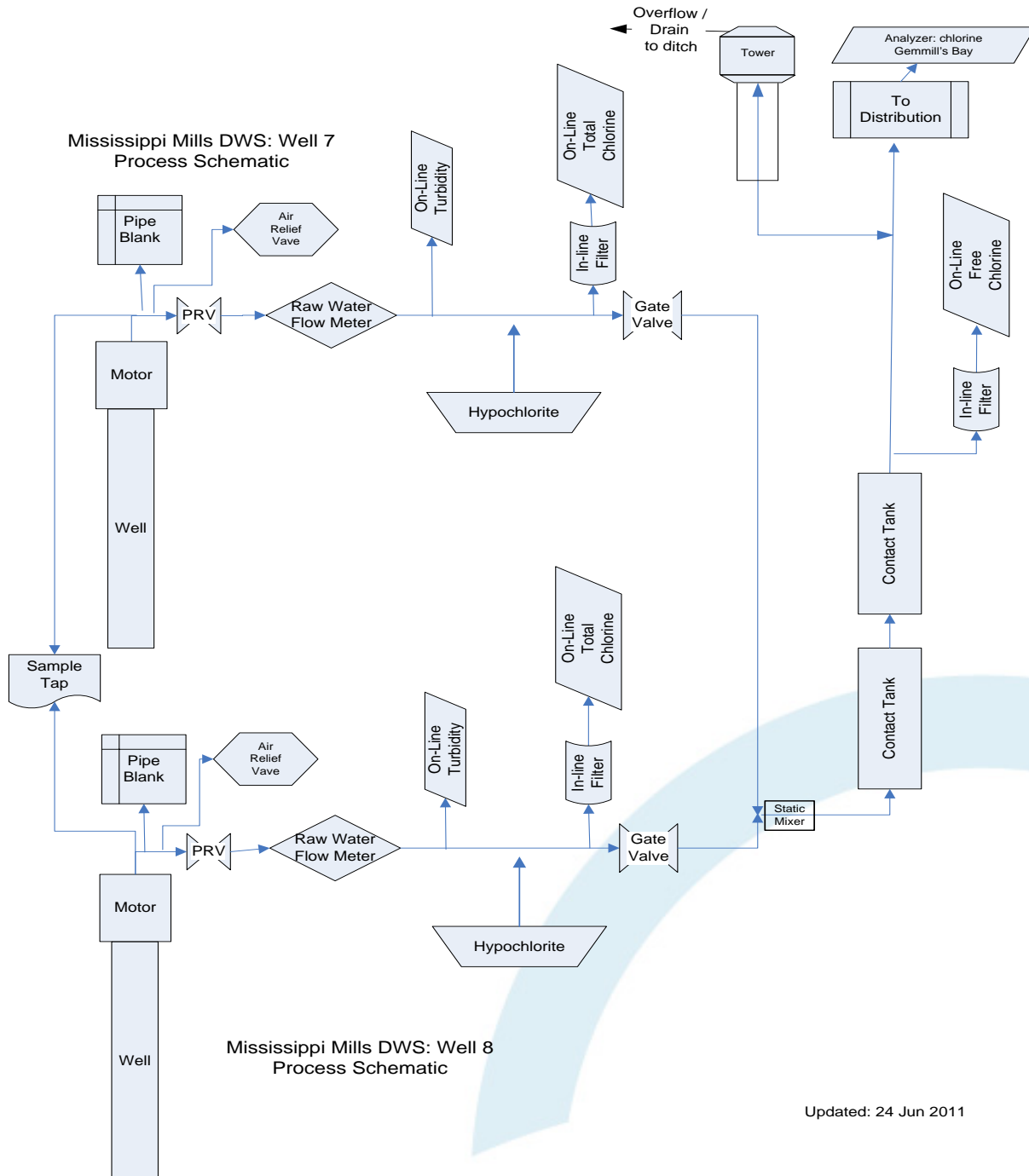



DRINKING WATER SYSTEM

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Well 7 & 8



	<p align="center">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2022-10-11 Rev No: 3 Pages: 11 of 11</p>
DRINKING WATER SYSTEM		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)


- 3.5 Description of the Distribution System Components
- 3.6 Distribution System Components Flow Chart (this is not required if the distribution system does not include equipment that provides primary or secondary disinfection but is nice to include)

4. Related Documents

SOP's related to Mississippi Mills DWS Operations
Distribution Components Flow Chart document location

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-06 was originally set out in the Main body of OCWA's Operational Plan
2021-04-19	1	Updated Raw and Treated Water Characteristics for 2021
2022-06-06	2	Updated Raw and Treated Water Characteristics for 2022
2022-10-11	3	Added Reservoir to Water Supply

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-07 Rev Date: 2022-01-11 Rev No: 1 Pages: 1 of 4</p>
RISK ASSESSMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1. Purpose

To document the process for conducting a risk assessment to identify and assess potential hazardous events and associated hazards that could affect drinking water safety.

2. Definitions

Consequence – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

Control Measure – includes any processes, physical steps or other practices that have been put in place at a drinking water system to prevent or reduce a hazard before it occurs

Critical Control Point (CCP) – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

Drinking Water Health Hazard – means, in respect of a drinking water system,

- a) a condition of the system or a condition associated with the system's waters, including any thing found in the waters,
 - i. that adversely affects, or is likely to adversely affect, the health of the users of the system,
 - ii. that deters or hinders, or is likely to deter or hinder, the prevention or suppression of disease, or
 - iii. that endangers or is likely to endanger public health,
- b) a prescribed condition of the drinking water system, or
- c) a prescribed condition associated with the system's waters or the presence of a prescribed thing in the waters

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Hazard – a biological, chemical, physical or radiological agent that has the potential to cause harm

Likelihood – the probability of a hazard or hazardous event occurring

3. Procedure

- 3.1 Operations Management ensures that operations personnel are assigned to conduct a risk assessment at least once every thirty-six months. At a minimum, the Risk Assessment Team must include the QEMS Representative, at least one Operator for the system and at least one member of Operations Management.
- 3.2 The QEMS Representative is responsible for coordinating the risk assessment and ensuring that documents and records related to the risk assessment activities are maintained.

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-07 Rev Date: 2022-01-11 Rev No: 1 Pages: 2 of 4</p>
RISK ASSESSMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

3.3 The Risk Assessment Team performs the risk assessment as follows:

- 3.3.1 OP-07 Risk Assessment and OP-08 Risk Assessment Outcomes are reviewed.
- 3.3.2 For each of the system's activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazard as identified in the most current version of The Ministry document titled "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as applicable to the system type) must be considered.
- 3.3.3 For each of the hazardous events, control measures currently in place at the system to eliminate the hazard or prevent it from becoming a threat to public health are specified. Control measures may include alarms, monitoring procedures, SOPs/contingency plans, preventive maintenance activities, backup equipment, engineering controls, etc.
- 3.3.4 To ensure that potential drinking water health hazards are addressed and minimum treatment requirements as regulated by SDWA O. Reg. 170/03 and The Ministry's "Procedure for Disinfection of Drinking Water in Ontario" are met, OCWA has established mandatory Critical Control Points (CCPs).

As a minimum, the following must be included as CCPs (as applicable):

- Equipment or processes required to achieve primary disinfection (e.g., chemical and/or UV disinfection system, coagulant dosing system, filters, etc.)
 - Equipment or processes necessary for maintaining secondary disinfection in the distribution system
 - Fluoridation system
- 3.3.5 Additional CCPs for the system are determined by evaluating and ranking the hazardous events for the remaining activities/process steps (i.e., those not included as OCWA's minimum CCPs).
- 3.3.6 Taking into consideration existing control measures (including the reliability and redundancy of equipment), each hazardous event is assigned a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:

RISK ASSESSMENT

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Value	Likelihood of Hazardous Event Occurring
1	Rare – Estimated to occur every 50 years or more (usually no documented occurrence at site)
2	Unlikely – Estimated to occur in the range of 10 – 49 years
3	Possible – Estimated to occur in the range of 1 – 9 years
4	Likely – Occurs monthly to annually
5	Certain – Occurs monthly or more frequently

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – Complete failure of system, water unsuitable for consumption


The likelihood and consequence values are multiplied to determine the risk value (ranking) of each hazardous event. Hazardous events with a ranking of 12 or greater are considered high risk.

3.3.7 Hazardous events and rankings are reviewed and any activity/process step is identified as an additional CCP if all of the following criteria are met:

- ✓ The associated hazardous event has a ranking of 12 or greater;
- ✓ The associated hazardous event can be controlled through control measure(s);
- ✓ Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
- ✓ Specific control limits can be established for the control measure(s); and
- ✓ Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or The Ministry or both.

3.4 The outcomes of the risk assessment are documented as per OP-08 Risk Assessment Outcomes.

3.5 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk

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RISK ASSESSMENT		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	

assessment in preparation for the Management Review (OP-20). When performing this review, the following may be considered:

- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results

4. Related Documents

OP-08 Risk Assessment Outcomes

OP-20 Management Review

The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"

The Ministry's "Procedure for Disinfection of Drinking Water in Ontario"

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes
2022-01-11	1	Changed MOECC to The Ministry

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-08 Rev Date: 2022-10-12 Rev No: 1 Pages: 1 of 2
RISK ASSESSMENT OUTCOMES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1. Purpose

To document the outcomes of the risk assessment conducted as per OP-07 Risk Assessment.

2. Definitions

Critical Control Point (CCP) – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

Critical Control Limit (CCL) – The point at which a Critical Control Point response procedure is initiated

3. Procedure

3.1 The QEMS Representative is responsible for updating the information in OP-08A Summary of Risk Assessment Outcomes as required.

3.2 The results of the risk assessment conducted as per OP-07 are documented in Table 1 of OP-08A. This includes:

- Identified potential hazardous events and associated hazards (possible outcomes) for each of the system's activities/process steps;
Note: Hazards listed in The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" are indicated in the appropriate column using the reference numbers in Table 4 of OP-08A.
- Identified control measures to address the potential hazards and hazardous events; and
- Assigned rankings for the hazardous events (likelihood x consequence = risk value) and whether the hazardous event is a Critical Control Point (CCP) (mandatory or additional).
Note: If the hazardous event is ranked as 12 or higher and it is not being identified as a CCP, provide rationale as to why it does not meet the criteria set out in section 3.3.7 of OP-07).

3.3 Operations Management is responsible for ensuring that for each CCP:

- Critical Control Limits (CCLs) are set;
- Procedures and processes to monitor the CCLs are established; and
- Procedures to respond to, report and record deviations from the CCLs are implemented.

The identified CCPs, their respective CCLs and associated procedures are documented in Table 2 of OP-08A.

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3.4 A summary of the results of the annual review/36-month risk assessment is recorded in Table 3 of OP-08A.

3.5 Operations Management considers the risk assessment outcomes during the review of the adequacy of the infrastructure (Refer to OP-14 Review and Provision of Infrastructure).

4. Related Documents

OP-07 Risk Assessment
OP-08A Summary of Risk Assessment Outcomes
OP-14 Review and Provision of Infrastructure
The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"

5. Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes
2022-10-12	1	Removed MOECC and changed to The Ministry


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Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Table 1: Risk Assessment Table

Note: Processes referred to in section 3.3.4 of OP-07 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	The Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Source/Intake	5	Well 3: contamination from surrounding area	Chemical and or bacteriological contamination of well	No control measures available. Sentinel wells are sampled and monitored.	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
		Well 5: contamination from surrounding area	Chemical and or bacteriological contamination of well. Transformer station in close proximity	No control measures available. Sentinel wells are sampled and monitored.	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No

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Approved by: Vanessa Greatrix (SPC Manager)

		Well 6: contamination from road salt	High levels of chloride Chemical and or bacteriological contamination of well	No control measures available. All wells are monitored for changes in chloride levels.	2	3	6	
		Well 7&8: risk from agricultural use of land in the vicinity	Chemical and or bacteriological contamination of well	No control measures available. Wells are monitored for changes in chemical and bacteriological contamination.	2	4	8	
		Well Pump Failure	Reduced water supply	Multiple wells Operator checks	1	2	2	
Pumping: Water taking	2	Low level aquifer	Increase in turbidity.	Low level aquifer alarm that shuts the pump off. Multiple wells in the system allow for a well to be taken off-line without jeopardizing the supply of water.	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
Chlorine System (for primary disinfection)	10	Chlorination system failure	Low chlorine residual, inadequate inactivation of pathogens,	Redundancy (1 duty and 1 standby), on-line monitoring with alarms, in-house residual testing and dosage				<input checked="" type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional

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			potential for AWQI	calculations, scheduled maintenance activities, SOP				CCP identified for facility <input type="checkbox"/> No
		Analyzer failure	Unknown chlorine residual levels, potential for AWQI	In-house residual testing, scheduled maintenance activities				
Chlorine Contact Pipe	2	Bypass of chlorine contact pipe: Wells 5 and Wells 6	Pre/Post analyzers Water with insufficient CT time enters distribution system.	OCWA operators do not access these valves. Distribution system operators control access to these valves. Valves have been locked-out and labeled.	N/A	N/A	N/A	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
Water Supply	2	System wide power outage	Loss of supply	The pump house at Wells 7& 8 have been fitted with equipment that allows an emergency generator to be readily installed.	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No

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Distribution (Water Tower)	6, 7	Loss of standpipe level control	Inability to meet peak demand. Low pressure may allow pathogens to be introduced into water supply.	Redundant alarms, operate manually as per system pressure, local control, communication loss alarm, operator inspections	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
		Tower Level	Low Tower	Low tower alarm – wells can be run directly to the distribution system (without tower) – staff at this time is 24/7.				<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No
		Vandalism/terrorism	Contamination of the water supply	Security system, intrusion alarms, locks, signage.	2	4	8	
Power Failure	3	Loss of power	Danger of low / no water supply.	Emergency backup generator available from the Town.	5	1	5	<input checked="" type="checkbox"/> No
Generator Failure	3	Loss of power	Danger of low / no water supply.	OCWA's Y2K generator available for emergency response.	1	5	5	<input checked="" type="checkbox"/> No Note: FEP Contingency plan for "Loss of Service"


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Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Table 2: Identified Critical Control Points (CCPs)


CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Treated Water: free chlorine residual	<p>CT is calculated at the time of the event under the conditions present at the time of the low chlorine residual.</p> <p>Operational Set Point (mg/L): Free Cl low level alarm: CCP: 0.50 mg/L</p> <p>Compliance Set Point (mg/L): Free Cl low level compliance alarm: 0.04 mg/L</p>	<ul style="list-style-type: none"> – 2 continuous online analyzers equipped with alarms at each pump house: one analyzer monitors Total chlorine residual prior to the contact chamber while the other analyzer monitoring the free chlorine residual at the discharge end of the contact chamber. – Alarms are programmed to automatically turn the water pump off. – Operator checks including dosage calculations 	<p>Refer to Alarm Response</p> <p>Procedure located in the Alarm section of the facility emergency plan binder.</p> <p>Procedure: Low chlorine residual alarm</p>

SUMMARY OF RISK ASSESSMENT OUTCOMES

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		<ul style="list-style-type: none"> – Trend review and sign-off as per Reg. 170 – Alarm set point established in advance of the process reaching the regulated limit – Outpost5™: A second set of treated water free chlorine alarm set point were added to each well. These 'Compliance' alarms set points are established for the 'worst case scenario'. 	
Distribution Water: free chlorine residual	<p>Operational Set Point (mg/L):</p> <p>Free Cl low level alarm: 0.3 mg/L</p> <p>CCP: 0.05 mg/L</p>	<ul style="list-style-type: none"> – Each well is equipped with 2 continuous online analyzers equipped with alarms: one analyzer monitors Total chlorine residual prior to the contact chamber while the other analyzer monitors the free chlorine residual at 	<p>Refer to Alarm Response Procedure located in the Alarm section of the facility emergency plan binder.</p> <p>Procedure: Low chlorine residual alarm in the Distribution System</p>

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		the discharge end of the contact chamber. – Alarms are programmed to automatically turn the water pump off. – Operator checks including dosage calculations – Trend review and sign-off as per Reg. 170 – Alarm set point established in advance of the process reaching the regulated limit	
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Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per OP-05 Document and Records Control.

Table 3: Record of Annual Review/36-Month Risk Assessment

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Participants	Summary of Results
31-Jul-2009	0	Initial risk assessment completed	Results captured in Revision 0 of this Summary of Risk Assessment Outcomes

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Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)	
21-Sep-2010	1	Revised response procedure for Critical Control Points and Updated treated free to reflect Worst Case CT value	Information in summary remains current and assumptions still valid – no revisions necessary
1-Feb-2012	2	Updated Table 1 to include power failure as per discussion at Management Review. Updated Table 2 to include specific Standard Operating Procedure names for response to the critical control point parameter. Also added treated water pH to the table.	New process added; updated Table 1 and Table 2 to reflect change; revised rankings for raw source based on new information – no new CCPs identified; Results captured in Revision 1 of this Summary of Risk Assessment Outcomes
14-Nov-2012	3	Completed 3 year risk assessment review. Discussed and revised the assessment on Distribution Pressure.	All Activities/Process Steps were re-assessed and new hazardous events and hazards identified and ranked according to QP-02 (revision #). Results captured in Revision 3 of this Summary of Risk Assessment Outcomes Note: the external/internal auditor <u>may</u> ask to see any notes that may have been taken in support of these activities (e.g., agenda, meeting request, rough notes, training records, etc.). If additional documentation exists, it should be kept on file for future reference, but does not need to be included in the Operational Plan itself.
14-Jan-2013	3	Approved and released updates to the tables	Information in summary remains current and assumptions still valid – no revisions necessary
09-Aug-2013	4	Added SOP references to source section of Table 1 Added Turbidity Alarm and Feed Flow to coagulation section of table 1	Information in summary remains current and assumptions still valid – no revisions necessary


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14-Dec-2015	5	Completed 3 Year Risk Assessment completed. Added pre-chlorination, flocculation and Sedimentation process. Reduced CPP's for filter effluent turbidity from 1.0 to 0.8 NTU, Free Treated Chlorine from 0.7 to 1.0mg/L	All Activities/Process Steps were re-assessed and new hazardous events and hazards identified (including those in The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems") and ranked according to OP-07 (revision 0). Results captured in Revision 4 of this Summary of Risk Assessment Outcomes
10-Aug-2016	6	Re-Formatted entire Operational Plan.	
2018-12-27	7	Re-Formatted entire Operational Plan	Summary of Risk Assessment Outcomes assigned document number (OP-08A); added table 4 to reference MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"; Table 1 updated to include [hazard]...based on results of 36-month risk assessment that took place on 2018-02-19
2021-12-16	8	Completed 3 year full review of the risks with 2 Senior Operations Managers	Information in summary remains current and assumptions still valid – no revisions necessary

Table 4: Potential Hazardous Event/Hazard Reference Numbers (based on The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" dated February 2017)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.


System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall
X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X or N/A	Distribution Systems	7	Sustained pressure loss

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X or N/A	Distribution Systems	8	Backflow
X or N/A	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
X or N/A	Treatment Systems	10	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X or N/A	Treatment Systems and Distribution Systems providing secondary disinfection	11	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
X or N/A	Treatment Systems using Surface Water	12	Algal blooms

Revision History

Date	Revision #	Reason for Revision
2012-02-30	0	Initial risk assessment conducted – Summary of Risk Assessment Outcomes issued
2014-02-25	1	Updated Summary based on results of annual review that took place on 2014-02-21
2014-08-19	2	Revised Table 2 based on non-conformance identified in annual internal audit
2015-02-14	3	Updated Summary based on results of 36-month risk assessment that took place on 2014-02-04
2018-12-01	4	Summary of Risk Assessment Outcomes assigned document number (OP-08A); added table 4 to reference The Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"; Table 1 updated to include [hazard]...based on results of 36-month risk assessment that took place on 2018-02-19
2022-04-14	5	Completed 36 month risk assessment with senior management

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ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To document the following for Municipality of Mississippi Mills Drinking Water System:

- Owner;
- Organizational structure of the Operating Authority;
- QEMS roles, responsibilities and authorities of staff, Top Management and individuals/groups that provide corporate oversight; and
- Responsibilities for conducting the Management Review

2 Definitions

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Senior Leadership Team (SLT) – members include President and CEO, Executive Vice President and General Counsel, Vice Presidents of OCWA's business units and Regional Hub Managers

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems

Operations Personnel – Employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

3 Procedure

3.1 Organizational Structure


The Mississippi Mills Drinking Water System is owned by the Municipality of Mississippi Mills and is represented by Owner representative(s) e.g., Council, Mayor, CAO, etc.)

The organizational structure of OCWA, the Operating Authority, is outlined in appendix OP-09A: Organizational Structure.

3.2 Top Management

Top Management for the Municipality of Mississippi Mills Drinking Water System consists of:

- Operations Management – Cluster
- Regional Hub Manager – Regional Hub
- Safety, Process & Compliance Manager – Regional Hub

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> Municipality of Mississippi Mills Drinking Water System	QEMS Proc.: OP-09 Rev Date: 2018-07-02 Rev No: 1 Pages: 2 of 7
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Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Irrespective of other duties (see Table 9-2 below), Top Management's responsibilities and authorities include:

- Endorsing the Operational Plan as per the Commitment and Endorsement procedure (OP-03);
- Ensuring that the QEMS meets the requirements of the DWQMS;
- Ensuring staff are aware of the applicable legislative and regulatory requirements;
- Communicating the QEMS according to the Communications procedure (OP-12);
- Providing resources needed to maintain and continually improve the QEMS;
- Appointing and authorizing a QEMS Representative (OP-04); and
- Undertaking Management Reviews as per the Management Review procedure (OP-20).


Note: Specific responsibilities of the individual members of Top Management are identified in the referenced procedures.

3.3 Corporate Oversight

Roles, responsibilities and authorities for individuals/groups providing corporate oversight of OCWA's QEMS are summarized in Table 9-1 below.

Table 9-1: Corporate QEMS Roles, Responsibilities and Authorities

Role	Responsibilities and Authorities
Board of Directors	<ul style="list-style-type: none"> • Set the Agency's strategic direction, monitor overall performance and ensure appropriate systems and controls are in place in accordance with the Agency's governing documents • Review and approve the QEMS Policy
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> • Establish the Agency's organizational structure and governing documents and ensure resources are in place to support strategic initiatives • Monitor and report on OCWA's operational and business performance to the Board of Directors • Review the QEMS Policy and recommend its approval to the Board • Approve corporate QEMS programs and procedures
Corporate Compliance	<ul style="list-style-type: none"> • Manage the QEMS Policy and corporate QEMS programs and procedures • Provide support for the local implementation of the QEMS • Monitor and report on QEMS performance and any need for improvement to SLT • Consult with the MOECC and other regulators and provide compliance support/guidance on applicable legislative, regulatory and policy requirements • Manage contract with OCWA's DWQMS accreditation body

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ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

3.4 Regional Hub Roles, Responsibilities and Authorities

QEMS roles, responsibilities and authorities of Regional Hub personnel are summarized in Table 9-2 below. This information is kept current as per the Document and Records Control procedure (OP-05) and is communicated to staff as per the Communications procedure (OP-12).

Additional duties of employees are detailed in their job specifications and in the various QEMS programs and procedures that form, or are referenced in, this Operational Plan.

Table 9-2: QEMS Roles, Responsibilities and Authorities for the Eastern Regional Hub

Role	Responsibilities and Authorities
All Operations Personnel	<ul style="list-style-type: none"> • Perform duties in compliance with applicable legislative and regulatory requirements • Be familiar with the QEMS Policy and work in accordance with QEMS programs and procedures • Maintain operator certification (as required) • Attend/participate in training relevant to their duties under the QEMS • Document all operational activities • Identify potential hazards at their facility that could affect the environmental and/or public health and report to Operations Management • Report and act on all operational incidents • Recommend changes to improve the QEMS
Regional Hub Manager (Top Management)	<ul style="list-style-type: none"> • Oversee the administration and delivery of contractual water/wastewater services on a Regional Hub level • Fulfill role of Top Management • Ensure corporate QEMS programs and procedures are implemented consistently throughout the Regional Hub • Manages the planning of training programs for Regional Hub • Report to VP of Operations/SLT on the regional performance of the QEMS and any need for Agency-wide improvement
Operations Management (Top Management)	<ul style="list-style-type: none"> • Manage the day-to-day operations and maintenance of his/her assigned facilities and supervise facility operational staff • Fulfill role of Top Management • Ensure corporate and site-specific QEMS programs and procedures are implemented at his/her assigned facilities • Determine necessary action and assign resources in response to operational issues • Report to the Regional Hub Manager on facility operational performance • Ensure operational training is provided for the cluster (in consultation with the SPC Manager as required) • Maintain appropriate personnel coverage • Act as Overall Responsible Operator (ORO) when required.

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Role	Responsibilities and Authorities
Safety, Process & Compliance (SPC) Manager (Top Management)	<ul style="list-style-type: none"> Supervise facility compliance staff and provide technical and program support to the Regional Hub related to process control and compliant operations Fulfill role of Top Management Ensure corporate/regional QEMS programs and procedures are implemented consistently throughout the Regional Hub Assist in the development of site-specific operational procedures as required Ensure training on applicable legislative and regulatory requirements and the QEMS is provided for the Regional Hub (in consultation with Operations Management as required) Monitor and report to the Regional Hub Manager and Operations Management on the compliance status and QEMS performance within his/her Regional Hub and any need for improvement Act as alternate QEMS Representative (when required) May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Process & Compliance Technician (PCT) (QEMS Representative)	<ul style="list-style-type: none"> Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at his/her assigned facilities Fulfill role of QEMS Representative (OP-04) Monitor, evaluate and report on compliance/quality status of his/her assigned facilities Implement facility-specific QEMS programs and procedures consistently at his/her assigned facilities Participate in audits and inspections and assist in developing, implementing and monitoring action items to respond to findings Report to the SPC Manager on QEMS implementation and identify the need for additional/improved processes and procedures at the regional/cluster/facility level (in consultation with the Operations Management as required) Communicates to Owners on facility compliance and DWQMS accreditation as directed Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS Perform duties of Operator/Mechanic as required May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Operational and Maintenance (O&M) Team Lead	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management Oversee maintenance activities on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals and established operating procedures Prepare and/or coordinate staff work assignments and follow up to ensure completion Act for management during vacations or periodic absences. Develop and provide O&M reports to management and recommend changes

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Role	Responsibilities and Authorities
	<p>in operating procedures/processes to improve facility operations</p> <ul style="list-style-type: none"> Assist with facility operations including monitoring facility processes, reviewing process data and trouble-shooting Assist management in developing annual O&M budgets and provide recommendations relating to potential O&M expenditures Oversee the computerized Work Management System (WMS) Perform duties of Operator/Mechanic as required May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Senior Operator/Mechanic	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management Prepare and/or coordinate operational staff work assignments and follow up to ensure completion Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports as required Assist in the preparation of facility manuals and documenting operating processes and procedures for staff Act for management during vacations or periodic absences. Perform duties of Operator/Mechanic as required May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Operator/Mechanic	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management or designate Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures Collect samples and perform laboratory tests and equipment calibrations as required Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned Participate in facility inspections and audits May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Mechanic/Operator	<ul style="list-style-type: none"> Perform duties as assigned by Operations Management or designate Act as lead with other staff on extensive maintenance/repair projects Schedule and perform maintenance on equipment and processes in accordance with established procedures and record the maintenance data Regularly inspect operating equipment, perform routine preventive maintenance and repairs Perform duties of Operator/Mechanic as required May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Instrumentation Technician (UPIT)	<ul style="list-style-type: none"> Provide advice and technical expertise on the services required for process control and automation systems Discuss and advise on detailed system and programming requirements,

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Role	Responsibilities and Authorities
	<p>modify existing and new software in response to plant requests, analyze and resolve problems/error conditions, document changes/modifications and configure, install and support related software, hardware and network for such systems</p> <ul style="list-style-type: none"> • Conduct inspections of the process control and automation systems to validate that all is operating within established parameters as requested • Install and commission new electrical/electronic equipment and automation systems • Perform duties of Operator/Mechanic as required • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Maintenance Electrician/Operator	<ul style="list-style-type: none"> • Perform repairs, inspections, preventive maintenance and/or scheduled maintenance on electrical systems, equipment, components and devices in accordance with established procedures and record the maintenance data • Monitor facility processes through visual inspection, the SCADA system or by taking readings from the process control equipment • Operate and adjust equipment/processes to maintain compliance with applicable legislation, regulations, approvals and established operating procedures • Perform duties of Operator/Mechanic as required • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.
Maintenance Foreman	<ul style="list-style-type: none"> • Fulfill duties assigned by the Senior Operations Manager • Act as team lead with other staff on extensive maintenance/repair projects • Regularly inspect operating equipment, perform routine preventive maintenance and repairs • Assist management in developing annual O&M budgets and provide recommendations relating to potential O&M expenditures • Perform duties of Operator/Mechanic as required. • Maintain the facility log book according to regulatory requirements

4 Related Documents

OP-03 Commitment and Endorsement
OP-04 QEMS Representative
OP-05 Document and Records Control
OP-09A Organizational Structure
OP-12 Communications
OP-20 Management Review

5 Revision History



Ontario Clean Water Agency

OPERATIONAL PLAN

Municipality of Mississippi Mills Drinking Water System

QEMS Proc.: OP-09
Rev Date: 2018-07-02
Rev No: 1
Pages: 7 of 7

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Alison O'Connor (PCT)

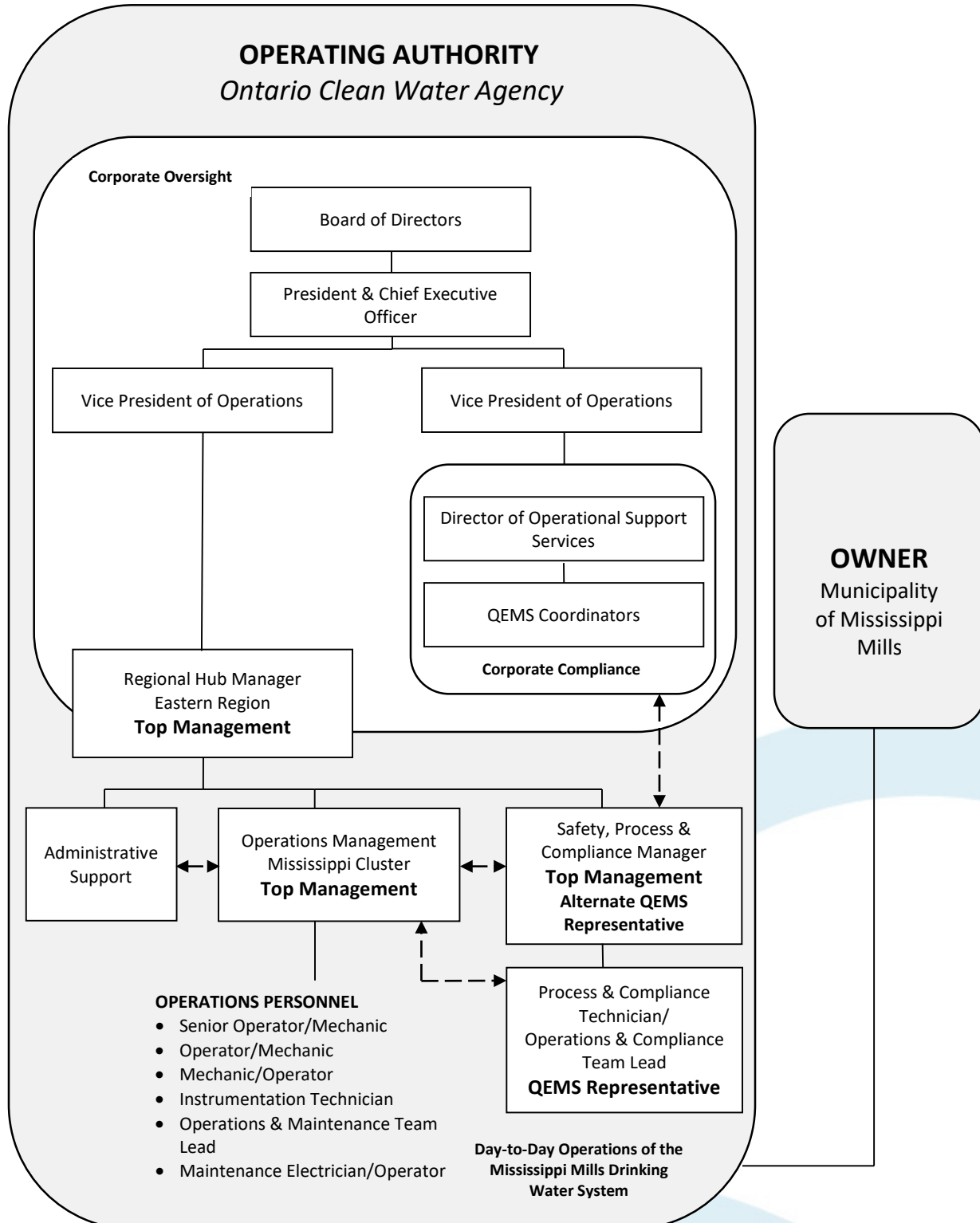
Approved by: Vanessa Greatrix (SPC Manager)


Date	Revision #	Reason for Revision
2017-12-15	0	Procedure issued – Information within OP-09 was originally set out in the main body of OCWA's Operational Plan.
2018-07-02	1	Many rolls within the organization can now may act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.

ORGANIZATIONAL STRUCTURE

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)



	<p align="center">OPERATIONAL PLAN</p> <p align="center">Mississippi Mills Drinking Water System</p>	<p>QEMS Doc.: OP-09A Rev Date: 2020-07-29 Rev No: 1 Pages: 2 of 2</p>
ORGANIZATIONAL STRUCTURE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Revision History

Date	Revision #	Reason for Revision
2017-12-15	0	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. Moved to a new Appendix
2020-07-29	1	Revision to reflect change to reporting structure - Corporate Compliance now reports to VP of Operations.

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Place Water System	QEMS Proc.: OP-10 Rev Date: 2018-04-12 Rev No: 0 Pages: 1 of 5
COMPETENCIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To document a procedure that describes:

- the competencies required for personnel performing duties directly affecting drinking water quality;
- the activities to develop and/or maintain those competencies; and
- the activities to ensure personnel are aware of the relevance of their duties and how they affect safe drinking water.

2 Definitions

Competence – the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the Owner respecting the subject system or subject systems

3 Procedure

- 3.1 The following table presents the minimum competencies required by operations personnel.

Position	Required Minimum Competencies
Operations Management	<ul style="list-style-type: none"> • Valid operator certification • Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration • Training and/or experience related to drinking water system processes, principles and technologies • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems

COMPETENCIES

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)

Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager	<ul style="list-style-type: none"> Valid operator certification Experience in providing technical support and leading/managing programs related to process control and compliant operations Experience and/or training in conducting compliance audits, and management system audits Experience and/or training in preparing and presenting informational and training material Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Process & Compliance Technician	<ul style="list-style-type: none"> Valid operator certification Experience and/or training in resolving/addressing compliance issues for drinking water systems Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals Experience and/or training in preparing and presenting informational and training material Experience in conducting management system audits or internal auditor education/training Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
O&M Team Lead	<ul style="list-style-type: none"> Valid operator certification Experience and/or training in managing and planning multiple projects, assessing priorities and effectively coordinating operation and maintenance programs Training and/or experience related to operations and maintenance of drinking water system processes, principles and technologies Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Senior Operator/Mechanic	<ul style="list-style-type: none"> Valid operator certification Experience leading/directing operations personnel, and providing technical guidance to resolve operational issues Training and experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Place Water System	QEMS Proc.: OP-10 Rev Date: 2018-04-12 Rev No: 0 Pages: 3 of 5
COMPETENCIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Position	Required Minimum Competencies
Operator/Mechanic	<ul style="list-style-type: none"> Valid operator certification Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Mechanic/Operator	<ul style="list-style-type: none"> Valid operator certification Experience in maintaining and repairing equipment and structures and in planning and scheduling maintenance and repair tasks Training and/or experience related to drinking water system processes Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Utility Process Instrumentation Technician (UPIT)	<ul style="list-style-type: none"> Valid operator certification; minimum OIT Experience and/or training in monitoring, programming, installing and troubleshooting network, hardware, software and instrumentation Experience and/or training in drinking water system processes, design, instrumentation, process control and automation systems Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems
Maintenance Electrician/Operator	<ul style="list-style-type: none"> Valid operator certification Valid Electrical Trade Certificate Experience in performing maintenance and repair of electrical and electronic equipment Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems

3.2 The following table presents the minimum competencies required by staff that provide administrative support to operations personnel.

Position	Required Minimum Competencies
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 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Place Water System	QEMS Proc.: OP-10 Rev Date: 2018-04-12 Rev No: 0 Pages: 4 of 5
COMPETENCIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Position	Required Minimum Competencies
RHBM and Administrative Assistants	<ul style="list-style-type: none"> • Experience and/or training related to procurement and business administration practices • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers

- 3.3 OCWA's recruiting and hiring practices follow those of the Ontario Public Service (OPS). As part of the OPS, minimum competencies, which include education, skills, knowledge and experience requirements, are established when designing the job description for a particular position. As part of the recruitment process, competencies are then evaluated against the job description. Based on this evaluation, the hiring manager selects and assigns personnel for specific duties.
- 3.4 OCWA's Operational Training Program aims to:
- Develop the skills and increase the knowledge of staff and management;
 - Provide staff with information and access to resources that can assist them in performing their duties; and
 - Assist OCWA certified operators in meeting the legislative and regulatory requirements with respect to training.
- 3.5 The Program consists of Director Approved, continuing education and on-the-job training and is delivered using a combination of methods (e.g., traditional classroom courses, e-learning/webinars and custom/program-based courses/sessions). A formal evaluation process is in place for all sessions under the Operational Training Program and is a critical part of the Program's continual improvement.
- 3.6 Awareness of OCWA's QEMS is promoted during the orientation of new staff, at facility/cluster/regional hub level training sessions and meetings and through OCWA's Environmental Compliance 101 (EC 101) course. All new staff are required to complete the EC 101 course within their first year of joining OCWA. The purpose of the EC 101 course is to ensure staff are aware of applicable legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
- 3.7 Staff are also required to complete the mandatory environmental and health and safety compliance training listed in OCWA's Mandatory Compliance Training Requirements document, based on their position and/or the duties they perform. This list is available on OCWA's intranet.

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Place Water System	QEMS Proc.: OP-10 Rev Date: 2018-04-12 Rev No: 0 Pages: 5 of 5
COMPETENCIES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)


- 3.8 Operations personnel also receive site-specific training/instruction on relevant operational and emergency response procedures to ensure effective operational control of processes and equipment which may impact the safety and quality of drinking water.
- 3.9 As part of OCWA's annual Performance Planning and Review (PPR) process, employee performance is evaluated against their job expectations. Professional development opportunities and training needs (which could include formalized courses as well as site-specific on-the-job training or job shadowing/mentoring) are identified as part of this process (and on an ongoing basis). In addition to this process, OCWA employees may at any time request training from either internal or external providers by obtaining approval from their Manager.
- 3.10 Certified drinking water operators are responsible for completing the required number of training hours in order to renew their certificates based on the highest class of drinking water subsystem they operate. They are also responsible for completing mandatory courses required by *Safe Drinking Water Act* (SDWA) O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Operations Management takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the requirements.
- 3.11 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Training Department. Training records maintained at the facility are controlled as per OP-05 Document and Records Control.

4 Related Documents

OCWA's Training Resources (OCWA Intranet)
 OCWA's Mandatory Compliance Training list (OCWA intranet)
 OP-5 Document and Records Control
 OCWA Training Summary Database

5 Revision History

Date	Revision #	Reason for Revision
2018-04-12	0	Procedure issued – Information within OP-10 was originally set out in the main body of OCWA's Operational Plan

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Water System	QEMS Proc.: OP-11 Rev Date: 2018-07-04 Rev No: 0 Pages: 1 of 2
PERSONNEL COVERAGE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality at the Mississippi Mills Drinking Water System.

2 Definitions

Competency – an integrated set of requisite skills and knowledge that enables an individual to effectively perform the activities of a given occupation *

Essential Services – services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting.

(Crown Employees Collective Bargaining Act, 1993)

3 Procedure

Operations Management ensures that personnel meeting the competencies identified in OP-10 Competencies are available for duties that directly affect drinking water quality.

The Mississippi Mills DWS is staffed by OCWA personnel as follows:


7:00 a.m. to 3:30 p.m. Monday to Friday

Operations personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04.

The designated OIC for each shift is recorded in the facility logbook.

Operations Management assigns an on-call operator for the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays). On-Call assignments are documented in the on-call schedule.

* Based on the 2005 National Occupational Guidelines for Canadian Water and Wastewater Operators and International Board of Standards for Training, Performance and Instruction

	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-11 Rev Date: 2018-07-04 Rev No: 0 Pages: 2 of 2</p>
PERSONNEL COVERAGE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

The facility alarming system auto dialer is programmed to contact a contracted call-centre operator whenever there is an alarm condition. The call-centre operator contacts the on-call operator. The on-call operator contacts the call-centre to obtain the details of the alarm to determine the appropriate response. If the nature of the alarm requires additional staff, the on-call operator can request assistance from any of the other certified operators. The on-call operator records details of the call-in in the facility logbook and in WMS.

Each manager is responsible for approving vacation time for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties.

OCWA's operations personnel are represented by the Ontario Public Service Employees Union (OPSEU). In the event of a labour disruption, Operations Management, together with the union, identifies operations personnel to provide "essential services" required to operate the facility so that the quality of drinking water is not compromised in any way.

A contingency plan for Critical Shortage of Staff is included in the Facility Emergency Plan. This plan provides direction in the event that there is a severe shortage of operations personnel due to sickness (e.g., pandemic flu) or other unusual situations.

4 Related Documents

OP-10 Competencies
Facility Logbook
Daily Round Sheets
On-Call Schedule
Call-In Reports
Vacation Schedule
Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)
Overall Responsible Operator (ORO) SOP

5 Revision History

Date	Revision #	Reason for Revision
2018-07-04	0	Procedure issued

 Ontario Clean Water Agency	OPERATIONAL PLAN Municipality of Mississippi Mills Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2018-07-04 Rev No: 0 Pages: 1 of 4
COMMUNICATIONS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for facility level internal and external QEMS-related communications between Top Management and:

- OCWA staff;
- the Owner;
- essential suppliers and service providers (as identified in OP-13);
- the public.


2 Definitions

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality.

3 Procedure

- 3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status/ development of the facility's QEMS.
- 3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA's Emergency Management Program (i.e., Facility Emergency Plan and OCWA's Emergency Response Plan). Refer to OP-18 Emergency Management for more information.
- 3.3 Communication with OCWA staff:
 - 3.3.1 Within the first year of hire, all staff are required to complete the Environmental Compliance 101 (EC101) course. The objective of the EC 101 course is to ensure that staff are aware of applicable legislative and regulatory requirements and of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
 - 3.3.2 Operations Management are responsible for ensuring operations personnel receive site-specific training on the Operational Plan, the organizational structure for the facility including the roles and responsibilities and authorities (outlined in OP-09 Organizational Structure, Roles, Responsibilities and Authorities), QEMS Procedures

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-12 Rev Date: 2018-07-04 Rev No: 0 Pages: 2 of 4
COMMUNICATIONS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

and other related operating instructions and procedures as part of the orientation process and on an on-going basis as required.

- 3.3.3 The SPC Manager is responsible for ensuring training is provided for the Regional Hub (in consultation with Operations Management as required) on applicable legislative and regulatory requirements and the QEMS.
- 3.3.4 The QEMS Representative assists Operations Management and/or the SPC Manager in the coordination/delivery of training as required.
- 3.3.5 Revisions to the QEMS and associated documentation are communicated as per OP-05 Document and Records Control.
- 3.3.6 The QEMS Policy is available to all OCWA personnel as per OP-05A Table 1.
- 3.3.7 Operations personnel are responsible for identifying potential hazards at the facility that could affect the environmental and/or public health, and communicating these to Operations Management. They may also recommend changes be made to improve the facility's QEMS by making a request to the QEMS Representative (as per OP-05).
- 3.3.8 The QEMS Representative is responsible for ensuring that the Operations Management and the Safety, Process and Compliance Manager are informed regarding the compliance/quality status of the facility and QEMS implementation and any need for improved processes/procedures at the cluster/facility level.
- 3.3.9 The SPC Manager reports to the Regional Hub Manager on the compliance status, the QEMS performance and effectiveness, any need for improvement and on issues that may have Agency-wide significance. Operations Management reports to the Regional Hub Manager on facility operational performance.
- 3.4 Communication with the Owner:
 - 3.4.1 The Operations Management ensures that the Owner is provided with QEMS updates and that they are kept informed of the status of the facility's operational and compliance performance during regularly scheduled meetings and/or through electronic and/or verbal communications. The QEMS Representative assists in the coordination of these meetings and with communicating the updates as directed.

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-12 Rev Date: 2018-07-04 Rev No: 0 Pages: 3 of 4
COMMUNICATIONS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

3.4.2 The continuing suitability, adequacy and effectiveness of OCWA's QEMS are communicated to the Owner as part of the Management Review process (refer to OP-20 Management Review).

3.5 Communications with Essential Suppliers and Service Providers:

3.5.1 Communication requirements to ensure essential suppliers and service providers understand the relevant OCWA QEMS policies, procedures and expectations are described in OP-13 Essential Supplies and Services.

3.6 Communication with the Public:

3.6.1 Media enquiries must be directed to the facility's Operations Management. The Operations Management will co-ordinate with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.

3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website.

3.6.3 Facility tours of interested parties must be approved in advance by the Operations Management. Relevant forms are available on OCWA's intranet.

3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented in the OPEX database. Complaints are responded to as per the Complaints SOP. The QEMS Representative ensures that consumer feedback is included for discussion at the Management Review.

4 Related Documents


OP-05 Document and Records Control
 OP-09 Organizational Structure, Roles, Responsibilities and Authorities
 OP-13 Essential Supplies and Services
 OP-18 Emergency Management
 OP-20 Management Review
 Facility Emergency Plan
 Emergency Response Plan
 OPEX Database

5 Revision History

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 <p>QEMS Ontario Clean Water Agency</p>	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-12 Rev Date: 2018-07-04 Rev No: 0 Pages: 4 of 4</p>
COMMUNICATIONS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Date	Revision #	Reason for Revision
2018-07-04	0	Procedure issued

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-13 Rev Date: 2018-07-04 Rev No: 0 Pages: 1 of 2
ESSENTIAL SUPPLIES AND SERVICES		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe OCWA's procedures for procurement and for ensuring the quality of essential supplies and services.

2 Definitions

Essential Supplies and Services – supplies and services deemed to be critical to the delivery of safe drinking water

3 Procedure

3.1 Essential supplies and services for the Mississippi Mills Drinking Water System are contained in the Facility Emergency Plan, Emergency Contact/Essential Supplies and Services List. The list is reviewed and updated at least once every calendar year by the QEMS Representative as part of the FEP Review Work Order in WMS.

3.2 Purchasing is conducted in accordance with OCWA's Corporate Procurement and Administration policies, procedures and guidelines, which are adopted from those of the Ontario Public Service.

Purchases of capital equipment are subject to formal approval by the facility's owner.

3.3 As part of the corporate procurement process, potential supplier's/service providers are informed of relevant aspects of OCWA's QEMS through the tendering process and through specific terms and conditions set out in our agreements and purchase orders. Essential suppliers and service providers (including those contracted locally) are sent a letter that provides an overview of the relevant aspects of the QEMS.

3.4 Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations.

Contracted personnel including suppliers may be requested or required to participate in additional relevant training/orientation activities to ensure conformance with facility procedures and to become familiar with OCWA workplaces.

If necessary, appropriate control measures are implemented while contracted work is being carried out and communicated to all relevant parties to minimize the risk to the integrity of the drinking water system and the environment.



OPERATIONAL PLAN

Municipality of Mississippi Mills Drinking Water System

QEMS Proc.: OP-13
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ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: Alison O'Connor (PCT)

Approved by: Vanessa Greatrix (SPC Manager)


- 3.5 All third-party drinking water testing services are provided by accredited and licensed laboratories. The Ministry has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is responsible for notifying The Ministry of any change to the drinking water testing services being utilized.
- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, etc.) are conducted by operations personnel in accordance with equipment manuals and/or procedures (Refer to OP-17 Measurement Recording Equipment Calibration and Maintenance).
- 3.7 External calibration activities are conducted by qualified third-party providers. The service provider is responsible for providing a record/certificate of all calibrations conducted.
- 3.8 Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).
- 3.9 The facility orders and receives ongoing deliveries of chemicals to satisfy current short-term needs based on processing volumes and storage capacities. Incoming chemical orders are verified by reviewing the manifest or invoice in order to confirm that the product received is the product ordered.
- 3.10 Process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.

4 Related Documents

Emergency Contact/Essential Supplies and Services List
OP-17 Measurement Recording Equipment Calibration and Maintenance
ANSI/NSF Documentation
AWWA Standards
MDWL
Calibration Certificates/Records

5 Revision History

Date	Revision #	Reason for Revision
2018-07-04	0	Procedure issued

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-14 Rev Date: 2018-07-04 Rev No: 0 Pages: 1 of 2</p>
REVIEW AND PROVISION OF INFRASTRUCTURE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose


To describe OCWA's procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the Mississippi Mills Drinking Water System.

2 Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

3 Procedure

- 3.1 At least once every calendar year, Operations Management in conjunction with operations personnel conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. Operations personnel assist with identifying the need for infrastructure repairs, replacements or alterations and with prioritizing each identified item. Documents and records that are reviewed may include:
 - Maintenance records
 - Call-in reports
 - Adverse Water Quality Incidents (AWQIs) or other incidents
 - Health & Safety Inspections
 - The Ministry Inspection Reports
 - Previous Capital and Major Maintenance Recommendations Report
- 3.2 The outcomes of the risk assessment documented as per OP-08 are considered as part of this review.
- 3.3 The output of the review is the Capital and Major Maintenance Recommendations Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. This report is submitted, at least once every calendar year by Operations Management, to the Owner for review and approval. Together with the Owner, Operations Management determines and documents timelines and responsibilities for implementation of priority items.

	<p align="center">OPERATIONAL PLAN</p> <p align="center">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-14 Rev Date: 2018-07-04 Rev No: 0 Pages: 2 of 2</p>
REVIEW AND PROVISION OF INFRASTRUCTURE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)


- 3.4 The final approved Capital and Major Maintenance Recommendations Report forms the long term forecast for any major infrastructure maintenance, rehabilitation and renewal activities as per OP-15.
- 3.5 Operations Management ensures that results of this review are considered during the Management Review process (OP-20).

4 Related Documents

Capital and Major Maintenance Recommendations Report
OP-08 Risk Assessment Outcomes
OP-15 Infrastructure Maintenance, Rehabilitation and Renewal
OP-20 Management Review
Management Review Minutes

5 Revision History

Date	Revision #	Reason for Revision
2018-07-04	0	Procedure issued for revision to new standard.

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-15 Rev Date: 2018-07-04 Rev No: 0 Pages: 1 of 3</p>
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the Mississippi Mills Drinking Water System.

2 Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure elements with new elements.


3 Procedure

3.1 OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting.

3.2 Planned Maintenance

Routine planned maintenance activities may include:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of water distribution systems, pumps, chemical feeders, and all other equipment installed at the facilities.
- Carry out a routine maintenance program including greasing and oiling as specified in the lubrication schedule.
- Perform day-to-day maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an equipment inventory
- Maintain accurate records of work conducted, activities, and achievements.

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Municipality of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-15 Rev Date: 2018-07-04 Rev No: 0 Pages: 2 of 3</p>
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;
- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and
- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the designated WMS Primary. Work orders are completed and electronically entered into WMS by the person responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.


The designated WMS Primary maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

3.3 Unplanned Maintenance

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operator in Charge. Unplanned maintenance activities are entered into WMS by the person responsible for identifying or completing the unplanned maintenance activity.

3.4 Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the

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INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

Owner. In addition to the short-term facility needs (i.e. current year), the Capital and Major Maintenance Recommendations Report also provides a long-term list of major maintenance recommendations. (Refer to OP-14 Review and Provision of Infrastructure).

3.5 Program Monitoring and Reporting

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel conduct a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. (Refer to OP-14 Review and Provision of Infrastructure).

To assist in monitoring the effectiveness of the program various views and reports are available to the Operations Manager to review the efficacy.


- 3.6 OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner at a minimum of at least once every calendar year through submission of the Capital and Major Maintenance Recommendations Report and through the results of the Management Review.

4 Related Documents

Minutes of Management Review
Capital and Major Maintenance Recommendations Report
OP-05 Document and Records Control
OP-14 Review and Provision of Infrastructure

1. Revision History

Date	Revision #	Reason for Revision
2018-07-04	0	Procedure issued – Information within OP-15 was originally set out in the Main body of OCWA's Operational Plan

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-16 Rev Date: 2018-08-28 Rev No: 1 Pages: 1 of 3</p>
SAMPLING, TESTING AND MONITORING		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2 Definitions

Challenging Conditions – any existing characteristic of the water source or event-driven fluctuations that impact the operational process as identified and listed under OP-06 Drinking Water System

3 Procedure


- 3.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03, the facility's Municipal Drinking Water License (MDWL) and as directed.
- 3.2 Sampling requirements for the facility are defined in the facility's sampling schedule which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the PCT and is updated as required.
- 3.3 Samples that are required to be tested by an accredited and licensed laboratory, are collected, handled and submitted according to the directions provided by the licensed laboratory(ies) that conducts the analysis. The laboratory(ies) used for this facility are listed in the Essential Supplies and Services List (within the Facility Emergency Plan (FEP)).

Electronic and/or hardcopy reports received from the laboratory are maintained as per OP-05 Document and Records Control. Analytical results from laboratory reports are uploaded into OCWA's Process Data Management system (PDM).

- 3.4 Continuous monitoring equipment is used to sample and test for legislated and process parameters. Test results from continuous monitoring equipment are captured by the SCADA system and are reviewed by a certified operator in accordance with the requirements of SDWA O. Reg. 170/03.

The SCADA system also collects and records information on the following parameters related to process control and finished drinking water quality.

Adverse water quality incidents are responded to and reported.

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SAMPLING, TESTING AND MONITORING		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

- 3.5 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty as per the schedule for in-house sampling.

In-house samples are analyzed following approved laboratory procedures. The sampling results are entered into PDM. Any required operational process adjustments are recorded in the facility log book.

- 3.6 Additional sampling, testing and monitoring activities related to the facility's/system's most challenging conditions are included in the existing in-house program as described in this procedure or additional sampling, testing and monitoring activities related to the facility's most challenging conditions.
- 3.7 There are no relevant upstream sampling, testing and monitoring activities that take place for this facility/system.
- 3.8 Sampling, testing and monitoring results are readily accessible to the Owner as requested.

At a minimum, Owners are provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 Annual Report, the Schedule 22 Municipal Summary Report and through the Management Review process outlined in OP-20 Management Review.


- 3.9 In addition, updates regarding sampling, testing and monitoring activities are provided as per the operating agreement and during regular client meetings.


4 Related Documents

- Facility Logbook
- OP-05 Document and Records Control
- OP-20 Management Review
- Annual Report (O. Reg. 170 Section 11)
- Process Data Management System (PDM)
- Facility Emergency Plan (FEP) Binder
- SOP - Reporting and Responding to Adverse Results (FEP Binder)
- Operational Check Sheets/Data Collection Sheet
- Sampling Plan/Calendar/Schedule
- SCADA Records

5 Revision History

Date	Revision #	Reason for Revision
2018-06-19	0	Procedure issued. Updated to new 2.0 Standard

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SAMPLING, TESTING AND MONITORING		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)
2018-08-28	1	Added -updates regarding sampling, testing and monitoring activities are provided as per the operating agreement and during regular client meetings.

	<p style="text-align: center;">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-17 Rev Date: 2018-06-19 Rev No: 0 Pages: 1 of 2</p>
<p style="text-align: center;">MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE</p>		
<p>Reviewed by: Alison O'Connor (PCT)</p>		<p>Approved by: Vanessa Greatrix (SPC Manager)</p>

1 Purpose


To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the Mississippi Mills Drinking Water System.

2 Definitions

None

3 Procedure

- 3.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider (refer to OP-13 Essential Supplies and Services).
- 3.2 The designated WMS Primary establishes and maintains a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by the WMS Primary. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule (refer to OP-15 Infrastructure Maintenance, Rehabilitation and Renewal).
- 3.3 Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS.
- 3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS.
- 3.5 Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.
- 3.6 Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if

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MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

practical) until repaired, replaced or successfully calibrated. The failure must be reported to the Overall Responsible Operator as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device. Any actions taken as a result of the failure are recorded in the facility logbook. The PCT ensures that any notifications required by applicable legislation are completed and documented within the specified time period.


- 3.7 Calibration and maintenance records and maintenance/equipment manuals are maintained as per OP-05 Document and Records Control.

4 Related Documents

- Facility Logbook
- WMS Records
- Calibration/Maintenance Records
- Maintenance/Equipment Manuals
- OP-05 Document and Records Control
- OP-13 Essential Supplies and Services
- OP-15 Infrastructure Maintenance, Rehabilitation and Renewal

5 Revision History

Date	Revision #	Reason for Revision
2018-06-19	0	Procedure issued - Work Management System (WMS) Primary

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-18 Rev Date: 2022-10-17 Rev No: 1 Pages: 1 of 4
EMERGENCY MANAGEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA's Emergency Management Program.

2 Definitions

Emergency Response Plan (ERP) – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

Facility Emergency Plan (FEP) – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

3 Procedure


3.1 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 events related to water and wastewater operations and directly links to the corporate-level Emergency Response Plan (ERP) for management of Level 3 events that require corporate support. Operations Management is responsible for establishing a site-specific FEP that meets the corporate standard for this drinking water system.

3.2 OCWA recognizes three levels of events:

Level 1 is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

Level 2 is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager and Regional Hub Manager.

Level 3 is an actual or potential situation that will likely require significant additional resources and/or threatens continued operations. It may require corporate-level

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EMERGENCY MANAGEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

support including activation of the OCWA Action Group and opening of an Emergency Operations Centre (EOC) as described in the corporate ERP. Level 3 events usually involve intervention from outside organizations (client, emergency responders, Ministry of the Environment and Climate Change, media, etc.). Examples may include:

- Disruption of service/inability to meet demand;
- Critical injury including loss of life;
- Breach of security that is a threat to public health;
- Intense media attention;
- Community emergency affecting water supply/treatment;
- Declared pandemic; or
- Catastrophic failure that could impact public health or the environment or cause significant property damage.


3.3 Potential emergency situations or service interruptions identified for the Mississippi Mills DWS include:

- Unsafe Water
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Loss of Service
- Security Breach
- Outbreak of Infectious Disease

3.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related standard operating procedures (SOPs) are contained within the FEP.

3.5 OCWA's training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Safety, Process and Compliance Manager and/or Corporate Compliance (as required)	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Operations Management)
Contents of the site-specific FEP	Facility Level (coordinated by QEMS Representative)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All operations personnel with responsibilities for responding to an emergency


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EMERGENCY MANAGEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

*Note: Changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

- 3.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The reviews and tests are recorded in On-The-Job Training Records and scheduled in WMS. Opportunities for improvement and actions taken are reflected in the revision history. A CP-related response to an actual event may also be considered a review or a test. A review of the incident including lessons learned should be completed following the resolution of the actual event, along with any opportunities for improvement/actions identified.
- 3.7 Revisions to the CPs, SOPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).
- 3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).
- 3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.
- 3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

4 Related Documents


- Facility Emergency Plan
- Corporate Emergency Response Plan
- WMS
- Municipal Emergency Response Plan (as applicable)

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EMERGENCY MANAGEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

- Emergency Contact List/Essential Supplies & Services List (Contacts section of FEP)
- OP-20 Management Review

5 Revision History

Date	Revision #	Reason for Revision
2018-08-28	0	Procedure issued – Information was originally set out in the previous revision of OCWA's Operational Plan. The procedure was revised to the 2.0 standard.
2022-10-17	1	Added Outbreak of Infectious Disease as a potential service disruption

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-19 Rev Date: 2020-06-12 Rev No: 1 Pages: 1 of 5
INTERNAL QEMS AUDITS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for conducting internal audits at the facility level that evaluate the conformance of OCWA's Quality & Environmental Management System (QEMS) to the requirements of the Drinking Water Quality Management Standard (DWQMS).

This procedure applies to Internal QEMS Audits conducted at the Mississippi Mills DWS for the purpose of meeting the DWQMS requirements for internal audits.

Note: This procedure does not apply to internal compliance audits conducted in accordance with OCWA's Internal Audit Program.

2 Definitions

Audit Team – one or more Internal Auditors conducting an audit

Internal Auditor – an individual selected to conduct an Internal QEMS Audit

Internal QEMS Audit – a systematic and documented internal verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the DWQMS

Lead Auditor – Internal Auditor responsible for leading an Audit Team

Non-conformance – non-fulfillment of a DWQMS requirement

Objective Evidence – verifiable information, records or statements of facts. Audit evidence is typically based on interviews, examination of documents, observations of activities and conditions, reviewing results of measurements and tests or other means. Information gathered through interviews should be verified by acquiring supporting information from independent sources


Opportunity for Improvement (OFI) – an observation about the QEMS that may, in the opinion of the Internal Auditor, offer an opportunity to improve the effectiveness of the system or prevent future problems; implementation of an OFI is optional

3 Procedure

3.1 Audit Objectives, Scope and Criteria

3.1.1 In general, the objectives of an internal QEMS audit are:

- To evaluate conformance of the implemented QEMS to the requirements of the DWQMS;
- To identify non-conformances with the documented QEMS; and

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INTERNAL QEMS AUDITS		
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- To assess the effectiveness of the QEMS and assist in its continual improvement.

3.1.2 The scope of an internal QEMS audit includes activities and processes related to the QEMS as documented in the Operational Plan.

3.1.3 The criteria covered by an internal QEMS audit include:

- Drinking Water Quality Management Standard (DWQMS)
- Current Operational Plan
- QEMS-related documents and records

3.1.4 The audit scope and criteria may be customized as necessary to focus on a particular process/critical control point and/or any elements of the DWQMS which may warrant specific attention. The results of previous internal and external audits should also be considered.

3.2 Audit Frequency

3.2.1 Internal QEMS audits may be scheduled and conducted once every calendar year or may be separated into smaller audit sessions scheduled at various intervals throughout the calendar year. However, all elements of the DWQMS must be audited at least once every calendar year.

3.2.2 The QEMS Representative is responsible for maintaining the internal QEMS audit schedule. The audit schedule may be modified based on previous audit results.

3.3 Internal Auditor Qualifications

3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:

- Internal auditor training or experience in conducting management system audits; and
- Familiarity with the DWQMS requirements.


3.3.2 Internal Auditors that do not meet the qualifications in s.3.3.1 may form part of the Audit Team for training purposes, but cannot act as Lead Auditor.

3.3.3 Internal Auditors must remain objective and, where practical, be independent of the areas/activities being audited.

3.4 Audit Preparation

3.4.1 Together, the QEMS Representative and the Lead Auditor:

- Establish the audit objectives, scope and criteria;

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Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

- Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key personnel, audit team assignments, etc.).

3.4.2 Each Internal Auditor is responsible for:


- Reviewing documentation to prepare for their audit assignments including:
 - the Operational Plan and related procedures;
 - results of previous internal and external QEMS audits;
 - the status and effectiveness of corrective and preventive actions implemented;
 - the results of the management review;
 - the status/consideration of OFIs identified in previous audits; and
 - other relevant documentation.
- Preparing work documents (e.g., checklists, forms, etc.) for reference purposes and for recording objective evidence collected during the audit

3.5 Conducting the Audit

- 3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.
- 3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.
- 3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

3.6 Reporting the Results

- 3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g., during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.

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INTERNAL QEMS AUDITS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

- 3.6.2 The Lead Auditor submits a written report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):
- Audit objectives, scope and criteria;
 - Audit Team member(s) and audit participants;
 - Date(s) and location(s) where audit activities were conducted;
 - Audit findings including:
 - Related objective evidence for each element;
 - Any non-conformance identified referencing the requirement that was not met; and
 - OFIs or other observations.
 - Audit conclusions.

3.6.3 The QEMS Representative distributes the audit results to Top Management and others as appropriate.

3.6.4 The QEMS Representative ensures that results of internal QEMS audits are included as inputs to the Management Review as per OP-20 Management Review.

3.7 Corrective Actions and Opportunities for Improvement (OFIs)

3.7.1 Corrective actions are initiated when non-conformances are identified through internal QEMS audits and are documented and monitored as per OP-21 Continual Improvement.


3.7.2 OFIs are considered, and preventive actions initiated, documented and monitored as per OP-21 Continual Improvement.

3.8 Record-Keeping

3.8.1 Internal QEMS audit records are filed by the QEMS Representative and retained as per OP-05 Document and Records Control.


4 Related Documents

- Internal Audit Records (checklists, forms, reports, etc.)
- OP-05 Document and Records Control
- OP-20 Management Review
- OP-21 Continual Improvement
- DWQMS Access Database

 Ontario Clean Water Agency	OPERATIONAL PLAN Mississippi Mills Drinking Water System	QEMS Proc.: OP-19 Rev Date: 2020-06-12 Rev No: 1 Pages: 5 of 5
INTERNAL QEMS AUDITS		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

5 Revision History

Date	Revision #	Reason for Revision
2018-06-19	0	Procedure issued
2020-06-12	1	Added Objective Evidence definition

 Ontario Clean Water Agency	OPERATIONAL PLAN The Corporation of the Town of Mississippi Mills Drinking Water System	QEMS Proc.: OP-20 Rev Date: 2018-08-28 Rev No: 0 Pages: 1 of 3
MANAGEMENT REVIEW		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

1 Purpose

To describe the procedure for conducting a Management Review of the Quality & Environmental Management System (QEMS) at the facility level.

2 Definitions

Management Review – a formal (documented) meeting conducted at least once every calendar year by Top Management to evaluate the continuing suitability, adequacy and effectiveness of OCWA's Quality & Environmental Management System (QEMS)

Operations Management – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Top Management – a person, persons or group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems.

OCWA has defined Top Management for the Mississippi Mills Drinking Water System as:


- Operations Management – Mississippi Cluster
- Regional Hub Manager – Regional Hub
- Safety, Process & Compliance (SPC) Manager – Regional Hub

3 Procedure


- 3.1 Top Management ensures that a Management Review is conducted at least once every calendar year.

Management Reviews for more than one drinking water system may be conducted at the same meeting provided the systems belong to the same owner and the considerations listed in section 3.4 below are taken into account for each individual system and documented in the Management Review meeting minutes.

- 3.2 At a minimum, the QEMS Representative, at least one member of Top Management, and at least consider one representative from operations must attend the Management Review meeting. Other members of Top Management may participate though their attendance is optional.

	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">The Corporation of the Town of Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-20 Rev Date: 2018-08-28 Rev No: 0 Pages: 2 of 3</p>
MANAGEMENT REVIEW		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC Manager)

- 3.3 Other staff may be invited to attend the Management Review meeting or to assist with presenting information or in reviewing the information presented, where they offer additional expertise regarding the subject matter.
- 3.4 The standing agenda for Management Review meetings is as follows:
- a) Incidents of regulatory non-compliance;
 - b) Incidents of adverse drinking water tests;
 - c) Deviations from critical control limits and response actions;
 - d) The effectiveness of the risk assessment process and complete the annual review of the current risk assessment
 - e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
 - f) Results of emergency response testing (including any OFIs identified);
 - g) Operational performance;
 - h) Raw water supply and drinking water quality trends;
 - i) Follow-up on action items from previous Management Reviews;
 - j) The status of management action items identified between reviews;
 - k) Changes that could affect the QEMS;
 - l) Consumer feedback;
 - m) The resources needed to maintain the QEMS;
 - n) The results of the infrastructure review;
 - o) Operational Plan currency, content and updates;
 - p) Staff suggestions; and
 - q) Consideration of applicable Best Management Practices (BMPs).
- 3.5 In relation to standing agenda item q), applicable BMPs, if any, to address drinking water system risks discussed during other agenda items, are identified and documented in the Management Review minutes. Review and possible adoption of applicable BMPs are revisited during subsequent Management Reviews and are incorporated into preventive and/or corrective actions as per OP-21 as appropriate.
- 3.6 The QEMS Representative coordinates the Management Review and distributes the agenda with identified responsibilities to participants in advance of the Management Review meeting along with any related reference materials.
- 3.7 The Management Review participants review the data presented and make recommendations and/or initiate action to address identified deficiencies as appropriate as per OP-21.

 Ontario Clean Water Agency	OPERATIONAL PLAN The Corporation of the Town of Mississippi Mills Drinking Water System	QEMS Proc.: OP-20 Rev Date: 2018-08-28 Rev No: 0 Pages: 3 of 3
MANAGEMENT REVIEW		
Reviewed by: Alison O'Connor (PCT)	Approved by: Vanessa Greatrix (SPC Manager)	


- 3.8 The QEMS Representative ensures that minutes of and actions resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA Top Management, personnel and the owner contact.
- 3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review.

4 Related Documents

- Management Review Reference Materials
- Minutes and actions resulting from the Management Review
- OP-21 Continual Improvement

5 Revision History

Date	Revision #	Reason for Revision
2018-08-28	0	Specified Top Management, standing agenda for Management Review meetings must cover the effectiveness of the risk assessment process and complete the annual review of the current risk assessment, meeting minutes sent to OCWA management and client Director of Public Works or CAO

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> Mississippi Mills Drinking Water System	QEMS Proc.: OP-21 Rev Date: 2018-08-28 Rev No: 0 Pages: 1 of 4
CONTINUAL IMPROVEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC)

1 Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the Mississippi Mills DWS.

2 Definitions

Continual Improvement - recurring activity to enhance performance (ISO 14001:2014)

Corrective Action – action to eliminate the cause of detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

Non-conformance – the non-fulfilment of a DWQMS requirement

Preventive Action – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation


3 Procedure

3.1 OCWA strives to continually improve the effectiveness of its QEMS for this drinking water system(s) through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).


3.2 Corrective Actions

3.3 Non-conformances may be identified through an internal or external QEMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:

- an incident/emergency
- community/Owner complaint
- other reviews
- operational checks, inspections or audits

 Ontario Clean Water Agency	<p align="center">OPERATIONAL PLAN</p> Mississippi Mills Drinking Water System	QEMS Proc.: OP-21 Rev Date: 2018-08-28 Rev No: 0 Pages: 2 of 4
CONTINUAL IMPROVEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC)

- 3.3.1 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) investigates the need for a corrective action to eliminate the root cause(s) so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.
- 3.3.2 The QEMS Representative determines the corrective action needed based on this consultation. The Operations Management assigns responsibility and a target date for resolution.
- 3.3.3 The QEMS Representative ensures corrective actions are documented using DWQMS Access Database. The QEMS Representative monitors the progress of corrective action(s) and provides status updates to Top Management.
- 3.3.4 The implementation and effectiveness of corrective actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.
- 3.4 Preventive Actions
- 3.4.1 Potential preventive actions may be identified through an internal or external QEMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:

 Ontario Clean Water Agency	<p style="text-align: center;">OPERATIONAL PLAN</p> <p style="text-align: center;">Mississippi Mills Drinking Water System</p>	QEMS Proc.: OP-21 Rev Date: 2018-08-28 Rev No: 0 Pages: 3 of 4
CONTINUAL IMPROVEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC)

- staff/Owner suggestions;
- regulator observations;
- evaluation of incidents/emergency response/tests;
- the analysis of facility/Regional Hub or OCWA-wide data/trends;
- non-conformances identified at other drinking water systems; or
- a result of considering a BMP.

3.4.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.


3.4.3 If it is decided that a preventive action is necessary, the QEMS Representative determines the action to be taken based on this consultation and the Operations Management (or designate) assigns responsibility and a target date for implementation.

3.4.4 The implementation of preventive actions are tracked by the QEMS Representative using the DWQMS Access Database.

3.4.5 The implementation and effectiveness of preventive actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) may consider further preventive actions and assigns resources as appropriate.

3.5 The QEMS Rep. and Operations Management monitor corrective/preventive actions on an ongoing basis and review the status and effectiveness of the actions during subsequent Management Review meetings.

3.6 Best Management Practices (BMPs)

	<p align="center">OPERATIONAL PLAN Mississippi Mills Drinking Water System</p>	<p>QEMS Proc.: OP-21 Rev Date: 2018-08-28 Rev No: 0 Pages: 4 of 4</p>
CONTINUAL IMPROVEMENT		
Reviewed by: Alison O'Connor (PCT)		Approved by: Vanessa Greatrix (SPC)

3.6.1 The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20) and in the corrective and preventive action processes described above.

3.6.2 BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by The Ministry

3.6.3 At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

4 Related Documents

- OP-05 Document and Records Control
- OP-20 Management Review
- Internal Audit Records
- OPEX Database action plan form or Action Plan Summary spreadsheet

5 Revision History

Date	Revision #	Reason for Revision
2018-08-28	0	Procedure issued – Some of the information within OP-21 was originally set out in the main body of OCWA's Operational Plan OPEX Database Action Plan summary spreadsheet added

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Zoning By-law Amendment – Z-12-22 – 231 McWatty Road (Scheel), Pakenham Concession 10 , Part of Lot 10, Plan 27R8541, Parts 1 and 2, Plan 27R10395, Part 1

OWNER/APPLICANT: Terry Scheel

RECOMMENDATION

THAT the Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of lands which are municipally known as 231 McWatty Road from “Rural Commercial (C5)” to “Rural (RU)”, similar in effect to the draft by-law detailed in Attachment A.

BACKGROUND

The property subject to the Zoning By-law Amendment is a property subject to a related consent application (B22-070). The consent application proposes to sever a small portion of land from 231 McWatty Road as a lot addition to the neighbouring property located at 2751 County Road 29 N.

The consent application was heard by Land Division Committee in October 2022 and received conditional approval. One of the conditions to be satisfied is that the severed lot be rezoned appropriately.

PURPOSE AND EFFECT

The applicant is proposing to rezone the affected lands from Rural Commercial (C5) to Rural (RU). The proposed Zoning By-law Amendment is associated with a consent application (File Number: B22-070) which seeks to add the affected lands to the abutting Rural (RU) zoned property to the east.

The proposed Zoning By-law Amendment would align the C5 and RU Zones with the boundaries of the lot addition. In addition, the applicant is proposing to rezone the northernmost portion of the property from Rural Commercial (C5) to Rural (RU).

The proposed rezoning would align the zone boundaries with the boundaries of the lot addition and remove the existing C5 zoning on the remaining lands.




DESCRIPTION OF PROPERTY & SURROUNDING LAND USES

The area to be severed and rezoned is from the retained lot located at 231 McWatty Road, which is an agricultural lot containing some agricultural buildings. No residential dwelling is located at 231 McWatty Road.

As shown in Figure 1, the area is characterized by a mix of agricultural uses and non-farm residential uses. The lot at 223 McWatty Road contains a butchery, which has been in existence for many decades.

Figure 1 – Location Map



-  Area to be rezoned from Rural Commercial (C5) to Rural (RU) as a result of lot addition.
-  Additional area to be rezoned from Rural Commercial (C5) to Rural (RU)
-  Overall property

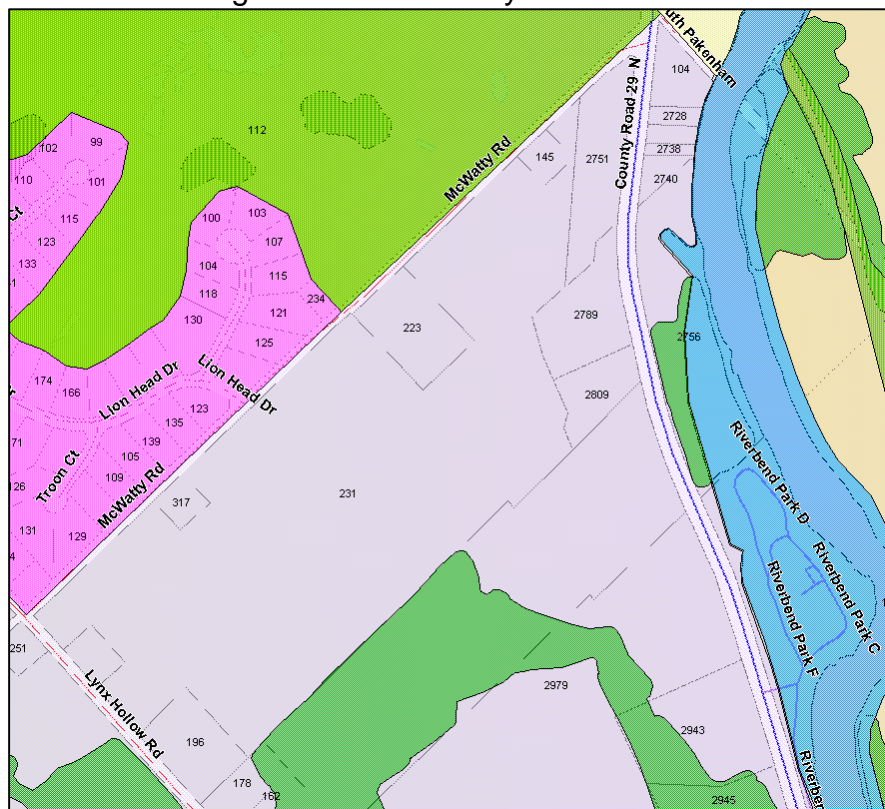
SERVICING & INFRASTRUCTURE

As previously mentioned, the lot at 231 McWatty Road contains some agricultural buildings. There is no development or changes of the use to the property as part of an agricultural operation. The area of the property which is zoned C5 is currently used as part of the overall farming operation. There is no development proposed for the small area to be severed and added to the neighbouring property as a lot addition.

COMMUNITY OFFICIAL PLAN (COP)

As shown in Figure 2, the property is designated Rural in the Community Official Plan. The Rural designation permits non-farm residential dwellings and related accessory uses. The current use of the property conforms to the Rural designation of the Community Official Plan.

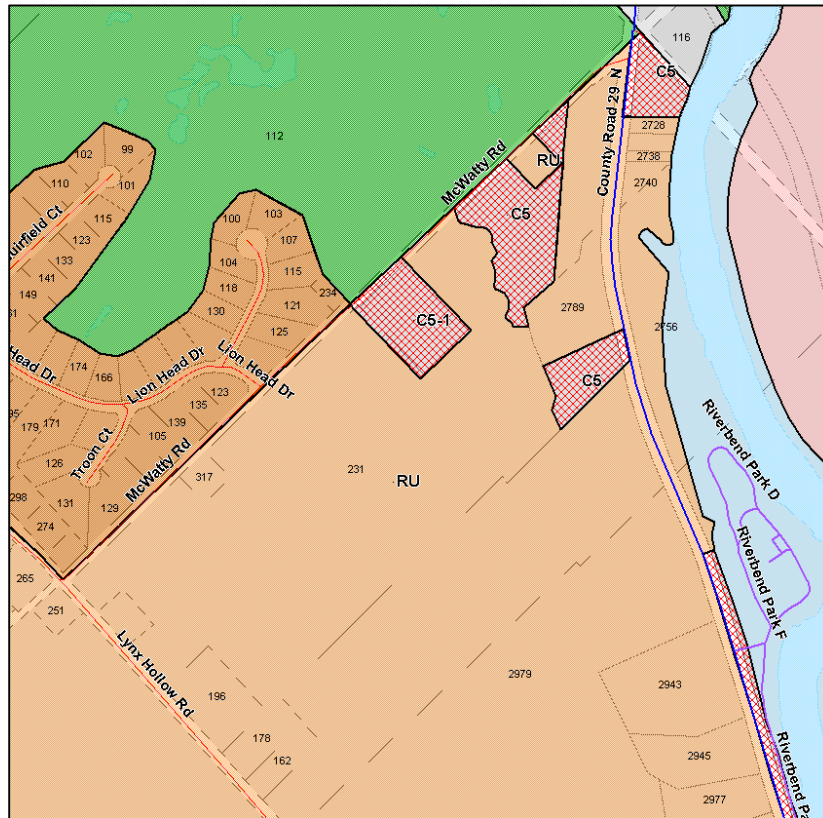
Figure 2 – Community Official Plan



ZONING BY-LAW #11-83

As shown in Figure 3, the subject lands are presently zoned “Rural (RU)” and “Rural Commercial (C5)” as per the Comprehensive Zoning By-law #11-83. The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses and the Rural Commercial Zone permits a variety of rural commercial uses including services for the travelling public as well as agriculture-related, vehicle-oriented and resource-based products and services.

Figure 3 – Zoning By-law



PUBLIC AND AGENCY COMMENTS RECEIVED

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

EVALUATION

Community Official Plan (COP)

As noted above, the subject property is designated “Rural” in the COP. The need for the Zoning By-law Amendment was identified as part of the severance process as the lot addition would result in a split zoned lot Rural Commercial and Rural. Through the discussions with the applicant it was determined by staff that the commercial zoning on the property has been in effect for many decades; however, no rural-commercial development has occurred on the lands and therefore the applicant requested that the remainder of the C5 zoned land be included in the Zoning By-law Amendment to regularize the split zoning of the retained lands.

The general objectives of the “Rural” designation are to provide an appropriate range of rural land uses while protecting rural resources, traditional land uses, and environmental

features. Staff are of the opinion that the proposed Zoning By-law Amendment to rezone the C5 lands to Rural is entirely in conformity with the intent of the COP.

Zoning By-law #11-83

As previously mentioned, the subject property is zoned both “Rural Commercial (C5)” and “Rural” (RU). The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses. The applicant has indicated that for the retained lands, the continuation of the agricultural operation is to remain. For the severed portion of the lands to be added to 2751 County Road 29, the proposed rezoning would align the new property boundaries with a consistent Rural zone.

SUMMARY

Having reviewed and assessed the proposed Zoning Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83.

As the proposed Zoning By-law Amendment complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed Zoning By-law Amendment.

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

All of which is respectfully submitted,



Melanie Knight MCIP, RPP



Ken Kelly, CAO

ATTACHMENTS:

Attachment A – Draft Zoning By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-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 35.1 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 Commercial" (C5) Zone to "Rural" (RU) for the lands identified in Schedule 'A', which are legally described as Pakenham Concession 10 , Part of Lot 10, Plan 27R8541, Parts 1 and 2, Plan 27R10395, Part 1, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **20th day of December, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk




BY-LAW NO. 22-XXX

Schedule "A"

Lands Subject to the Amendment

Pakenham Concession 10 , Part of Lot 10, Plan 27R8541, Parts 1 and 2, Plan 27R10395, Part 1, Municipality of Mississippi Mills



-  Area to be rezoned from Rural Commercial (C5) to Rural (RU) as a result of lot addition.
-  Additional area to be rezoned from Rural Commercial (C5) to Rural (RU)
-  Overall property

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022
TO: Committee of the Whole
FROM: Melanie Knight, Senior Planner
SUBJECT: Planning Department Year End, Staffing and Level of Service Report

RECOMMENDATION

Recommendation #1:

THAT Committee of the Whole recommend that Council receive this report as information; and

Recommendation #2:

THAT Committee of the Whole recommend that Council provide pre-budget approval for a full-time new Planning Technician Staff position with associated budget to be included in the 2023 budget at the special budget meeting on December 13, 2022.

BACKGROUND

In June 2022, Council approved a series of recommendations and directions to staff ([Committee of the Whole - June 07, 2022 \(escribemeetings.com\)](https://www.escribemeetings.com)) related to planning fees, mandatory pre-consultations for *Planning Act* applications as well as for staff to report back on staffing options for the Planning Department as follows:

Resolution NoCW162-22

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council receive this report as information.

CARRIED

Resolution NoCW163-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole approve the Pre-consultation By-law as detailed in Attachment A; and ***THAT*** Committee of the Whole recommend that Council direct staff to provide a report on the number of mandatory pre-consultations for 2022 with recommendations for a pre-consultation fee to be considered for the 2023 budget.

CARRIED

Resolution NoCW164-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend that Council direct staff to implement the use of the Zoning Certificate charge of \$100 for the planning review of building permits as of July 1, 2022.

CARRIED

Resolution NoCW165-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend that Council direct staff to develop staffing options including a Cooperative Planning Student Program and/or an additional full-time Planning Staff position with associated budget and review of planning application fees to be considered for the 2023 budget.

CARRIED

2022 PLANNING ACT CHANGES

There have been notable changes to the *Planning Act* in 2022. These changes were the result of the [Province's Housing Affordability Task Force Report](#). The following is a list of the changes to the *Planning Act* that affects planning in Mississippi Mills:

- All Site Plan Control applications are mandatory delegated authority to staff as of July 1, 2022 with a commitment of quarterly reporting to Council. [Committee of the Whole - June 07, 2022 \(escribemeetings.com\)](#)
- Mandatory refunds for Site Plan Control and Zoning By-law Amendment applications where a decision has **not** been rendered within the statutory timeframe.
- Bill 3 – *Strong Mayors Act* – does not yet impact the Municipality, however, it fundamentally changes the role of Mayor in larger municipalities (Ottawa and Toronto) with other municipalities (populations over 100k) given these new authorities in the near future.
- Bill 23 – *More Homes Built Faster Act* – a suite of proposed changes not yet in force at the time of writing this report. A summary of these proposed changes can be found in the staff report to COW here: [Committee of the Whole - November 01, 2022 \(escribemeetings.com\)](#)

PLANNING APPLICATIONS – FIVE YEAR REVIEW

As previously mentioned, since June staff have been working on tracking planning applications. Staff have put together a snapshot of the past five years' planning

applications to provide an overview of the previous trends of development in the Municipality. Attachment A contains a series of charts that illustrate the application trends as well as a short explanation of the current process for each different type of application. Note that the 2022 data is not for a full year of activity and is only for 10.5 months.

LOOKING FORWARD FOR 2023

Future Development – Planning Applications

Despite the recent increase to inflation and the predictions for a slower economy, staff are anticipating another busy year of planning applications. The reasons for this prediction are three-fold.

First, with the approval of Official Plan Amendment 22 (expansion to Almonte's urban boundary), a substantial addition of lands (73 ha of land) has been added to Almonte's urban boundary which is available for development. Staff have already begun having pre-consultation meetings and informal discussions regarding the development of the expansion lands. These lands represent a unit increase for Almonte of approximately +/- 950 additional units. All of the lands are not anticipated to develop immediately; however, preparation of development through Plans of Subdivision (and Zoning By-law Amendments) typically take one to two years from a formal application to a developer getting to a stage in the approval process where they are able to break ground on subdivision construction.

Secondly, the above noted expansion lands are not the only lands in Almonte which are anticipated to develop in the future. There are several larger parcels of land already within the urban boundary of Almonte that have started the pre-consultation process with staff for formal subdivision applications. Some of these lands are more complex to develop which will impact the timing of development and will also require a greater amount of staff involvement.

Lastly, individual development by way of severances and non-residential development of areas such as the Business Park, vacant commercial lands and the adaptive reuse of other existing properties are all anticipated to continue based on the number of inquiries that the Planning Department receives on a regular basis. In the first 10.5 months of 2022, staff received over 450 development related inquiries including 107 consent inquiries and 250 zoning related inquiries.

Overall Growth and Development

Growth and development are among the most impactful types of change that communities can go through. The role of the Planning Department is to ensure that the growth is balanced by working with Council, residents and stakeholders in a comprehensive and thoughtful manner. This process requires that the Planning Department not only have the expertise but also the capacity and the time needed to

ensure that planning recommendations are balanced and reflect the needs of the current community and future residents of Mississippi Mills.

Policy Projects – 2023 and Beyond

Staff are committed to undertaking several necessary policy projects in 2023 and beyond. Policy projects can include updates to the specific policy frameworks in the Community Official Plan, updates to the Zoning By-law, or other policy projects or initiatives to improve the efficiency and effectiveness of the Planning Department's day-to-day operations.

Official Plan Amendments

Official Plan Amendment for Additional Residential Units is a project that was initiated in 2022 to undertake a policy review to encourage the development of 'attainable housing' for the expansion lands noted above. Staff are returning to Council on December 20 with an update report to outline an approach for this amendment.

Official Plan Amendment 28 – Rural Village and Vitality – is an amendment to the Community Official Plan which has been on hold pending the completion of Official Plan Amendment 29 (LEAR study). In 2023, the Planning Department will be initiating the Rural Village and Vitality work beginning with background research and reporting to Council on a project plan.

Zoning By-law Amendments

Housekeeping Amendments

Zoning By-law "Housekeeping" is a series of amendments to the Zoning By-law to address issues with zoning provisions or general updates to the zoning reflecting current planning trends and policies. Staff are presenting the first Housekeeping Amendment to the Zoning By-law at the COW meeting on December 6. This is the first Housekeeping Amendment that has been completed in a number of years. It is important to note that typically municipalities would undertake regular quarterly or mid-year Housekeeping Amendments each year.

Consolidations

A consolidation of the Zoning By-law has not occurred since 2018, which is the consolidation of all amendments to the Zoning By-law whereby these amendments are added into the text of the by-law. Consolidations provide a Zoning By-law that is clear, concise and most importantly, up to date. It is important to note that typically municipalities would undertake a consolidation on a regular basis – at least once a year. The last consolidation occurred in 2018.

Specific Zoning Studies

Currently an Interim Control By-law (ICB) is in effect to address proposed developments on private roads (or without frontage on an opened, municipal road). An ICB is used to allow a municipality to “pause” certain types of developments to allow time to undertake a specific study to address an issue. Council passed an ICB in December 2021 and staff anticipated that the study could be completed within one year; however, with limited staff capacity, an additional year is required to complete the study.

Other Planning Related Projects and Initiatives

Affordable Housing Grant Program

The Affordable Housing Grant Program is an initiative of Council which was to be developed in 2022. Staff were able to complete the necessary background research; however, due to limited capacity, were unable to develop a program in 2022 and as a result the \$50,000 that was dedicated in 2022 for a grant program has gone unused. Staff will be returning on December 20 with an update to this project and some options for partnership with the County on their new grant program.

Heritage Permit Process

The Heritage Permit Program is another initiative that Staff have been working on in anticipation of a new term for the Heritage Committee. Currently, the Municipality does not have a formal Heritage Permit process in place for the Downtown Heritage Conservation District or for properties that are Designated under the *Ontario Heritage Act*. A formal permit process is necessary because in the past few years, the Province has made substantial changes to the *Ontario Heritage Act* that limits a Municipality's timeframe for formal decisions related to designated properties and if Municipality's are unable to make a decision in the statutory timeframe of 90 days, are deemed to be approved.

Knowing the importance of the heritage inventory in Mississippi Mills, especially in Downtown Almonte both for its identity and as an economic generator, it is important that the Heritage Permit Process be formally developed to ensure that decisions are made not only within a timely manner, but also with the appropriate rigour required by the *Ontario Heritage Act*.

Planning Procedures and Application Fee Review

Staff have been working on developing planning application procedures. Formal procedures not only help to assist in training new staff on the policies and procedures of the Planning Department, but they also ensure consistency and transparency for the public and applicants.

As part of developing procedures, staff will also be undertaking a review of the staff time required for each type of planning application to ensure the Department's fee structure is reflective of the amount of staff time required for each type of application. This initiative began in mid-2022; however, with limited staff capacity little progress has been made. Since June 2022, staff have been monitoring the number of mandatory pre-consultations. Staff are recommending that further study should be completed over the course of 2023 including a review of the average amount of staff time dedicated to a pre-consultation, and report back to Council with a recommended approach and fee structure for the 2024 budget considerations.

Other Projects and Initiatives

The following are other projects and initiatives that have been identified for the Planning Department's workplan in 2023 and beyond:

- Update to the Urban and Rural Design Guidelines
- Establishing a Legal Non-Conforming Process
- Establishing a process to evaluate requests to purchase municipally owned lands
- Finalizing the Boundary Road Agreement with the City of Ottawa (joint project with Public Works)
- Subdivision and Site Plan Control Agreements – review of special conditions
- Review of Zoning By-law and Parking By-law for the parking of recreational vehicles
- Participation in the Master Plan reviews (Infrastructure and Transportation Master Plans)
- Continue participation in the County's review of their Official Plan
- Reserve Street Parking Plan/Public Realm Plan for Downtown Almonte

Provincial Changes (Bill 108, 109 and Bill 23)

As noted previously in this report, there have been a series of legislative amendments that affect municipalities – with the majority impacting the planning process.

Staff are anticipating that the tabled Bill 23, will have impacts to the planning process in Mississippi Mills. The results of Bill 23 are still unknown; however, they will require amendments to the Community Official Plan, Zoning By-law, Site Plan Control By-law as well as a number of anticipated changes to the Development Charges By-law and potentially the introduction of new policies and procedures.

In addition, with mandatory refunds commencing January 1, 2023, for Site Plan Control and Zoning By-law Amendments, staff will need to balance these types of applications with other planning applications, zoning review of building permits, responses to inquiries and to ensure that the day-to-day operations of the Planning Department remain unaffected.

PLANNING DEPARTMENT – LEVEL OF SERVICE

Development Inquiries

As mentioned above, the Planning Department implemented a tracking system within CGIS in November 2021 to track inquiries, link them to specific properties and ensure that there is documented, written records of the information. A detailed spreadsheet of the inquiries received and a synopsis of some of the more time-consuming inquiries are contained in Attachment B.

Response Time – Inquiries

After implementing the inquiry tracking system, staff had initially targeted a response time for inquiries for five (5) business days. Since June, staff have been unable to improve on the extended response time of 2 to 3 weeks due to workload demands.

This data does not include any staff time spent on planning applications or policy projects that also consume a large amount of staff time. With a team of only two full-time Planners on staff, keeping up with inquiries, planning applications, zoning review of building permits and necessary policy planning work is a challenge.

Zoning Review of Building Permits

As part of the building permit process, a zoning review of almost every building permit is required to ensure that the proposed construction meets zoning requirements. In addition, the Planning Department also confirms for the Building Department if the permit requires approval from other agencies such as the Mississippi Valley Conservation Authority (MVCA) or the Ministry of Transportation (MTO).

Planning staff have recently made some internal process changes to review building permits for zoning compliance in parallel with the building plans review. Staff note that for many municipalities that have adopted virtual building permit application submission, the requirement of the 'zoning certificate' is needed at the virtual application stage for a building permit. This means that if the Municipality were to adopt a virtual building permit application program, an applicant would not be able to apply for a building permit without the zoning review being completed ahead of time and issuance of the zoning certificate.

The staff time taken on building permit review varies depending on the construction that is proposed; however, on average, staff time on a per building permit basis is approximately 45 minutes. Attachment B contains a summary of the review of the planning review of building permits:

Combining responding to development inquiries and zoning review of building permits, 65% of a full-time Planner's time is spent on these two duties leaving only 35% of the Planner's full-time capacity to handle planning applications, assist or lead policy planning projects and engage in other duties as part of the day-to-day operations of the Planning Department.

Combined Building Permit Review and Inquiries

Type of Work	% of One Full Time Employee
Building Permit Review	11.5%
Most Common Development Inquiries	53%
Total Staff Time	65% of an FTE

Staff note that since July 1, 2022, the Planning Department has been collecting \$100 for the zoning review of building permits.

PLANNING DEPARTMENT – STAFFING

Current Staffing Complement

The 2022 Planning Department consists of two, full-time employees (FTEs), a Senior Planner and Planner. The By-law Lead Hand (commonly referred to as the Planning Clerk) is a shared resource with By-law Services and so only 50% of this role is dedicated to the Planning Department for administrative support.

As a result, the Planners currently undertake many of the administrative functions for most of the planning applications including preparing mapping, public notifications, presentations for Public Meetings and COW/Council as well as zoning review of building permits, updating CGIS and answering development inquiries.

Consultant Fees

In 2021, the Municipality spent over \$200,000 in Professional Fees. A large portion of this was consultant fees to cover staffing shortages as well as policy work for Official Plan Amendment 22 and Official Plan Amendment 29.

By September 2022, the Municipality has spent almost \$70,000 in Professional Fees. Again, some of this is associated with covering staffing shortages as well as policy work required for Official Plan Amendment 29.

If staffing capacity is increased, it is the goal of the Planning Department to undertake more of the larger policy projects and initiatives under the umbrella of the Department. Not only do the current staff have experience and expertise with planning policy projects, but there is also an interdependence of planning policy and development planning which can benefit from the Planning Department undertaking many of the policy projects in-house.

Comparable Municipalities

Staff have undertaken a scan of comparable municipalities to determine the staffing complements of other municipalities which have a similar rural/urban mix and comparable number of building permits issued on an annual basis. This information was obtained from the Province's Financial Information Return database.

Municipality	Population (2016)	Number of Building Permits Issued in 2021	Planning Staff Complement
North Grenville	16,451	430	10 FTE, 2 PTE
Loyalist	16,971	460	6 FTE
Minden Twp	6,088	458	7 FTE
Clarence Rockland	24,512	428	4 FTE; 1 PTE

Overtime

In addition to consultant fees being a budget pressure, the overtime accrued in the Planning Department is also an added budget pressure. The following is a synopsis of the current overtime accrued within the Planning Department for 2022.

Position	Overtime in 2022	Policy/Comments
Senior Planner	<ul style="list-style-type: none">80 hours of logged overtime190 hours of logged overtime over and above 80 hours	Up to 80 hours of overtime per calendar year Does not include time spent at Council/COA meetings
Planner	<ul style="list-style-type: none">132.75 hours of logged overtime	Up to 40 hours of overtime accumulated at one time
By-law Lead Hand/Planning Clerk	<ul style="list-style-type: none">108 hours of logged overtime	Up to 40 hours of overtime accumulated at one time
Total overtime for the Planning Department as of October 2022	510.75	28% of one full time employee

PLANNING TECHNICIAN

A number of municipalities have a position called a Planning Technician, which is a profession governed by a formal professional association – the Canadian Association of Certified Planning Technicians. A Planning Technician's role can vary depending on the municipality; however, generally a Planning Technician typically undertakes the following duties:

- Zoning review of building permits
- Responding to development inquiries
- Updating/managing the Planning Department's GIS system
- Secretary Treasurer to the Committee of Adjustment (minor variance applications)
- Creating mapping and visuals for public notices and public meetings

Staff have developed a Job Description for a Planning Technician role and have had it rated by the Municipality's consultant with an associated pay range \$63,200.94 – \$77,690.09

First and foremost, the intent of this new position is to undertake the zoning review of building permits and respond to development inquiries. These are two areas where the Planning Department is struggling the most to provide a satisfactory level of service. In addition, the Planning Technician would relieve the Planner and Senior Planner from some of the administrative requirements of planning applications (mapping, preparing notices) as well as be the Secretary Treasurer of the Committee of Adjustment, which is the administrative lead for the Committee of Adjustment.

In the past 12 months there have been 357 building permits issued with an estimated value of \$59,000,000. Assuming that each permit requires a zoning certificate with a fee of \$100.00, a conservative estimate of this revenue is \$35,000 annually. The Zoning Certificate fee revenue could cover up to 50% of the cost of a Planning Technician and reduce the budget pressure of the overtime currently required to keep up with the Department's workload.

If a Planning Technician were on staff and able to undertake the above noted duties, the Planner and Senior Planner's capacity would be increased to be able to undertake many of the other policy projects and initiatives that are contained within this report. In addition, it is anticipated that reliance on consulting services for policy projects would be reduced, thus reducing the budget pressure of consulting fees.

SUMMARY

In summary, the Planning Department is facing staffing capacity challenges. The recent changes to the Provincial Acts modifying many current planning processes and the implementation of mandatory refunds starting January 1, 2023, requires the Department to not only improve upon its processes and procedures, but also needs to increase its staffing capacity in some way to ensure the planning application timelines are met and the service level for zoning review of building permits and responding to development inquiries is substantially improved.

In the spirit of continuous improvement and trying to operate efficiently and effectively, the Department is recommending that Council provide pre-budget approval for a Planning Technician in the 2023 budget to increase the staffing capacity of the Planning Department.

All of which is respectfully submitted by,



Melanie Knight
Senior Planner

Approved by,



Ken Kelly
CAO

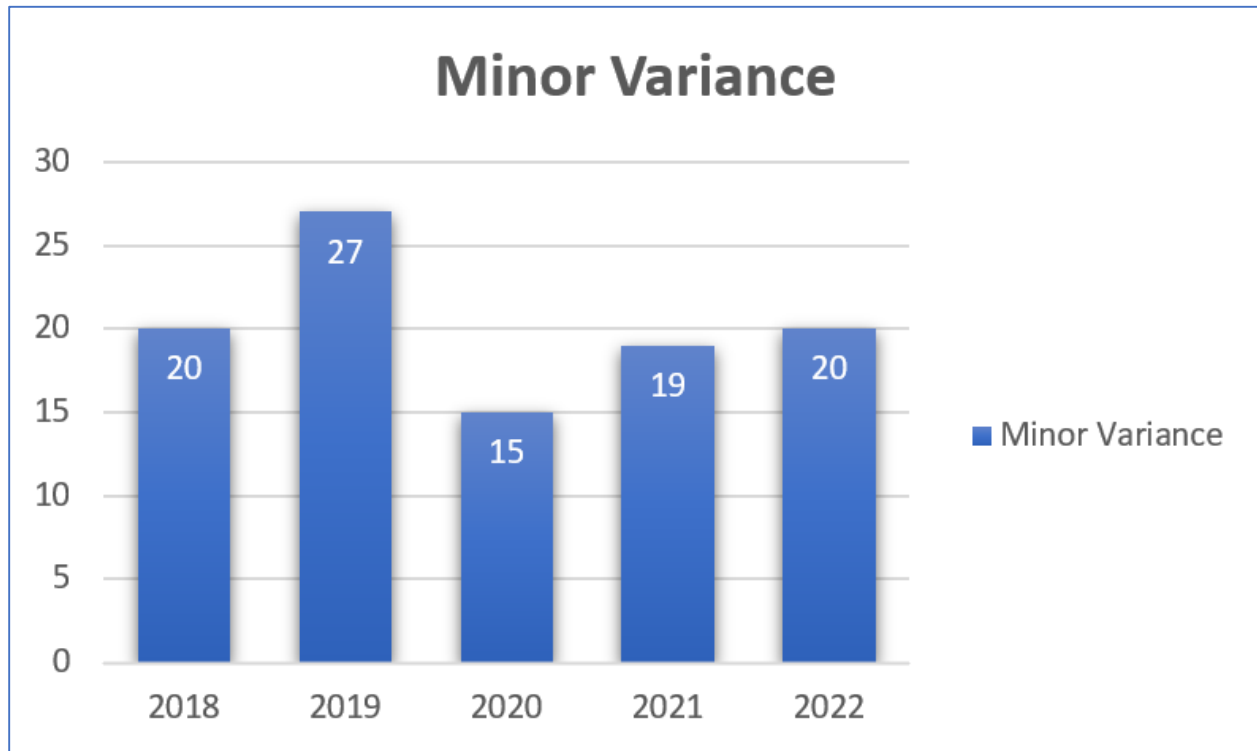
ATTACHMENTS:

Attachment A – Planning Application Five Year Review

Attachment B – Development Inquiries and Zoning Review of Building Permits

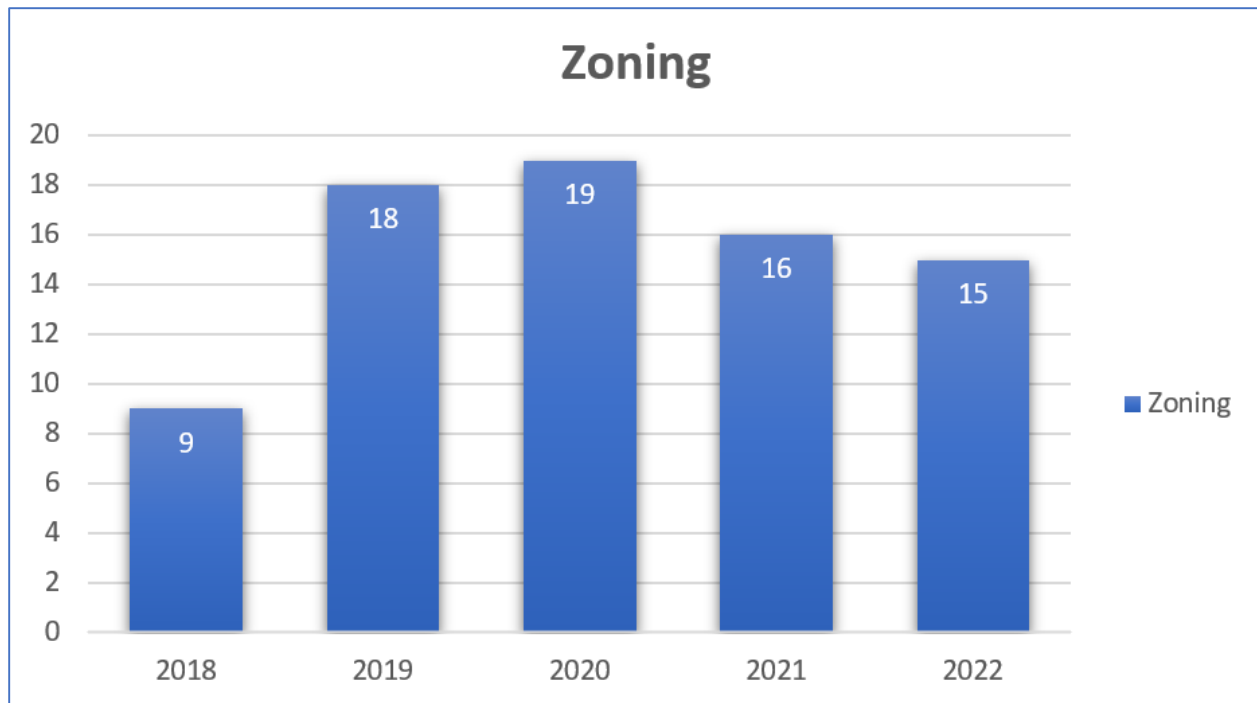
Attachment C – Planning Technician Job Description

ATTACHMENT A – FIVE YEAR APPLICATION REVIEW



Minor variances are generally reflective of smaller developments that require approval for “minor” deviations from the Zoning By-law. These applications are generally ones where local residents and property owners are the applicant. In some cases, minor variances are a result of the zoning review conducted at the building permit stage; however, more often, minor variances are identified by staff when answering zoning inquiries prior to an applicant applying for a building permit.

The Committee of Adjustment is a Council appointed Committee that renders decisions on minor variance applications. Planning Staff circulate the applications, provide public notification, resolve any issues arising from circulation, prepare a comprehensive planning report and presentation for each application and also prepare the agenda and take minutes of the meeting. After a decision is rendered, Staff prepare notices of decision and track minor variance applications to provide notice of appeal (or no appeal) for each application.



Zoning By-law Amendments are related to a variety of different types of development in the Municipality. Some Zoning By-law Amendments are related to consent applications (severances) while others are related to Plans of Subdivisions. There are also Zoning By-law Amendments that address site specific development, and these may also have Site Plan Control applications related to the development.

Council is the approval authority for Zoning By-law Amendment applications. There is also a mandatory Public Meeting held prior to any decision of Council to provide the public and stakeholders and opportunity to provide feedback on the proposed amendment. Planning Staff circulate the applications, provide public notification and resolve any issues arising from circulation. Staff prepare a Background Report and presentation for the Public Meeting which provides an overview of the application. For the COW meeting, Staff prepare a comprehensive planning recommendation report and presentation for each application as well as draft the required by-law for the amendment. After a decision is rendered, Staff prepare notices of decision and track Zoning By-law Amendment applications to provide notice of appeal (or no appeal).

Mandatory Refund of Zoning By-law Amendment Applications

It is important to note, that in 2022, the Province amended the *Planning Act* to include stepped mandatory refunds on Zoning By-law Amendment applications if decisions are not rendered within 120 days of submitting a complete application. These mandatory refunds will come into effect on January 1, 2023.

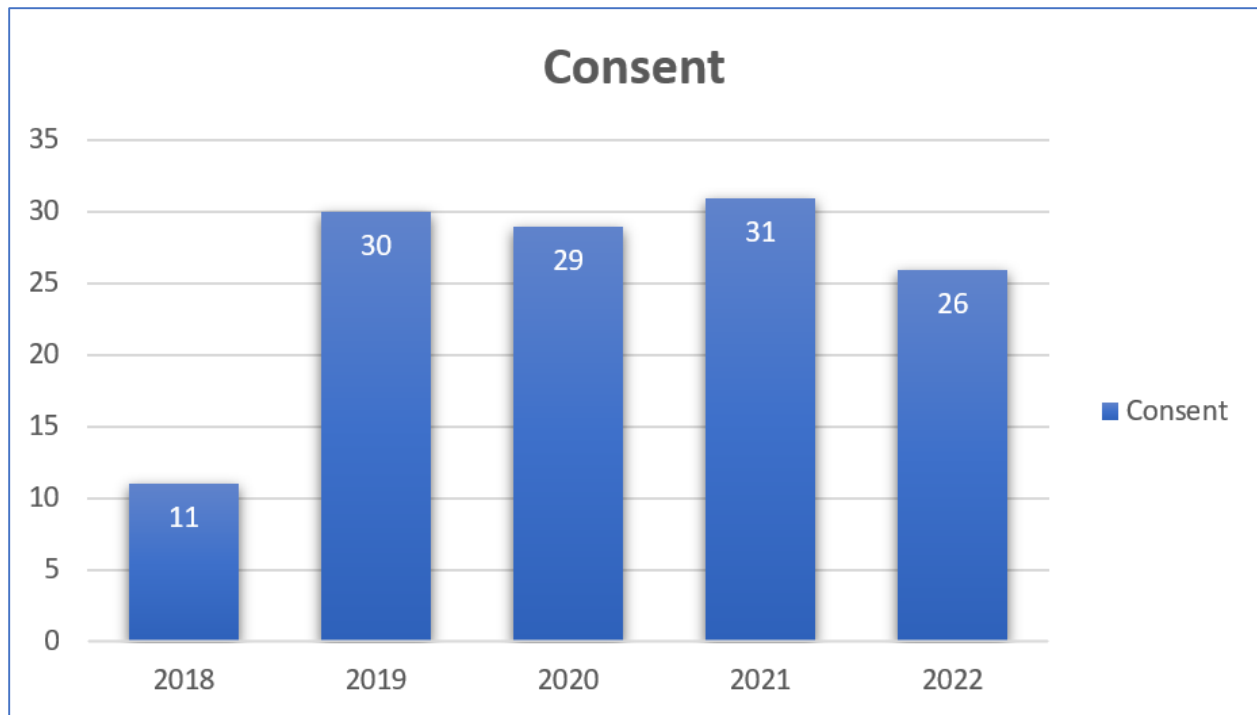


Site Plan Control is the detailed design process of development ensuring that the site is designed properly with appropriate grading and drainage, servicing, landscaping and site design features such as the layout of parking lots and accesses. Site Plan Control applications can be related to other planning applications such as Zoning By-law Amendments or Minor Variances; however, are often separate applications. For those developments subject to Site Plan Control, Site Plan approval must first be given prior to the issuance of building permits.

In 2022, the *Planning Act* was amended to require mandatory delegated authority to staff for Site Plan Control applications after July 1, 2022. Staff circulate the Site Plan Control applications to Council and technical agencies and resolve any issues arising from circulation prior to an internal report being prepared for a decision on the application. If approved, Staff prepare a Site Plan Control Agreement including special conditions and determine if any securities are required as part of the application. Staff will then ensure the Agreement is signed by the applicant and Mayor/Clerk, registered on title and all securities and insurance have been received. After development is complete, staff oversee the process of site inspections and review as-built drawings to ensure that the development has been constructed in accordance with the approved plans and that any applicable securities are returned to the applicant.

Mandatory Refunds of Site Plan Control Applications

It is important to note that in 2022, the Province amended the *Planning Act* to include stepped mandatory refunds on Site Plan Control applications where a decision has not been rendered within 60 days of receipt of a complete application.

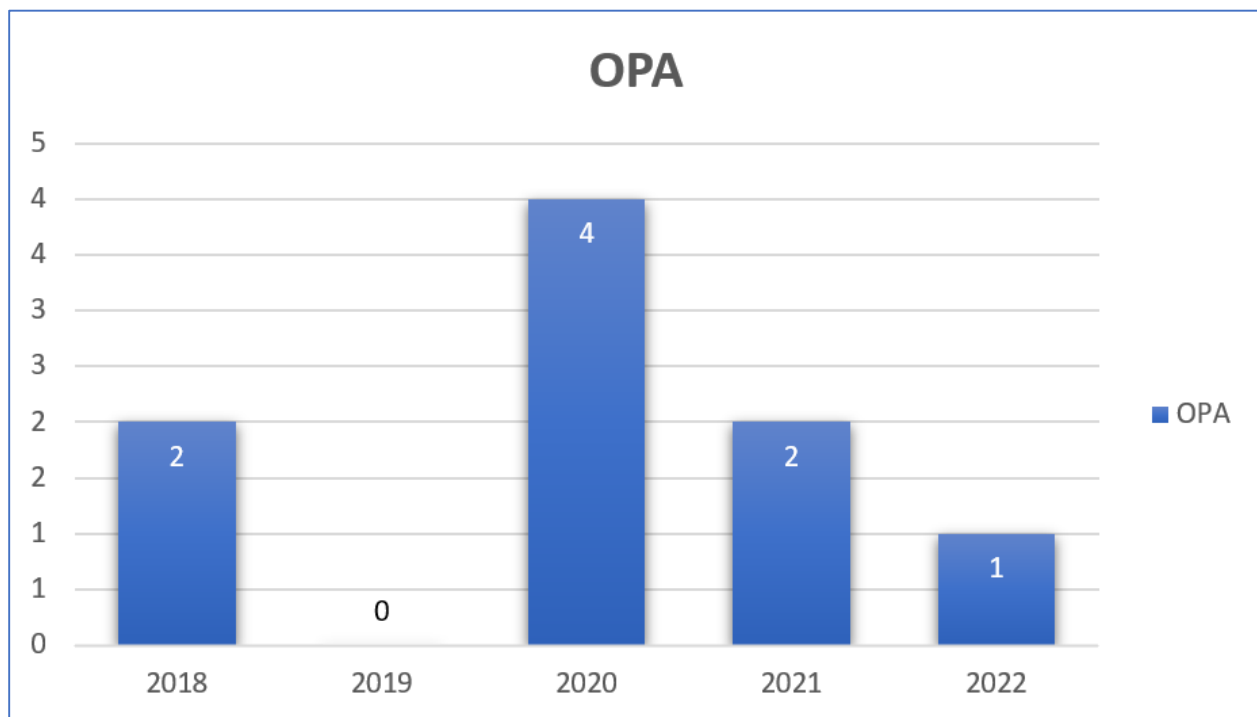


Lanark County's Land Division Committee is the approval authority for consent (severance) applications; however, the Planning Department is very involved in each consent application.

The County requires that all applicants have a mandatory pre-consultation with the Planning Department prior to the submission of a severance application. The majority of consents are outside of the settlement areas and as a result, the pre-consultation process requires a substantial amount of staff time to research the history of consents to determine if a consent application can be supported within the policy framework of the Community Official Plan (see additional information below regarding inquiries).

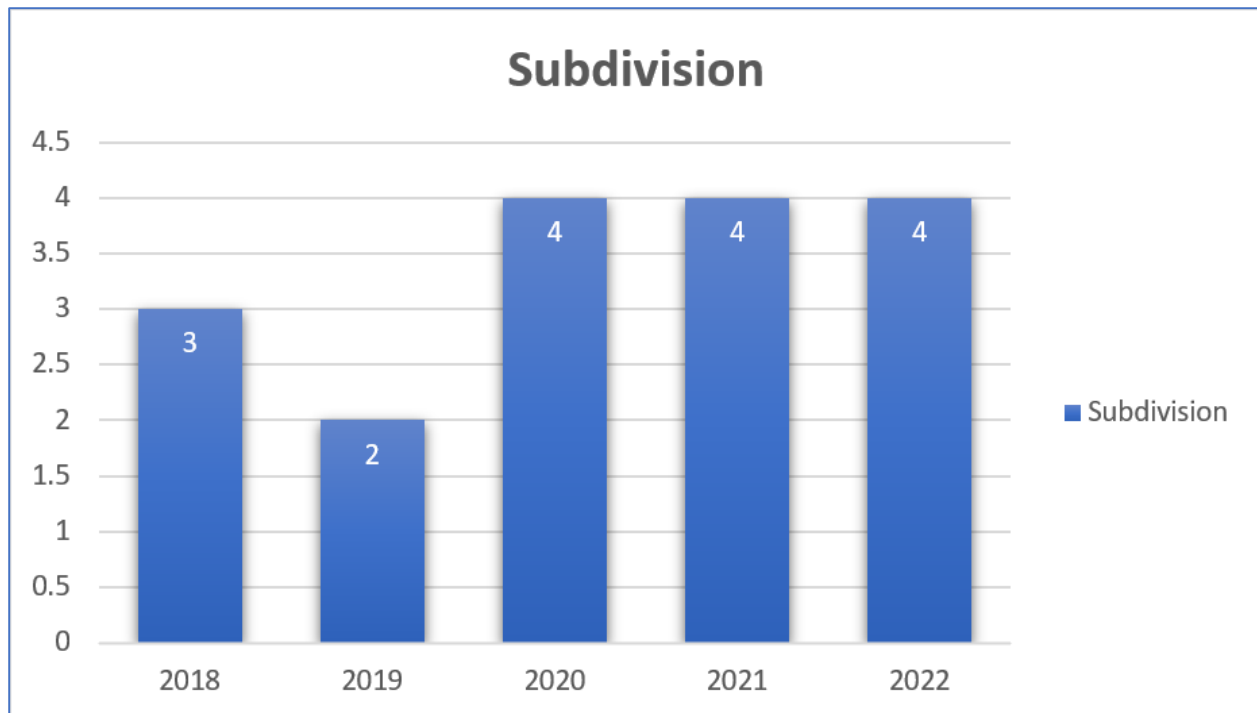
Once an application is circulated by the County, staff prepare a comprehensive planning recommendation report to the County with an overview of the application, analysis of any plans and studies as well as any requested conditions that are required to be satisfied upon conditional approval of a consent application.

If conditional approval is granted, staff work with the applicant to clear the conditions that are applicable to the Municipality, which can include subsequent planning approvals (Minor Variances, Zoning By-law Amendments, Site Plan Control), the preparation of legal agreements, and payment of cash-in-lieu parkland and legal fees.



The approval of Official Plan Amendments also rests with Lanark County; however, the Municipality proceeds through their own local process prior to any Official Plan Amendment being submitted to the County. In some cases, Official Plan Amendments are site specific and in other cases Official Plan Amendments are municipal-wide, amending a policy in the Community Official Plan. Examples of a policy amendment type of application is the recently approved Official Plan Amendment 29 (LEAR study), Official Plan Amendment 22 (expansion to Almonte's urban boundary) and Official Plan Amendment 21 (comprehensive review of the Community Official Plan). These types of Official Plan Amendments require a substantial effort at the Municipal level including extensive public and stakeholder consultation and policy analysis typically taking 12 to 24 months to complete.

After an Official Plan Amendment has been approved in principle by Council, it is sent to the County so that the County Official Plan Amendment process can begin. Municipal staff are also involved in this process to support the County Planner through their review of the Official Plan Amendment, Public Meeting(s) and County decisions.



The approval of subdivisions rest with the County; however, similar to consents and Official Plan Amendments, Municipal staff are heavily involved in the Plan of Subdivision process from the very beginning – starting at the pre-consultation stage inputting on concept plans to the very end where a Subdivision Agreement is required between the developer and the Municipality.

The post approval process during the construction of the subdivision also involves Municipal staff at every stage of the process from installing underground infrastructure to final acceptance of the streets and sidewalks to ensuring that at the building permit stage, the requirements of the subdivision are being met. Examples of recent Plans of Subdivision are Mill Run and Riverfront Estates.



Part Lot Control is a County application; however, Municipal staff are the involved in the process. Part Lot Control allows a property owner (typically a developer in a new subdivision) to subdivide a lot without having to proceed through the severance process.

Part Lot Control is an example of one of the later stages of the development of a subdivision. In this case, applicants apply directly to the Municipality, staff review the application to ensure it meets the requirements and prepares a by-law for Council to pass. Following the passing of the by-law, notification is sent to the County to undertake their process. Out of all of the different types of planning applications, Part Lot Control typically requires the smallest amount of staff work; however, as the application numbers indicate above, there can be years where the sheer numbers of Part Lot Control applications can be impactful to staff capacity.

ATTACHMENT B – Development Inquiry Data

Type	Status	Number of Requests
Building Permit General	Complete	1
Building Permit Inquiry	Complete	3
Consent General Inquiry	Complete	89
Heritage	Complete	3
Minor Variance General Inquiry	Complete	10
Other	Complete	50
Pre-consultation	Complete	11
Site Plan Inquiry	Complete	4
Zoning Certificate	Complete	1
Zoning Compliance Letter	Complete	10
Zoning General Inquiry	Complete	193
Building Permit Inquiry	In Progress	1
Consent General Inquiry	In Progress	10
Minor Variance General Inquiry	In Progress	1
Other	In Progress	11
Zoning Certificate	In Progress	1
Zoning Compliance Letter	In Progress	2
Zoning General Inquiry	In Progress	33
Consent General Inquiry	On Hold	10
Zoning General Inquiry	On Hold	10
Other	On Hold	4
Total		458

Most Common Development Inquiries – Staff Time

Type of Inquiry	Average Staff time per inquiry in hours	Number of Inquiries received (up to Nov. 2022)	Total amount Staff Time (in hours)
Consent	3.0 to 3.5	107	321 to 374.5
Zoning	2.0 to 2.5	231	462 to 577.5
Pre-consultations	2.5 to 3.0	11	27.5 to 33
Minor Variances	2.0 to 2.5	11	22 to 27.5
Total staff time spent on top three types of inquiries in 2022 to date (in hours)			832.5 to 1012
Percentage of staff time extrapolated to end of 2022*			50% to 55.6%

*Assuming a 35-hour work week and 52 weeks of work per year (no vacation)

It is noted that the above data only represents the amount of time spent on the most time-consuming inquiries (and popular types) and does not include the remaining different types of inquiries that are also answered by staff in the data in Attachment B.

Zoning Review of Building Permits – Staff Time

Average staff time per building permit for zoning review	Number of building permits reviewed since March 2022	Total (average) staff time spent on building permit review since 2022
0.75 hours	280	210 hours
Total percentage of staff time for planning review of building permits for 2022		11.5% of one FTE

MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION



DEPARTMENT:	Planning Department
DIVISION:	Planning
JOB TITLE:	Planning Technician / Secretary Treasurer to the Committee of Adjustment
EMPLOYEE GROUP:	Non Union
SUPERVISOR:	Senior Planner
REVISION DATE:	

POSITION SUMMARY AND SCOPE:

Under the supervision of the Sr Planner, the Planning Technician / Secretary to the Committee of Adjustment shall coordinate the Committee of Adjustment and Property Standards Committee and the Agricultural Advisory Committee as well as assist the Senior Planner with any other Committees of Council within the Planning Department's portfolio. This role will assist the Planner in the processing, reviewing and evaluation of a range of development applications with a primary focus on Committee of Adjustment and Site Plan applications as well as review building permits, for the purpose of confirming zoning compliance and granting zoning approval. This role also includes managing the Department's CGIS program and all planning-related databases within the CGIS program, assisting the Senior Planner with the preparation of Committee and Council presentations and materials for public meetings.

DUTIES AND RESPONSIBILITIES:

Reporting to the Senior Planner, the Planning Technician/Secretary Treasurer is responsible for the following:

1. Primary contact for the public, applicants, Councillors, agencies and internal staff for Committee of Adjustment and Site Plan Control applications including assisting the Planner in the processing, reviewing and evaluation of planning applications including the statutory circulation of applications, summarizing and resolving agency comments and preparation of public notices.
2. Responsible for the overall administration of the Committee of Adjustment and Property Standards Committee as the Secretary Treasurer to the Committee of Adjustment including providing advice to the Committee in the performance of their duties and assist applicants and the public through the minor variance process.
3. Reviews building and demolition permits and other municipal licences or by-laws for zoning compliance and issuing zoning approval. Screens building permits for other approvals required as applicable law under the Ontario Building Code (Site Plan Control, Conservation Authority, Heritage, MTO etc.)

4. Responsible for the Planning Department's CGIS program including responsible for the status and tracking of development applications, and generating regular summaries, updates, and reporting of development status to the Senior Planner and Committee/Council.
5. Is the primary point of contact for planning inquiries from the public, residents and developers and is responsible for the management of the inquiry database (CGIS) including tracking and preparing responses to inquiries and preparing status reports on inquiries for the Senior Planner and Committee/Council.
6. Provides technical advice on planning application processes to the public and other departments, within scope.
7. Plans and coordinates the Planning Department's Open Houses, and Public Meetings including preparing meeting notifications, coordinating virtual or in-person meetings, taking notes, and interacting with the public, residents and Councillors at the public meetings.
8. Creates mapping and visual diagrams for planning application notices, presentations and reports.
9. Assists the Senior Planner and By-law Lead Hand in leading other Committee meetings within the Planning Department's portfolio such as the Agricultural Advisory Committee, including both in person and/or remote/electronic meetings when required, including management of the remote meeting hosting platform, preparing agendas and taking minutes.
10. Undertakes research to develop background reports/discussion papers on policy planning projects including Official Plan Amendments and updates to the Zoning By-law and, related issues and pertinent legislation to Committees, Council, staff, and the general public.
11. Other duties may include providing technical support to the Senior Planner in preparation of the Official Plan and Zoning By-law, process Ontario Land Tribunal appeals.
12. Other duties and responsibilities as assigned.

EDUCATIONAL REQUIREMENTS:

- University Degree in a planning, public administration or business related field or College Degree in a Planning Technician program with 2 to 3 years of progressive experience in a Planning Technician role.
- Full or Provisional Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or qualifies and willing to obtain and/or certification/membership in, or eligibility for membership in, AMCTO, Canadian Association of Certified Planning Technicians, and/or Ontario Association of Committees of Adjustment (OACA)
- Successful completion of AMCTO "Municipal Administration Program" and the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) "Primer on Planning" course and/or related/equivalent training would be an asset.
- Basic understanding of the various Provincial, Regional, and Municipal plans and policies, the Ontario Planning Act and knowledge of statutory public notice requirements and procedures

SKILLS AND COMPETENCIES:

- Valid Class G Ontario Driver's License.
- Must have a sound working knowledge of computers.
- Excellent verbal and written communication skills
- Ability to exercise discretion and sensitivity involving regular access to confidential and sensitive information
- Analytical skills, initiative, and ability to work under pressure
- Presentation skills and working knowledge of Microsoft Office.
- Ability to read and understand development plans, drawings, zoning and other Municipal by-laws, development agreements (Site Plan and Subdivision), etc.
- Working knowledge of GIS would be an asset

EXPERIENCE:

- A minimum of two to three (2 – 3) years of progressive planning or building or municipal administration experience in a position of similar responsibility with experience with Planning Act and/or Building Permit applications.

WORKING RELATIONSHIPS:

Internal	Colleagues in Planning and Building; Roads and Public Works; Clerk's Office; Fire Department. The Planning Technician is required to communicate with periphery municipal agencies and committees and with Councillors.
External	Consult with partner agencies, provincial and federal Ministries, stakeholder groups and general members of the public.

SUPERVISOR/MANAGEMENT:

The position does not have supervisory responsibilities.

Hours of work: 40 hours per week

Evening meetings and overtime may be required

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6th, 2022

TO: Committee of the Whole

FROM: David Shen, P.Eng, Director of Development Services and Engineering

SUBJECT: Developing a Growth Management Planning Project Umbrella

RECOMMENDATION:

THAT the Committee of the Whole recommend that Council adopt Option 2 to develop a growth management planning project umbrella and direct staff to include the funding for Option 2 in the draft 2023 budget for further consideration and provide a Project Plan for Council approval in Q1 of 2023 which includes a communication and stakeholder consultation strategy.

BACKGROUND:

Growth Management is an exercise to determine where and how new population and employment growth will be guided and accommodated in an integral manner that promotes healthy, complete, and livable communities.

In Ontario, Growth Management Planning typically consists of various inter-related planning studies including:

- Planning: such as Official Plans (OP), Comprehensive Review of Official Plans, specific Official Plan Amendments (OPAs), and other Planning studies
- Infrastructure Master Planning: such as Transportation Master Plan (TMP), Water and Wastewater Master Servicing Plan (MSP), and studies for other soft services provided by municipalities
- Financial Planning: Development Charges (DCs) Background Study, yearly budgeting and forecasting

DISCUSSION:

In the past due to different visions, resources and capacities, different Departments within the Municipality developed these master planning documents and studies individually without an overall coordinated timeline. This has resulted in inconsistency among Plans, fluctuating quality of deliverables, and overall difficulty of implementing these Plans.

The Municipality has had increased development activity for some years and this trend is anticipated to continue. In addition, the recently approved Bill 23 will impose significant and propound changes for the ability for municipalities to properly fund services and programs related to growth due to changes to the Development Charges Act. The Municipality's current Development Charges by-law will expire on January 1, 2024. All these factors require the Municipality to reconsider a new approach to Growth Management Planning in a coordinated manner.

Recently, the Municipality was re-organized creating a new Department of Development Services and Engineering with one of the main mandates being growth management. This new Department now has the expertise, vision and capacity to lead the next round of Growth Management Planning for the Municipality.

ANALYSIS:

Starting from Transportation Master Plan, Water/Wastewater Master Plan, and Development Charges (DCs) Background Study, staff are planning a project management methodology to address:

- Consistent planning horizons
- Consistent baseline population and baseline year for growth
- Consistent employment/population projections
- Consistent and integrated public consultation, council reporting and other stakeholder consultation activities
- Consistent and integrated capital planning

As part of in-house effort and through consulting services, staff will need to analyze the growth management components and capital planning for soft services such as Recreation and Library Services.

To achieve the goals above, developing an overall planning project umbrella is essential, including:

- Branding all growth management planning projects under one project umbrella. Using this approach, staff will be able to manage the Municipality's growth management effort and coordinate, manage, engage, and report on the progress at various intervals.
- Engaging with stakeholders, agencies, and the general public using this project umbrella approach in a comprehensive way that will result in more effective and efficient engagement.

OPTIONS:

Option 1: Continue to conduct growth management planning documents individually. This is the way the Municipality has developed these documents in the past.

Option 2: Develop a growth management planning project umbrella as proposed by staff and described above.

FINANCIAL IMPLICATIONS:

Option 1 will require these planning documents to be developed and funded individually. The financial implications are unknown, but staff are of the opinion that the total funding required will not be less than Option 2, rather the funding would be spread across multiple years, but the effectiveness and efficiency will continue to be an issue when implementing the Plans and Studies over time.

Option 2 will require:

- Consultants to modify their scope of work, level of effort, as well as develop consistent and integrated methodology
- Branding and consulting effort with a project umbrella approach that will require an integrated communication and stakeholder engagement strategy

Staff are proposing associated spending into the 2023 budget. At this stage, staff anticipate a budget of approximately \$160,000 in addition to previously approved budgets. Currently we have project budgets approved by Council for the Transportation Master Plan of \$50,000 and the awarded Water and Wastewater Master Servicing Plan of \$163,500.

CHALLENGES AND RISK MANAGEMENT:

Developing Growth Management Planning project umbrella (Option 2) will be the first time for this Municipality and has the following challenges that Council should be aware of:

- Complicated inter-disciplinary coordination among various planning studies to synchronize data, methods, schedules, deliverables, consultation, and reporting
- Internal coordination among different departments and branches
- Comprehensive stakeholder consultation and communications strategy

Our risk management will include, but not limited to:

- Learning from other municipalities that have done this successfully
- Sound project planning
- Proactive project monitoring and reporting
- Staff collaboration internally

SUMMARY:

In the past different Departments developed growth management planning documents individually without a coordinated management approach. This has resulted in inconsistency, fluctuating quality of deliverables, and difficulty in implementation of these Plans over time.

Staff recommend Option 2 - to develop a project umbrella including branding, consultation and using a consistent and integrated project planning method for the next

round of Growth Management Planning. Financial implications will be included in draft 2023 budget for Council's consideration.

Respectfully submitted by,

Reviewed by:



David Shen,
Director of Development Services
and Engineering

Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022

TO: Committee of the Whole

FROM: Jeffrey Ren, Planner

SUBJECT: **Zoning By-law Amendment - Z-14-22**
Municipality-Wide Housekeeping Amendment

APPLICANT: Municipality of Mississippi Mills

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Housekeeping Zoning By-law Amendments similar in effect to those detailed in Attachments B to H to amend various provisions within Zoning By-law #11-83 to clarify the intent of provisions; correct technical errors to align with the Community Official Plan; and reflect the current best practices in planning.

BACKGROUND:

In 2011, the Municipality approved and adopted the current Zoning By-law, Comprehensive Zoning By-law #11-83. Since 2011, hundreds of Planning Act applications have been approved by Council and the Committee of Adjustment. In 2018, the Municipality initiated a consolidation of the Zoning By-law and amended several sections in order to address an accumulation of discrepancies and redundancies (primarily related to formatting and organization) that were found within the Zoning By-law.

As staff continue to use the Zoning By-law to process and evaluate new applications, errors, discrepancies, and redundancies continue to be identified. In the decade since the Zoning By-law was adopted, best practices in planning have also evolved; and some portions of the Zoning By-law which were previously introduced have since become outdated.

When a municipality identifies the need for minor updates to its Zoning By-law, the municipality may initiate a Zoning By-law Amendment to make these updates; these Zoning By-law Amendments are commonly referred to as a “housekeeping amendment”.

PURPOSE AND EFFECT:

The purpose and effect of the Zoning By-law Amendment is to amend select provisions within the Zoning By-law in order to:

1. Make the Zoning By-law easier to use and to understand;
2. Clarify the intent of currently ambiguous provisions;
3. Correct technical errors and improve consistency;
4. Align select provisions with corresponding community official plan policies; and,
5. Update outdated provisions to reflect the current best practices in planning.

DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

This application affects all lands within the Municipality of Mississippi Mills.

PROPOSED HOUSEKEEPING AMENDMENTS:

This housekeeping amendment proposes to address issues that have been grouped into seven thematic categories. These categories are as follows:

1. Inconsistent usage of select terms in various sections

- Deleting the word “designation” when referencing zoning to reduce confusion regarding the difference between zones in the Zoning By-law with designations in the Community Official Plan
- Replacing references to “road” with “street” as “street” is a defined term to improve consistency throughout the Zoning By-law

2. Ambiguities relating to the Accessory Uses, Buildings and Structures provisions

- Simplifying and clarifying Table 6.1 to reflect the most common types of accessory buildings, uses and structures (garages, sheds and pools) to make provisions relating to Accessory Uses, Buildings and Structures easier to understand

3. Provisions relating to minimum floor area and minimum dwelling unit area requirements which no longer reflect current best practices

- Deleting provisions relating to minimum floor area and minimum dwelling unit area for dwellings in residential zones to reflect current best practices, avoid

- conflicts with the Ontario Building Code and to reduce barriers to the construction of more attainable housing types
- Removing provisions relating to dwelling unit contained within a non-residential building to reflect current best practices, avoid conflicts with the Ontario Building Code and to reduce barriers to the construction of more attainable housing types
- 4. Technical errors relating to the Downtown Commercial (C2) Zone introduced through previous consolidations**
- Reducing the exterior side yard setback within the C2 zone (downtown Almonte) to “nil” as was previously required (the current requirement is 12 metres which reflects a previous provision for unserviced development in a commercial zone) to correct a consolidation error
- 5. Conflicting provisions relating to setbacks, landscaping and buffers in the Business Park (E1) Zone**
- Deleting provisions which contain conflicting requirements with front yard setbacks, landscaping and buffering within the Business Park (E1) Zone; there are currently references to 7.5 metre buffer areas, 3 metre landscaped areas and 15 metre setbacks for parking areas
 - Reducing the front yard setback to 6 metres, buffering, and landscaping provisions to a minimum 3 metre setback with a minimum 3 metre landscaped area where development abuts similarly zoned lots to encourage more efficient development
- 6. The omission of select uses within the permitted uses sections of the Business Park (E1), Downtown Commercial (C2), and Highway Commercial (C3) Zones that is either inconsistent with Community Official Plan policies or does not reflect current development trends**
- Adding “Micro-Brewery” as a permitted use in the Downtown Commercial (C2), Highway Commercial (C3) and Business Park (E1) Zones where there is adequate Municipal servicing to reflect local development trends
 - Adding the uses permitted in the Highway Commercial (C3) and Light Industrial (M1) Zones as permitted uses in the E1-1 Subzone (subject to compliance with Source Water Protection provisions) to reflect local development trends and to conform to Community Official Plan policies
- 7. The omission of certain provisions and performance standards relating to dwelling types in residential zones**

- Amending provisions to provide directions for permitted dwelling types within a zone that do not have provisions relating to that specific dwelling type (i.e.: adding “in accordance with the R1 zone provisions” to detached dwellings in a Residential Second Density (R2) Zone as there are no provisions for detached dwellings in the R2 Zone)
- Clarifying the lot area and frontage requirements for a horizontally separated triplex
- Amending certain parking provisions to clarify minimum requirements and to bring parking requirements up to date with current planning best practices

References where the above-noted amendments can be found within the Zoning By-law have been included in a table as Attachment A. Draft by-laws which have the effect of formally introducing the above-noted changes to Zoning By-law #11-83 have been attached as Attachments B to H.

SERVICING & INFRASTRUCTURE:

The servicing and infrastructure implications of this application were evaluated by staff and external agencies through the technical circulation process. No servicing and infrastructure concerns have been identified.

This housekeeping amendment does not preclude the identification of any servicing or infrastructure issues for any parcel of land on an application-by-application basis in the future.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, the following comments were received:

Internal Departments

- No comments were received from Internal Departments.

External Agencies

The following comments were received by external agencies:

- Comments were received from the Mississippi Valley Conservation Authority (MVCA). The MVCA recommended that the Municipality strengthen provisions in the Zoning By-law which relate to water and natural heritage, particularly in the Environmental Hazard zone.

- Comments were received from Robinson Consultants, the Municipality's Drainage Superintendent. The Drainage Superintendent recommended the addition of provisions to clarify that any amendments to buffers or setbacks do not override those set specifically by by-law and/or other regulation as related to Municipal Drains.

The Planning Department recognizes that there are a number of provisions relating to drainage and environmental protection which could be improved, clarified or strengthened; these provisions were not considered in detail for this report as they did not fit into the seven thematic categories of housekeeping amendments which were considered for this amendment. The Department will be addressing the necessary housekeeping amendments relating to environmental and drainage concerns through a separate housekeeping amendment in 2023. At that point in time, staff will work closely with the MVCA and Drainage Superintendent to study the needed changes in a comprehensive fashion.

Public Comments

- No comments were received from members of the public.

EVALUATION:

Bill 23, the *Planning Act*, 1990 & the Provincial Policy Statement (PPS), 2020

The *Planning Act*, 1990 (the Act) establishes the ground rules for land use planning in Ontario; the act includes policies, regulations and procedures related to Official Plans (Part III) and the passing of By-Laws (Part V).

In recent years, a number of different changes have been made to the Act; most recently through Bill 23, the *More Homes Built Faster Act*, 2022, which was passed by the Provincial Government on November 23, 2022. Bill 23 proposes a number of changes to land use planning in Ontario, many of which will require municipalities to update related provisions within local official plans and zoning by-laws. The Planning Department anticipates that fulsome analysis, along with a comprehensive list of housekeeping amendments stemming from Bill 23 will be required in 2023. For the purposes of this housekeeping amendment, changes introduced by Bill 23 removes the ability for municipalities to regulate the minimum floor area of certain residential dwelling units via Sections 16(3.2) and 35.1(1.2) of the Act; this is one provincially mandated change which reflects current planning best practices and is being introduced proactively by the Municipality through this housekeeping amendment.

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act*, R.S.O. 1990, all planning decisions must be consistent with the PPS. In general, since the amendments are specific and do not change the intent of the Zoning By-law, but rather augment it via amendments to outdated references, clearing up redundancies and discrepancies, and

realigning provisions with current best practice, there are no directly applicable sections of the PPS to be reviewed.

Community Official Plan (COP)

The proposed changes are expected to remain consistent with the Community Official Plan (COP) and there are no intentions to amend sections of the COP concurrently. Staff have evaluated the applicable policies of the COP to ensure that the proposed changes properly align the affected Zoning By-law provision with the corresponding COP policy directives.

Proposed Changes

1. Inconsistent usage of select terms in various sections

The changes covered under this category are clerical in nature as they seek to correct semantic inconsistencies in the Zoning By-law. The amendments are solely for the purpose of making the affected Zoning By-law provisions easier to read and do not affect the meaning of any provisions within Zoning By-law #11-83.

2. Ambiguities relating to the Accessory Uses, Buildings and Structures provisions

The changes covered under this category are also clerical in nature as they involve the reformatting of Table 6.1 within Zoning By-law #11-83. Table 6.1 contains the Accessory Uses, Buildings and Structures provisions. When people build sheds, pools, gazebos, and detached garages, they refer to Table 6.1. Although these provisions are commonly used, applicants often have to seek out staff advice when navigating the current table as the provisions regarding basic setbacks for common accessory building types are combined with specific provisions for less common accessory buildings such as wind turbines and marine facilities.

One minor clarification regarding the maximum cumulative area of all accessory buildings combined was added to clarify that the maximum for the Residential First (R1), Second (R2), and Third (R3) Density zones, Limited Service Residential (LSR) zones and Village (V) zones refers to the lesser of the lesser of 55 m² or 50% of the area of the yard in which they are located. The amendments proposed are solely for the purpose of making the affected Zoning By-law provisions easier to navigate and understand; they do not affect the meaning of any provisions within Zoning By-law #11-83.

3. Provisions relating to minimum floor area and minimum dwelling unit area requirements which no longer reflect current best practices

Minimum floor area and minimum dwelling unit area requirements are found in the R1, R2, R3 and Rural Residential (RR) zones; they are also found in the provisions relating

to dwelling unit contained within a non-residential building; all of these provisions are proposed to be deleted.

As noted above, the changes made in this section are now largely aligned with the incoming provincially mandated changes to land use planning in Ontario. Deleting provisions relating to minimum floor area and minimum dwelling unit area for dwellings in residential zones to reflect current best practices, avoid conflicts with the Ontario Building Code and to reduce barriers to the construction of more attainable housing types.

4. Technical errors relating to the Downtown Commercial (C2) Zone introduced through previous consolidations

The changes covered under this category are clerical in nature as they seek to correct a simple consolidation error in the Zoning By-law. The current requirement for exterior side yard setbacks in the C2 is 12 metres for downtown Almonte – this represents an unreasonable setback within the denser and historic downtown context. Prior to a previous consolidation, the originally intended setback was “nil” and this amendment is solely for the purpose of correcting the affected Zoning By-law provision to reflect the original intent.

5. Conflicting provisions relating to setbacks, landscaping and buffers in the Business Park (E1) Zone

The changes proposed in this category seek to make development more efficient and approachable in the E1 Zone. Staff recognized that there were a number of redundancies built into the setback, landscaping and buffer provisions of the E1 Zone. Some of the redundant provisions were introduced through multiple rounds of piecemeal amendments. By deleting provisions which contain conflicting requirements with setbacks, landscaping and buffering within the E1 Zone, the Mississippi Mills Business Park will better reflect the business park context, and respond to the current economic and development needs within the community.

Staff are confident that the proposed changes will maintain adequate consideration for the urban design and public realm aspect of the business park. Conflicting references to 7.5 metre buffer areas, 3 metre landscaped areas and 15 metre setbacks for parking areas are proposed to be reduced to a minimum 6 metre front yard setback, 3 metre side yard setback with a minimum 3 metre landscaped area where development abuts similarly zoned lots to encourage more efficient development.

6. The omission of select uses within the permitted uses sections of the Business Park (E1), Downtown Commercial (C2), and Highway Commercial (C3) Zones that is either inconsistent with Community Official Plan policies or does not reflect current development trends

The changes proposed in this category seek to address development pressures in the

local community and to better reflect COP policies in areas such as the Mississippi Mills Business Park. Mississippi Mills has a strong reputation as a community with thriving agri-tourism, premium food manufacturing, craft-distilling, craft-brewing and farm-gate sales businesses. The Planning Department is seeking to further support opportunities for local development by adding “Micro-Brewery” as a permitted use in the Downtown Commercial (C2), Highway Commercial (C3) and Business Park (E1) Zones, where there is adequate Municipal servicing. Although there are no specific policies within the COP regarding “Micro-Brewery” uses, staff are of the opinion that the addition of such a use is desirable and that such uses can be adequately reviewed through site plan control and building permit applications.

The proposed additions of uses permitted in the Highway Commercial (C3) and Light Industrial (M1) Zones as permitted uses in the E1-1 Subzone (subject to compliance with Source Water Protection provisions) are being made to directly reflect the policies of Section 3.7.4.1 of the COP relating to permitted uses in the “Business Park – Employment Area” designation.

7. The omission of certain provisions and performance standards relating to dwelling types in residential zones

The changes proposed in this category seek to formalize standard practices relating to residential zones, to add missing requirements for certain horizontally separated dwellings, to amend certain provisions to reflect current best practices and to amend certain provisions to improve consistency across the Municipality.

The Zoning By-law currently permits dwelling types within a zone that do not have provisions relating to that specific dwelling type. For example, detached dwellings are permitted in the R2 Zone as a listed permitted use, however, the R2 Zone does not provide provisions for detached dwellings. The standard practice within the Municipality is to refer to applicable provisions in a lower density zone when this occurs. This amendment would formalize this practice by adding a reference to the applicable zone provisions where provisions for a certain residential use do not exist within the zone provisions.

This amendment also clarifies the lot area and frontage requirements for horizontally separated triplexes and fourplexes. These horizontally separated units are functionally townhouses, however, there is some ambiguity regarding per unit lot area and frontage provision; this amendment clarifies that the per unit requirements are to be consistent for all horizontally separated triplexes, fourplexes and townhouses.

Amendments are also being made to address missing parking requirements for semi-detached, duplex and fourplex dwellings and to bring parking requirements up to date with current planning best practices. The amendment clarifies that one space per unit will be required to be consistent with other comparable dwelling types. along with the introduction of provisions for compact vehicle parking spaces that are smaller in size than a standard parking space. This encourages more efficient parking lot designs and

accommodates the use of smaller vehicles, reflecting current automobile trends. Staff evaluated the compact vehicle parking space provisions of municipalities across Ontario and propose to introduce a minimum length of 4.6 metres and a minimum width of 2.4 metres for compact car parking spaces and allowing parking lots with 5 or more spaces to have 20% of the parking spaces as compact vehicle parking spaces.

This category of amendments also includes an amendment to the minimum required lot area for lots zoned R1 that have no municipal services. In keeping with best practices associated with septic systems and private servicing, the minimum lot area is being increased to 4,000 m² (0.4 ha). R1 lots without municipal services are functionally the same as Rural Residential (RR) zoned lots; therefore, the functional considerations for private servicing should remain consistent.

SUMMARY:

Having reviewed and assessed the proposed Zoning Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83. Staff have no concerns regarding the proposed Zoning By-law Amendment.

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

All of which is respectfully submitted by, Approved by,



Jeffrey Ren
Planner



Melanie Knight, MCIP, RPP
Senior Planner

ATTACHMENTS:

1. Attachment A – Table of Proposed Changes
2. Attachment B – Draft By-law (Inconsistent usage of select terms in various sections)
3. Attachment C – Draft By-law (Ambiguities relating to the Accessory Uses, Buildings and Structures provisions)
4. Attachment D – Draft By-law (Provisions relating to minimum floor area and minimum dwelling unit area requirements which no longer reflect current best practices)
5. Attachment E – Draft By-law (Technical errors relating to the Downtown Commercial (C2) Zone introduced through previous consolidations)
6. Attachment F – Draft By-law (Conflicting provisions relating to setbacks, landscaping and buffers in the Business Park (E1) Zone)
7. Attachment G – Draft By-law (The omission of select uses within the permitted uses sections of the Business Park (E1), Downtown Commercial (C2), and Highway Commercial (C3) Zones that is either inconsistent with Community Official Plan policies or does not reflect current development trends)
8. Attachment H – Draft By-law (The omission of certain provisions and performance standards relating to dwelling types in residential zones)

Attachment A – Table of Proposed Changes

Table 1: List of Amendments

1. Inconsistent usage of select terms in various sections						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale
1	6.24	(2)	SETBACKS FROM ENVIRONMENTAL PROTECTION (EP) ZONE	Development within 120 m of a provincially significant wetland or 50 m of a locally significant wetland (adjacent lands) may take place in accordance with the land use designation shown on the land use Schedules to this Plan only when it has been demonstrated through an Environmental Impact Assessment that there will be no negative effects on the natural features or ecological functions of these wetlands.	Development within 120 m of a provincially significant wetland or 50 m of a locally significant wetland (adjacent lands) may take place in accordance with the land use designation current Zoning shown on the land use Schedules to this Plan only when it has been demonstrated through an Environmental Impact Assessment that there will be no negative effects on the natural features or ecological functions of these wetlands.	Deleting the word “designation” when referencing zoning to reduce confusion regarding the difference between zones in the Zoning By-law with designations in the Community Official Plan
2	10.4		SPECIAL EXCEPTION PROVISIONS	...Lands designated in this manner shall be subject to all restrictions of the zone, except as otherwise provided by the special exception provision.	...Lands designated zoned in this manner shall be subject to all restrictions of the zone, except as otherwise provided by the special exception provision.	
3	11.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'A' Zoning designation, lands designated as...	Notwithstanding their 'A' Zoning designation , lands designated zoned as...	
4	12.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'RU' Zoning designation, lands designated as...	Notwithstanding their 'RU' Zoning designation , lands designated zoned as...	
5	13.4	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'R1' Zoning designation, lands designated as...	Notwithstanding their 'R1' Zoning designation , lands designated zoned as...	
6	14.4	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'R2' Zoning designation, lands designated as...	Notwithstanding their 'R2' Zoning designation , lands designated zoned as...	
7	15.4	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'R3' Zoning designation, lands designated as...	Notwithstanding their 'R3' Zoning designation , lands designated zoned as...	
8	16.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'R4' Zoning designation, lands designated as...	Notwithstanding their 'R4' Zoning designation , lands designated zoned as...	
9	17.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'RR' Zoning designation, lands designated as...	Notwithstanding their 'RR' Zoning designation , lands designated zoned as...	
10	18.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'LSR' Zoning designation, lands designated as...	Notwithstanding their 'LSR' Zoning designation , lands designated zoned as...	
11	19.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C1' Zoning designation, lands designated as...	Notwithstanding their 'C1' Zoning designation , lands designated zoned as...	

12	20.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C2' Zoning designation, lands designated as...	Notwithstanding their 'C2' Zoning designation , lands designated zoned as...	
13	21.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C3' Zoning designation, lands designated as...	Notwithstanding their 'C3' Zoning designation , lands designated zoned as...	
14	22.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C4' Zoning designation, lands designated as...	Notwithstanding their 'C4' Zoning designation , lands designated zoned as...	
15	23.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C5' Zoning designation, lands designated as...	Notwithstanding their 'C5' Zoning designation , lands designated zoned as...	
16	24.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C6' Zoning designation, lands designated as...	Notwithstanding their 'C6' Zoning designation , lands designated zoned as...	
17	25.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'C7' Zoning designation, lands designated as...	Notwithstanding their 'C7' Zoning designation , lands designated zoned as...	
18	26.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'V' Zoning designation, lands designated as...	Notwithstanding their 'V' Zoning designation , lands designated zoned as...	
19	27.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'E1' Zoning designation, lands designated as...	Notwithstanding their 'E1' Zoning designation , lands designated zoned as...	
20	28.3.1		SPECIAL PROVISIONS	Notwithstanding their 'M1' Zoning designation, lands designated as...	Notwithstanding their 'M1' Zoning designation , lands designated zoned as...	
21	30.3.1		SPECIAL PROVISIONS	Notwithstanding their 'M3' Zoning designation, lands designated as...	Notwithstanding their 'M3' Zoning designation , lands designated zoned as...	
22	31.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'M4' Zoning designation, lands designated as...	Notwithstanding their 'M4' Zoning designation , lands designated zoned as...	
23	32.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'I' Zoning designation, lands designated as...	Notwithstanding their 'I' Zoning designation , lands designated zoned as...	
24	33.4.1		SPECIAL PROVISIONS	Notwithstanding their 'OSA' Zoning designation...	Notwithstanding their 'OSA' Zoning designation ...	
25	33.4.2		SPECIAL PROVISIONS	Notwithstanding their 'OS' Zoning designation, lands designated as...	Notwithstanding their 'OS' Zoning designation , lands designated zoned as...	
26	37.4.5		SPECIAL PROVISIONS	Notwithstanding their 'EH' Zoning designation...	Notwithstanding their 'EH' Zoning designation ...	
27	40.3	Multiple	SPECIAL PROVISIONS	Notwithstanding their 'D' Zoning designation, lands designated as...	Notwithstanding their 'D' Zoning designation , lands designated zoned as...	
28	5		DEFINITIONS	“CENTRELINE” means the midpoint of any street, railway, roadway, lane or railway right-of-way.	“CENTRELINE” means the midpoint of any street, railway, roadway, lane or railway right-of-way.	Replacing references to “road” with “street” as “street” is a defined term to improve consistency throughout the Zoning By-law
29	5		DEFINITIONS	“GARAGE, PUBLIC” means a government facility used for the storage and servicing of road construction and maintenance equipment and materials.	“GARAGE, PUBLIC” means a government facility used for the storage and servicing of road street construction and maintenance equipment and materials.	

30	5		DEFINITIONS	“GRADE” means: (c) when used with reference to a street, road or highway means the elevation of the street, road or highway established by the Municipality or other designated authority.	“GRADE” means: (c) when used with reference to a street, road or highway means the elevation of the street, road or highway established by the Municipality or other designated authority.	
31	5		DEFINITIONS	“PARKING SPACE, PARALLEL” means a parking space which is accessed from an aisle, road or driveway that is beside and runs the same direction as the aisle, road or driveway.	“PARKING SPACE, PARALLEL” means a parking space which is accessed from an aisle, road street or driveway that is beside and runs the same direction as the aisle, road street or driveway.	
32	5		DEFINITIONS	“PLANNED UNIT DEVELOPMENTS” means a group of dwellings situated on the same lot and that share common facilities such as access to a public road, parking facilities, open space and recreational areas, and which are designed as an integral part of a residential complex [By-law 18-73]	“PLANNED UNIT DEVELOPMENTS” means a group of dwellings situated on the same lot and that share common facilities such as access to a public road street, parking facilities, open space and recreational areas, and which are designed as an integral part of a residential complex [By-law 18-73]	
33	5		DEFINITIONS	“SIGHT TRIANGLE” means the triangular space formed by intersecting street lines and a line drawn from a point in one street line to a point on the other street line, which must be kept clear of obstructions such as hedges so that people on one road...	“SIGHT TRIANGLE” means the triangular space formed by intersecting street lines and a line drawn from a point in one street line to a point on the other street line, which must be kept clear of obstructions such as hedges so that people on one road street ...	
34	5		DEFINITIONS	“STORAGE YARD” means land used for outdoor storage, including: (b) the storage of road maintenance material such as gravel or sand;	“STORAGE YARD” means land used for outdoor storage, including: (b) the storage of road street maintenance material such as gravel or sand;	
35	5		DEFINITIONS	“WAYSIDE PIT OR WAYSIDE QUARRY” means a temporary pit or quarry licensed under the Aggregate Resources Act, R.S.O. 1990 opened and used by a public road authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.	“WAYSIDE PIT OR WAYSIDE QUARRY” means a temporary pit or quarry licensed under the Aggregate Resources Act, R.S.O. 1990 opened and used by a public road street authority solely for the purpose of a particular project or contract of road street construction and not located on the road street right-of-way.	
36	6.4.2		AT RAILWAY GRADE CROSSINGS	Where any road or street crosses a railway at the same grade, no building, structure or landscaping shall hereafter be erected closer to the point of intersection of the centreline...	Where any road or street crosses a railway at the same grade, no building, structure or landscaping shall hereafter be erected closer to the point of intersection of the centreline...	
37	6.4.3		AT STREET INTERSECTIONS WITH COUNTY OR PROVINCIAL ROADS	AT STREET INTERSECTIONS WITH COUNTY OR PROVINCIAL ROADS (1) In all zones, on a corner lot having frontage on a County or Provincial Road...	AT STREET INTERSECTIONS WITH COUNTY OR PROVINCIAL ROAD STREET In all zones, on a corner lot having frontage on a County or Provincial road street...	

38	6.7		FRONTAGE ON A PUBLIC STREET	No building or structure shall be erected in any zone except the Limited Services Residential (LSR) Zone unless the lot on which such building or structure is located has frontage on a road which is an improved road and is part of the Corporation's approved road system. This provision shall not apply to a lot on a registered plan of subdivision where an agreement between the owner and the Corporation, which includes provisions for the construction of the streets in the subdivision, is registered in the Registry Office or the Land Titles Office. Notwithstanding the above, a non-residential building or structure accessory to a permitted agricultural, forestry or conservation use shall not require frontage on an improved road, nor shall a hunting or fishing camp.	No building or structure shall be erected in any zone except the Limited Services Residential (LSR) Zone unless the lot on which such building or structure is located has frontage on a road street which is an improved road street and is part of the Corporation's approved road street system. This provision shall not apply to a lot on a registered plan of subdivision where an agreement between the owner and the Corporation, which includes provisions for the construction of the streets in the subdivision, is registered in the Registry Office or the Land Titles Office. Notwithstanding the above, a non-residential building or structure accessory to a permitted agricultural, forestry or conservation use shall not require frontage on an improved road street, nor shall a hunting or fishing camp.	
39	6.12		MUNICIPAL ROADS	MUNICIPAL ROADS	MUNICIPAL ROADS STREETS	
40	6.12.1		MUNICIPAL ROADS – CLASS 1	MUNICIPAL ROADS – CLASS 1 (1) Improved roads under the jurisdiction of the Corporation which are maintained on a year-round basis.	MUNICIPAL ROADS STREETS – CLASS 1 (1) Improved road street under the jurisdiction of the Corporation which are maintained on a year-round basis.	
41	6.12.2		MUNICIPAL ROADS – CLASS 2	MUNICIPAL ROADS – CLASS 2 Improved roads under the jurisdiction of the Corporation shall, for the purposes of the By-law, mean that the Corporation is not obligated to provide services on a year-round basis or at all.	MUNICIPAL ROADS STREETS – CLASS 2 Improved road street under the jurisdiction of the Corporation shall, for the purposes of the By-law, mean that the Corporation is not obligated to provide services on a year-round basis or at all.	
42	6.27	(1)(a)	SETBACK REQUIREMENTS, ADDITIONAL	erect any permanent residential building or structure closer than 30 m (98.4 ft) to the centreline of any County or Provincial Road, or	erect any permanent residential building or structure closer than 30 m (98.4 ft) to the centreline of any County or Provincial Road street, or	
43	6.27	(1)(b)	SETBACK REQUIREMENTS, ADDITIONAL	erect any permanent non-residential building or structure closer than 45 m (147.6 ft) to the centreline of any County or Provincial Road, or	erect any permanent non-residential building or structure closer than 45 m (147.6 ft) to the centreline of any County or Provincial Road street, or	
44	6.27	(2)	SETBACK REQUIREMENTS, ADDITIONAL	Subsection 6.27(a) shall not apply to prevent the erection of a building or structure between two existing buildings not more than 100 m (328 ft) apart closer to any County or Provincial Road than the average setback from such Road of the existing building, plus an additional 2 m (6.6 ft), but in no case closer than 23 m (75.5 ft).	Subsection 6.27(a) shall not apply to prevent the erection of a building or structure between two existing buildings not more than 100 m (328 ft) apart closer to any County or Provincial Road street than the average setback from such Road street of the existing building, plus an additional 2	

					m (6.6 ft), but in no case closer than 23 m (75.5 ft).	
45	6.29	(1)	SIGNS	Nothing in this By-law shall apply to prevent the use of signs on any land, building or structure, but the erection, use and maintenance of such signs shall be subject to the provisions of the Sign By-law of the Corporation and the provisions of this By-law for Home Occupations and Sight Triangles. Notwithstanding the above, the County of Lanark Sign Policy shall prevail on roads under the County's jurisdiction and the MTO Sign Policy shall prevail on roads under the Province of Ontario jurisdiction	Nothing in this By-law shall apply to prevent the use of signs on any land, building or structure, but the erection, use and maintenance of such signs shall be subject to the provisions of the Sign By-law of the Corporation and the provisions of this By-law for Home Occupations and Sight Triangles. Notwithstanding the above, the County of Lanark Sign Policy shall prevail on roads streets under the County's jurisdiction and the MTO Sign Policy shall prevail on roads streets under the Province of Ontario jurisdiction	
46	12.3.17	1)	SPECIAL PROVISIONS	lot frontage shall be measured at a distance of 15 m (49.2 ft) from the southern extent of the municipal road allowance;	lot frontage shall be measured at a distance of 15 m (49.2 ft) from the southern extent of the municipal road street allowance;	
47	12.3.19	3) iv)	SPECIAL PROVISIONS	The minimum lot frontage shall be measured at the location where the shortest lot line of the individual lot abuts the unopened municipal road allowance which is being used as a private road; and	The minimum lot frontage shall be measured at the location where the shortest lot line of the individual lot abuts the unopened municipal road street allowance which is being used as a private road street ; and	
48	12.3.21	2)	SPECIAL PROVISIONS	the front lot line shall be that lot line which abuts the private road.	the front lot line shall be that lot line which abuts the private road street .	
49	12.3.27	2)	SPECIAL PROVISIONS	the front lot line shall be that lot line which abuts the private road.	the front lot line shall be that lot line which abuts the private road street .	
50	13.1	(3)(f)	USES PERMITTED	the site has to be located on or within 50 m of an arterial road;	the site has to be located on or within 50 m of an arterial road street ;	
51	13.4.23	1)	SPECIAL PROVISIONS	to allow for the construction of a single detached dwelling without frontage on a public road.	to allow for the construction of a single detached dwelling without frontage on a public road street .	
52	14.1	(3)(f)	USES PERMITTED	the site has to be located on or within 50 m of an arterial road;	the site has to be located on or within 50 m of an arterial road street ;	
53	15.1	(3)(f)	USES PERMITTED	the site has to be located on or within 50 m of an arterial road;	the site has to be located on or within 50 m of an arterial road street ;	
54	16.1	(3)(f)	USES PERMITTED	the site has to be located on or within 50 m of an arterial road;	the site has to be located on or within 50 m of an arterial road street ;	
55	17.3.4	2) b) i)	SPECIAL PROVISIONS	despite Section 6.38 of this By-law to the contrary, the minimum setback from the centreline of a County road for a permanent residential building shall be 25 m (82 ft).	despite Section 6.38 of this By-law to the contrary, the minimum setback from the centreline of a County road street for a permanent residential building shall be 25 m (82 ft).	
56	18		PURPOSE OF THE ZONE	In this By-law, limited service means municipal services which may normally be provided on an	In this By-law, limited service means municipal services which may normally be provided on an	

				opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.	opened public highway street will not be guaranteed including, but not limited to, snow ploughing, road street grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.	
57	33.3B	3	ADDITIONAL ZONING PROVISIONS	A limited services ski resort is defined as a ski resort which is located on a private road to which no public services are provided by the municipality	A limited services ski resort is defined as a ski resort which is located on a private road street to which no public services are provided by the municipality	
2. Ambiguities relating to the Accessory Uses, Buildings and Structures provisions						
Item	Section	Provision	Section Title	Proposed Amended Provision		Rationale
58	6.1	All	TABLE 6.1 - PROVISIONS FOR ACCESSORY USES, BUILDINGS OR STRUCTURES	Replace TABLE 6.1 with TABLE 6.1A and TABLE 6.1B as shown in Table 2 below		Simplifying and clarifying Table 6.1 to reflect the most common types of accessory buildings, uses and structures (garages, sheds and pools) to make provisions relating to Accessory Uses, Buildings and Structures easier to understand
3. Provisions relating to minimum floor area and minimum dwelling unit area requirements which no longer reflect current best practices						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale
59	13.2	Floor Area, Minimum (m ²)	TABLE 13.2A - R1 ZONE	Floor Area, Minimum (m ²): 75 (for all servicing scenarios)	Floor Area, Minimum (m²): 75 (for all servicing scenarios)	Deleting provisions relating to minimum floor area and minimum dwelling unit area for dwellings in residential zones to reflect current best practices, avoid conflicts with the Ontario Building Code and to reduce barriers to the construction of more attainable housing types
60	17.2	Floor Area, Minimum (m ²)	TABLE 17.2A - RR ZONE	Floor Area, Minimum (m ²): 100	Floor Area, Minimum (m²): 100	
61	14.2	Dwelling Unit Area, Minimum (m ²)	TABLE 14.2A – R2 ZONE	Dwelling Unit Area, Minimum (m ²): 65 (for Dwelling, Semi-detached); 46 (c) (for Dwelling, Duplex); 46 (c) (for Dwelling, Triplex)	Dwelling Unit Area, Minimum (m²): 65 (for Dwelling, Semi-detached); 46 (c) (for Dwelling, Duplex); 46 (c) (for Dwelling, Triplex)	
62	15.2	Dwelling Unit Area, Minimum (m ²)	TABLE 15.2A – R3 ZONE	Dwelling Unit Area, Minimum (m ²): 46 (c) (for all dwelling types)	Dwelling Unit Area, Minimum (m²): 46 (c) (for all dwelling types)	
63	7.3.2		ACCESSORY DWELLING UNIT CONTAINED WITHIN A NON-RESIDENTIAL BUILDING	No person shall use any part of a non-residential building as an accessory dwelling unit except in accordance with the following provisions: (a) Minimum setbacks and yards shall be provided in accordance with the minimum setback and yard provisions for the non-	Deleted; subsequent sections renumbered	Removing provisions relating to dwelling unit contained within a non-residential building to reflect current best practices, avoid conflicts with the Ontario Building Code and to reduce barriers to the construction of more attainable housing types

				<p>residential building or structure in which the dwelling unit is located.</p> <p>(b) The minimum dwelling unit area shall be 46 m² (495 ft²) plus 9.5 m² (102 ft²) for each bedroom.</p> <p>(c) The minimum landscaped open space shall be 15 m² (161 ft²) per dwelling unit.</p> <p>(d) The minimum landscaped open space provision shall not apply to dwelling units in a portion of a non-residential building provided that all dwelling units have access to a private balcony or to an open roof deck with an area of not less than 5 m² (53 ft²) per unit.</p> <p>(e) The maximum density for residential dwellings in a non-residential building shall be one dwelling unit per 137 m² (1475 ft²) when on full municipal services and 200 m² (2153 ft²) when on partial or private services.</p>		
64	20.2 (2)		C2 ZONE PROVISIONS	Dwelling Units in accordance with Section 7.3.2 and accessory detached dwellings in accordance with Section 7.3.3.	Dwelling Units in accordance with Section 7.3.2 and Accessory detached dwellings in accordance with Section 7.3.3.	
65	23.3 (2)		C5 ZONE PROVISIONS	Dwelling Units in accordance with Section 7.3.2 and accessory detached dwellings in accordance with Section 7.3.3.	Dwelling Units in accordance with Section 7.3.2 and Accessory detached dwellings in accordance with Section 7.3.3.	
66	24.3 (2)		C6 ZONE PROVISIONS	Dwelling Units in accordance with Section 7.3.2 and accessory detached dwellings in accordance with Section 7.3.3.	Dwelling Units in accordance with Section 7.3.2 and Accessory detached dwellings in accordance with Section 7.3.3.	
67	25.3 (2)		C7 ZONE PROVISIONS	Dwelling Units in accordance with Section 7.3.2 and accessory detached dwellings in accordance with Section 7.3.3.	Dwelling Units in accordance with Section 7.3.2 and Accessory detached dwellings in accordance with Section 7.3.3.	
68	26.3 (2)		V ZONE PROVISIONS	Dwelling Units in accordance with Section 7.3.2 and accessory detached dwellings in accordance with Section 7.3.3.	Dwelling Units in accordance with Section 7.3.2 and Accessory detached dwellings in accordance with Section 7.3.3.	
	16.2 (b)		R4 ZONE PROVISIONS	The minimum dwelling unit area shall be 46 m ² (495 ft ²) plus 9.5 m ² (102 ft ²) for each bedroom. Where a dwelling is designed and operated exclusively for Senior Citizens, the minimum dwelling unit shall not apply to individual dwelling units provided the gross floor area of the dwelling is not less than the cumulative total of the	Deleted; subsequent sections renumbered	

				requirements for the zone for all the dwelling units in the building.		
	18.2		LSR ZONE PROVISIONS	Minimum floor area 75 m2 (807 ft2)	Minimum floor area 75 m2 (807 ft2)	
4. Technical errors relating to the Downtown Commercial (C2) Zone introduced through previous consolidations						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale
69	20.2	Exterior Side Yard, Minimum (m)	TABLE 20.2 C2 ZONE PROVISIONS	12	Nil	Reducing the exterior side yard setback to “nil” as was previously required (the current requirement is 12 metres which reflects a previous provision for unserviced development in a commercial zone) to correct a consolidation error
5. Conflicting provisions relating to setbacks, landscaping and buffers in the Business Park (E1) Zone						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale
70	27.2	(d)	TABLE 27.2 – E1 ZONE PROVISIONS	<p>Minimum front yard and exterior side yard setback: 7.5 M</p> <p>Minimum side yard setbacks abutting certain zones/uses: 7.5 M or 15 M</p>	<p>Minimum front yard and exterior side yard setback: 6 m and 3 m, respectively</p> <p>Minimum side yard setbacks abutting residential zones 7.5 M</p> <p>In all other cases: 3 M</p>	Reducing the front yard setback, buffering, and landscaping provisions to a minimum 3 metre setback with a minimum 3 metre landscaped area where development abuts similarly-zoned lots to encourage more efficient development
71	27.2	(3)	ZONE PROVISIONS	<p>Buffering Where the lot in the E1 Zone abuts a Residential Use or Zone, or abuts a portion of a street immediately across which there is a Residential Use or Zone, then:</p> <ul style="list-style-type: none"> no open storage shall be located within 20 m of the abutting lot line or portion of the street; no parking spaces, parking areas or loading spaces shall be located within 15 m of the abutting public street; a buffer area, 7.5 m in width, shall be provided; such buffer to consist of a planting strip which shall be used for the planting of rows of trees which will provide a visual screen for adjoining properties. 	Deleted; subsequent sections renumbered	Deleting provisions which contain conflicting requirements with front yard setbacks, landscaping and buffering within the Business Park (E1) Zone; there are currently references to 7.5 metre buffer areas, 3 metre landscaped areas and 15 metre setbacks for parking areas
6. The omission of select uses within the permitted uses sections of the Business Park (E1), Downtown Commercial (C2), and Highway Commercial (C3) Zones that is either inconsistent with Community Official Plan policies or does not reflect current development trends						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale

72	20.1	(b)	USES PERMITTED		Add “micro-brewery”	Adding “Micro-Brewery” as a permitted use in the Downtown Commercial (C2), Highway Commercial (C3) and Business Park (E1) Zones where there is adequate Municipal servicing to reflect local development trends
73	21.1		USES PERMITTED		Add “micro-brewery”, provided it is serviced by municipal water supply and sanitary sewers	
74	27.1	(1)(a)	USES PERMITTED		Add “micro-brewery”, provided it is serviced by municipal water supply and sanitary sewers	
75	27.3.1		SPECIAL PROVISIONS		Add the following and renumber subsequent provisions: The uses permitted in the Highway Commercial (C3) Zone shall also be permitted provided that they do not store/handle quantities of more than 25 litres of dense non aqueous phase liquids (DNAPLs), or are otherwise exempted from this requirement by the applicable source water protection policies	Adding the uses permitted in the Highway Commercial (C3) and Light Industrial (M1) Zones as permitted uses in the E1-1 Subzone (subject to compliance with Source Water Protection provisions) to reflect local development trends and to conform to Community Official Plan policies
76	27.3.1		SPECIAL PROVISIONS		Add the following and renumber subsequent provisions: The uses permitted in the Light Industrial (M1) Zone shall also be permitted provided that they do not store/handle quantities of more than 25 litres of dense non aqueous phase liquids (DNAPLs), or are otherwise exempted from this requirement by the applicable source water protection policies	
7. The omission of certain provisions and performance standards relating to dwelling types in residential zones						
Item	Section	Provision	Section Title	Current Provision	Proposed Amended Provision	Rationale
77	9.2		TABLE 9.2 – MINIMUM PARKING SPACE RATES		Add the following: Semi-detached dwelling: 1 per dwelling unit	Amending provisions to provide directions for permitted dwelling types within a zone that do not have provisions relating to that specific dwelling type (i.e.: adding “in accordance with the R1 zone provisions” to detached dwellings in a Residential Second Density (R2) Zone as there are no provisions for detached dwellings in the R2 Zone)
78	9.2		TABLE 9.2 – MINIMUM PARKING SPACE RATES		Add the following: Duplex dwelling: 1 per dwelling unit	
79	9.2		TABLE 9.2 – MINIMUM PARKING SPACE RATES		Add the following: Fourplex dwelling: 1 per dwelling unit	
80	13.2	Lot Area, Minimum (m²)	TABLE 13.2A - R1 ZONE	No Municipal Water or Sewer 2000 (c)	No Municipal Water or Sewer 4000 (c)	

81	14.1	(1)	USES PERMITTED	dwelling, detached	dwelling, detached, in accordance with the R1 zone provisions	
82	14.2	Lot Frontage, Minimum (m)	TABLE 14.2A – R2 ZONE	Dwelling, Triplex 18	Dwelling, Triplex 18 (f)	Clarifying the lot area and frontage requirements for a horizontally separated triplex
83	14.2	Footnotes	TABLE 14.2A – R2 ZONE		(f) Where triplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 6 m	
84	15.2	Lot Frontage, Minimum (m)	TABLE 15.2A – R3 ZONE	Fourplex, Dwelling 20	Fourplex, Dwelling 20 (e)	
85	15.2	Footnotes	TABLE 15.2A – R3 ZONE		e) Where fourplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 5.5 m	
86	15.2	Lot Frontage, Minimum (m)	TABLE 15.3A – R3 SUBZONE ZONE		Row A End Notes 4	
87	15.2	Footnotes	TABLE 15.2B – ADDITIONAL ZONING PROVISIONS		4. Where fourplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 5.5 m	
88	9.3.6		SIZE AND ACCESSIBILITY OF PARKING SPACES		Add the following: (e) Notwithstanding the parking space size requirements listed above, for a parking lot with five or more spaces, 20% of the parking spaces may be provided as compact vehicle parking spaces. Where compact vehicle parking spaces are provided, they must be signed as such and consist of a minimum width of 2.4 m and a minimum length of 4.6 m.	Amending certain parking provisions to clarify minimum requirements and to bring parking requirements up to date with current planning best practices

Table 2:

TABLE 6.1A – PROVISIONS FOR ACCESSORY USES, BUILDINGS OR STRUCTURES

I Zoning Mechanism		II R1, R2, R3, LSR, V	III A, C1, M3, EP, MP, MQ, MR, RU, C5, M4, RR	IV All Other Zones	V Endnotes
(1) Minimum Front Lot Line Setback		Same as required for principal building			1, 4
(2) Minimum Exterior Side Yard Setback and Minimum Rear Yard Setback Where the Rear Lot Line Abuts a Street		Same as required for principal building			1, 4
(3) Minimum Side Yard Setback	(i) In an Interior Side Yard or Exterior Side Yard	Same as required for principal building		0.6 m	1, 2, 3, 4
	(ii) In a Rear Yard	1.2 m	1 m	0.6 m	1, 2, 3, 4
(4) Minimum Rear Lot Line Setback Where the Rear Lot Line Does Not Abut a Street		1.2 m	1 m	0.6 m	1, 4
(5) Maximum Height		4.5 m	(a) A and RU zones: 12 m	6 m	4
			(b) All other zones: 6 m		

(6) Maximum Cumulative Area of All Accessory Buildings Combined	The lesser of 55 m ² or 50% of the area of the yard in which they are located	(a) EP zone: The lesser of 55 m ² or 50% of the area of the yard in which they are located	No restrictions	
		(b) All other zones: The greater of 150 m ² or 5% of the area of the total lot		
(7) Maximum Number of Accessory Buildings Permitted on a Lot	2	3	3	
(8) Maximum Number of Agricultural Accessory Buildings Permitted on a Lot	Not permitted	(a) EP and RR zones: Not permitted	Not permitted	
		(b) All other zones: No restrictions		
(9) Minimum Required Distance from Any Other Building Located on the Same Lot	1.2 m			5

TABLE 6.1B – ADDITIONAL PROVISIONS FOR ACCESSORY USES, BUILDINGS OR STRUCTURES

Endnotes	
I Endnote Number	II Additional Provision
1	For a marine facility where it abuts a watercourse, no setback is required from the watercourse
2	For shared garages or carports erected on a common side lot line, the side lot line setback for the shared garages or carports may be 0 m.

3	(i) For children's play structure, aboveground swimming pools, hot tubs, and swimming pools/hot tubs located within a building or structure (note: for the purposes of this provision the height of a play structure means the highest point designed for a child to safely stand, sit or climb): Abutting a residential zone: a distance equal to the height of the structure; no less than 1.5 metres from a lot line for a pool or hot tub
	(ii) For children's play structure, aboveground swimming pools, hot tubs, and swimming pools/hot tubs located within a building or structure (note: for the purposes of this provision the height of a play structure means the highest point designed for a child to safely stand, sit or climb): Not abutting a residential zone: 0.6 m; no less than 1.5 metres from a lot line for a pool or hot tub
4	(a) wind turbine with a power rating of 1 kilowatt or less – setback equal to height above grade
	(b) wind turbines with a power rating higher than 1 kilowatt but less than 3 kilowatt – not permitted any zones except the A, C1, M3, EP, MP, MQ, MR, RU, C5, M4 zones, subject to the following additional restrictions: (i) from any dwelling unit or residential zone: the greater of 500 m or a distance equal to seven times the rotor diameter, and (ii) 30 m from any lot line
	(c) See Green Energy Act, 2009 – Renewable Energy Approvals (REA) process for other situations
	(d) wind turbines are exempt from maximum height restrictions
5	Except in the case of a hot tub, where no restrictions apply

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That the term “zoning designation” be deleted and replaced with “zoning” throughout By-law No. 11-83, as amended.
2. That the term “designated” be deleted and replaced with “zoned” throughout By-law No. 11-83, as amended.
3. That the term “road” be deleted and replaced with “street” throughout By-law No. 11-83, as amended.
4. That the term “roadway” be deleted and replaced with “street” throughout By-law No. 11-83, as amended.
5. That the term “highway” be deleted and replaced with “street” throughout By-law No. 11-83, as amended.
6. That the Definition of “STREET, OPEN PUBLIC” be amended by deleting “public lanes and” from the last sentence, in By-law No. 11-83, as amended.
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 **20TH DAY OF DECEMBER 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. XX-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Table 6.1 to By-law No. 11-83, as amended, is deleted and replaced by the tables identified as Table 6.1A and Table 6.2B on the attached Schedule 'A'
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **20th day of December, 2022**.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

BY-LAW NO. XX-XXX

Schedule “A”

Table 6.1A and Table 6.2B

TABLE 6.1A – PROVISIONS FOR ACCESSORY USES, BUILDINGS OR STRUCTURES

I Zoning Mechanism		II R1, R2, R3, LSR, V	III A, C1, M3, EP, MP, MQ, MR, RU, C5, M4, RR	IV All Other Zones	V Endnotes
(1) Minimum Front Lot Line Setback		Same as required for principal building			1, 4
(2) Minimum Exterior Side Yard Setback and Minimum Rear Yard Setback Where the Rear Lot Line Abuts a Street		Same as required for principal building			1, 4
(3) Minimum Side Yard Setback	(i) In an Interior Side Yard or Exterior Side Yard	Same as required for principal building		0.6 m	1, 2, 3, 4
	(ii) In a Rear Yard	1.2 m	1 m	0.6 m	1, 2, 3, 4
(4) Minimum Rear Lot Line Setback Where the Rear Lot Line Does Not Abut a Street		1.2 m	1 m	0.6 m	1, 4
(5) Maximum Height		4.5 m	(a) A and RU zones: 12 m	6 m	4
			(b) All other zones: 6 m		

(6) Maximum Cumulative Area of All Accessory Buildings Combined	The lesser of 55 m ² or 50% of the area of the yard in which they are located	(a) EP zone: The lesser of 55 m ² or 50% of the area of the yard in which they are located	No restrictions	
		(b) All other zones: The greater of 150 m ² or 5% of the area of the total lot		
(7) Maximum Number of Accessory Buildings Permitted on a Lot	2	3	3	
(8) Maximum Number of Agricultural Accessory Buildings Permitted on a Lot	Not permitted	(a) EP and RR zones: Not permitted	Not permitted	
		(b) All other zones: No restrictions		
(9) Minimum Required Distance from Any Other Building Located on the Same Lot	1.2 m			5

TABLE 6.1B – ADDITIONAL PROVISIONS FOR ACCESSORY USES, BUILDINGS OR STRUCTURES

Endnotes	
I Endnote Number	II Additional Provision
1	For a marine facility where it abuts a watercourse, no setback is required from the watercourse
2	For shared garages or carports erected on a common side lot line, the side lot line setback for the shared garages or carports may be 0 m.
3	(i) For children's play structure, aboveground swimming pools, hot tubs,

	<p>and swimming pools/hot tubs located within a building or structure (note: for the purposes of this provision the height of a play structure means the highest point designed for a child to safely stand, sit or climb):</p> <p>Abutting a residential zone: a distance equal to the height of the structure; no less than 1.5 metres from a lot line for a pool or hot tub</p>
	<p>(ii) For children's play structure, aboveground swimming pools, hot tubs, and swimming pools/hot tubs located within a building or structure (note: for the purposes of this provision the height of a play structure means the highest point designed for a child to safely stand, sit or climb):</p> <p>Not abutting a residential zone: 0.6 m; no less than 1.5 metres from a lot line for a pool or hot tub</p>
4	<p>(a) wind turbine with a power rating of 1 kilowatt or less – setback equal to height above grade</p>
	<p>(b) wind turbines with a power rating higher than 1 kilowatt but less than 3 kilowatt – not permitted any zones except the A, C1, M3, EP, MP, MQ, MR, RU, C5, M4 zones, subject to the following additional restrictions:</p> <p>(i) from any dwelling unit or residential zone: the greater of 500 m or a distance equal to seven times the rotor diameter, and</p> <p>(ii) 30 m from any lot line</p>
	<p>(c) See Green Energy Act, 2009 – Renewable Energy Approvals (REA) process for other situations</p>
	<p>(d) wind turbines are exempt from maximum height restrictions</p>
5	<p>Except in the case of a hot tub, where no restrictions apply</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Table 13.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Floor Area, Minimum (m²)'.
2. That Table 17.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Floor Area, Minimum (m²)'.
3. That Table 14.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Dwelling Unit Area, Minimum (m²)'.
4. That Table 15.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Dwelling Unit Area, Minimum (m²)'.
5. That Section 16.2 (b) to By-law No. 11-83, as amended, is hereby further amended by deleting in its entirety and renumbering the Section accordingly.
6. That Section 18.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision "Minimum floor area 75 m² (807 ft²)"
7. That Section 7.3.2 to By-law No. 11-83, as amended, is deleted, and replaced with the following:

"Hold for future use"
8. That Section 20.2 (2) to By-law No. 11-83, as amended, is deleted, and replaced by the following:

"Accessory detached dwellings in accordance with Section 7.3.3."

9. That Section 23.2 (2) to By-law No. 11-83, as amended, is deleted, and replaced by the following:

“Accessory detached dwellings in accordance with Section 7.3.3.”

10. That Section 24.2 (2) to By-law No. 11-83, as amended, is deleted, and replaced by the following:

“Accessory detached dwellings in accordance with Section 7.3.3.”

11. That Section 25.2 (2) to By-law No. 11-83, as amended, is deleted, and replaced by the following:

“Accessory detached dwellings in accordance with Section 7.3.3.”

12. That Section 26.2 (2) to By-law No. 11-83, as amended, is deleted, and replaced by the following:

“Accessory detached dwellings in accordance with Section 7.3.3.”

13. 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 **20th day of December, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. XX-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Table 20.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Exterior Side Yard, Minimum (m), 12' replacing it with the following:

"Exterior Side Yard, Minimum (m), nil"

2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **20th day of December 2022**.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Sections 27.1 to 27.3.1 are deleted in their entirety and replaced with the following:

27.1 USES PERMITTED

(1) The following uses are permitted subject to the provisions of 27.2 (1) to 27.2 (3) and provided that the uses comply with Section 6.32 and do not store/handle quantities of more than threshold of 25 Litres (L) of dense non aqueous phase liquids (DNAPLs), or are otherwise exempted from this requirement by the applicable source water protection policies:

- business office
- business and government services
- communication and information establishment
- computer, electronic or data processing establishment
- drive-through facility
- education and training facility
- equipment rental outlet
- factory outlet
- garden centre
- home furnishing retail
- hotel
- light industrial uses
- lodging facility
- medical facility
- motel
- public use
- repair and service establishment

- research and development centre
- restaurant
- retail store
- scientific or technological establishment
- showroom
- training centre
- warehousing
- wholesale outlet
- wholesaling and distribution centre
- uses permitted in Sections 21 and 28

27.2 ZONE PROVISIONS

(1) No person shall within any E1 Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

TABLE 27.2 – E1 ZONE PROVISIONS

I ZONING MECHANISMS	II PROVISIONS
(a) Minimum lot area	No minimum
(b) Minimum lot width	No minimum
(c) Maximum lot coverage	65%
(d) Minimum front yard setback	6 m
(e) Minimum exterior side yard setback	3 m
(f) Minimum side yard setback	(i) Abutting a Residential Zone: 15 m (ii) In all other cases: 3 m
(g) Minimum rear yard setback	(i) Abutting a Residential Zone: 15 m (ii) In all other cases: 3 m
(h) Minimum width of landscaped area	(i) Abutting a Residential Zone: 3 m (ii) Abutting a street: 3 m (iii) In all other cases: no minimum

(2) Open Storage

Notwithstanding any other provisions in this By-law, open storage shall only be permitted in the provided rear yard and subject to the following:

- (i) open storage is an accessory use;
- (ii) open storage complies with the exterior and interior side yard setback provisions of Table 27.2;
- (iii) any portion of the area used for open storage is concealed from view by an opaque fence; and
- (iv) open storage shall be located a minimum of 20 m from a Residential Zone.

(3) Building and Site Design

(a) The primary entrance of the main building shall face the street and have direct pedestrian connection via a sidewalk to the street.

27.3 SPECIAL PROVISIONS

27.3.1 Notwithstanding the E1 zoning, on those lands zoned 'E1-1':

- 1) The following uses shall not be permitted:
 - residential uses
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **20th day of December, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-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 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Section 20.1 (b) to By-law No. 11-83, as amended, is hereby further amended by adding the following permitted use:

“micro-brewery”

2. That Section 21.1 to By-law No. 11-83, as amended, is hereby further amended by adding the following permitted use:

“micro-brewery, provided it is serviced by municipal water supply and sanitary sewers”

3. That Section 27.1 (1) (a) to By-law No. 11-83, as amended, is hereby further amended by adding the following permitted use:

“micro-brewery, provided it is serviced by municipal water supply and sanitary sewers”

4. 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 **20th day of December, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

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

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Table 9.2 to By-law No. 11-83, as amended, is hereby further amended by adding the following:

“Semi-detached dwelling: 1 per dwelling unit
Duplex dwelling: 1 per dwelling unit
Fourplex dwelling: 1 per dwelling unit”

2. That Section 9.3.6 to By-law No. 11-83, as amended, is hereby further amended by adding the following:

- e) Notwithstanding the parking space size requirements listed above, for a parking lot with five or more spaces, 20% of the parking spaces may be provided as compact vehicle parking spaces. Where compact vehicle parking spaces are provided, they must be signed as such and consist of a minimum width of 2.4 m and a minimum length of 4.6 m.

3. That Table 13.2 to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for ‘Lot Area, Minimum (m²), No Municipal Water or Sewer, 2000 (c)’ and replacing it with the following:

“Lot Area, Minimum (m²), No Municipal Water or Sewer, 4000 (c)”

4. That Section 14.1 (1) to By-law No. 11-83, as amended, is hereby further amended by deleting the permitted use ‘dwelling, detached’ and replacing it with the following:

“dwelling, detached, in accordance with the R1 zone provisions”

5. That Table 14.2A to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Lot Frontage, Minimum (m), Dwelling, Triplex, 18' and replacing it with the following:

“Lot Frontage, Minimum (m), Dwelling, Triplex, 18 (f)”

6. That Table 14.2A to By-law No. 11-83, as amended, is hereby further amended by adding the following footnote:

f) Where triplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 6 m

7. That Table 15.2A to By-law No. 11-83, as amended, is hereby further amended by deleting the provision for 'Lot Frontage, Minimum (m), Fourplex, Dwelling, 20' and replacing it with the following:

“Lot Frontage, Minimum (m), Fourplex, Dwelling, 20 (e)”

8. That Table 14.2A to By-law No. 11-83, as amended, is hereby further amended by adding the following footnote:

e) Where fourplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 5.5 m

9. That Table 15.2A to By-law No. 11-83, as amended, is hereby further amended by adding following:

“Lot Frontage, Minimum (m), Row A, End Notes, 4”

10. That Table 15.2B to By-law No. 11-83, as amended, is hereby further amended by adding the following footnote:

4. Where fourplex dwelling units are vertically separated, the minimum lot frontage for townhouse dwelling units shall be 5.5 m

11. 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 **20th day of December 2022**.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022

TO: Committee of the Whole

FROM: Jeanne Harfield, Clerk & Deputy CAO

SUBJECT: Bicentennial Update

RECOMMENDATION:

**THAT Committee of the Whole receive this report as information;
AND THAT Committee of the Whole direct staff to work on planning for the first regular Council meeting of 2023 to include a launch of the bicentennial year.**

BACKGROUND:

The municipality will be celebrating its bicentennial in 2023 and a number of proposed events and projects have been approved by Council. Staff have also been investigating potential grant opportunities to help enhance the bicentennial celebrations.

DISCUSSION:

The following events and projects have been approved by Council.

1. Larger scale Canada Day Celebration
2. Appleton Old Fashioned Canada Day Picnic
3. Come Home to Pakenham Weekend
4. Farm Tours
5. Indigenous Artists Weekend (Mill of Kintail)
6. Indigenous Learning (Mississippi Mills Public Library)
7. The Workers: Walk the Walk re-enactment
8. Seven Gifts Installation
9. Commemorative Coin
10. Time Capsule
11. Historical Panels (plaques)
12. Blakeney Walking Tour
13. Nothing But Net art
14. Floral Clock
15. Flag poles
16. Beautification – flowers
17. Electronic Records Management and Digitization of Records

18. Support for Movies and Music in the Park
19. Naismith 3 on 3
20. Supporting existing events
21. Incentives for Indigenous artists

As the working groups begin to plan events there have been a few updates. One such update is that the proposed location for the floral clock is no longer supported by community volunteer members who proposed the idea of a floral clock to Council. Therefore, the floral clock project has been put on pause.

Staff have reached out to North Lanark Home Hospice (NLHH) to have a “bicentennial tree” that would be available to purchase directly through NLHH. The bicentennial tree will be available to order starting in December 2022 and pick up would be in spring 2023. The proposed tree is the Autumn Blaze Maple tree and will be approximately 175-200cm tall. The trees will cost \$76 per tree and there will be a limited number available. Municipal staff will work with NLHH to promote and market the selling of the bicentennial trees.

The Arts, Culture, Museum and Heritage working group proposed the idea of starting the 2023 Council meeting with a town crier. Brent McLaren is an experienced Town Crier who is originally from Almonte but currently lives in Perth. There is no appearance fee to have him come to our Council meeting, however the municipality may wish to consider covering his cost of gas. If approved by Council, staff will work with Mr. McLaren as he is unsure of his schedule in January. Other ideas to launch the Bicentennial in 2023 at the first meeting of Council include:

- Land Acknowledgement and Smudging Ceremony
- Town Crier
- Representation from all of the bicentennial working groups
- Toast to 2023 before Council with photos

Another initiative launched by staff includes the bicentennial photo contest. This contest calls upon individuals to submit photos with the winners receiving a grand prize of \$200 at the winner’s favourite Mississippi Mills business. In January the municipal office will display the top 20 photos. The public will then be given the opportunity to vote on their favourite photo.

As highlighted in previous reports, staff is working on grant applications. The following have been applied to:

- Celebrate Canada Grant – application deadline was November 24, 2022. Staff submitted an application to enhance existing Canada Day events including attracting larger musical acts.
- Legacy Grant – staff are working on the final components of this grant. The legacy grant provides 50% funding for permanent features that celebrate a municipal milestone. Staff is partnering with local organizations to complete the application and to have an element in each ward.

- Fed Dev Tourism Revitalization Grant – This grant was announced in early November with a deadline by November 28, 2022. The municipality can apply for up to \$500,000 with the intention that the events or projects be completed and paid for by March 31, 2023.

Staff will continue to monitor for potential grants as they are announced.

OPTIONS:

No options to consider as this is an information report.

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

SUMMARY:

Staff have provided an update to the proposed bicentennial events and projects for 2023. Updates include a launch of the bicentennial at the first regular meeting of Council in 2023. This launch would include a land acknowledgement and smudging ceremony, town crier, and representatives from the bicentennial working groups with a toast before council and photos. Additional updates include: working with the North Lanark Home Hospice for the 2023 bicentennial tree and the bicentennial photo contest. Staff have also worked on submitting grant proposals to help enhance events and projects and help cover the cost of the bicentennial.

Respectfully submitted by,

Reviewed by:

Jeanne Harfield,
Clerk & Deputy CAO

Ken Kelly,
CAO

ATTACHMENTS:

1. Bicentennial Proposals for 2023 report (September 6, 2022)

ATTACHMENT A

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 6, 2022

TO: Committee of the Whole

FROM: Jeanne Harfield, Clerk

SUBJECT: Bicentennial Proposal for 2023 - September 6th report.docx

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the proposed bicentennial initiatives for 2023;

AND THAT Committee of the Whole recommend that Council support the application to grants to help support Mississippi Mills bicentennial.

BACKGROUND:

Council has deemed that 2023 will mark the bicentennial for Mississippi Mills, as such, the municipality, has begun the planning process to celebrate this important milestone. Earlier in 2022, Council appointed members to seven different working groups as well as provide \$5,000 per working group to assist with the execution of events or programs.

DISCUSSION:

Over the summer, the seven bicentennial working groups have met to brainstorm and propose their ideas for events, programs, or commemorative plans to mark the importance of the bicentennial. Based on the working group submissions, below is an overview of the proposed event and commemorative projects for 2023. In addition to the events and commemorative ideas, the municipality also has engaged with local graphic designers for a bicentennial logo and will create social media campaigns as well as a designated web page within the municipal website to be the central location for all things bicentennial.

The funding source for the proposed events will either come from approved budget for the bicentennial, budget for existing events or projects or external grants from federal or provincial governments.

Proposed Events:

1. Blockbuster Event on July 1, 2023

Date: July 1, 2023

Lead: Staff with partnership from community organization

Working Group support: Almonte Bicentennial Working Group

Funding Source: External Grants and MM Funds*

Estimated Expense: \$50,000

In order to celebrate the bicentennial the Almonte Bicentennial Working group's main proposal is to add on to the Canada Day celebrations in Almonte by bringing in a showcase performer like a well known Canadian artist or band. There are grants available to help off-set the cost. The working group also proposed partnering with local organizations to help with the planning and execution of the event. Please note that this budget is in addition to the existing Canada Day event budget.

*External grants from the federal and provincial governments, municipal funds will include money that is already included in the budget for Canada Day events in Almonte as well as additional funds for the Almonte Bicentennial Working group.

2. Appleton Old Fashioned Canada Day Picnic

Date: Around Canada Day

Lead: Community Volunteers

Working Group Support: Ramsay Bicentennial Working Group

Funding Source: MM funds

Estimated Cost: \$1,000

An old fashioned community picnic in Appleton on Canada Day, this will include games, entertainment, and fireworks.

3. Come Home to Pakenham

Date: July 21-23, 2023

Lead: Staff

Working Group support: Pakenham Bicentennial Working Group

Funding Source: MM funds

Estimated Cost: \$6,000

Event in Pakenham over a full weekend in July, the event would include a dance, live music, family activities, scavenger hunt, baseball games, tug of war, pancake breakfast, fish fry dinner and craft vendors.

4. Farm Tours

Date: spring, summer, and/or fall

Lead: Staff

Working Group Support: Agricultural Bicentennial Working Group

Funding Source: MM Funds

Estimated Cost: \$6,000

Two or three farm tours during 2023, these farm tours will be a ticketed event with buses that bring attendees to local farmers to learn about agriculture in Mississippi Mills and the different roles that farmers play. The tours will include a private bus, luncheon, and potential local vendors. The dates and details of these events will be promoted by the municipality closer to the event.

5. Indigenous Artists Weekends – Partnership with Mill of Kintail

Date: July 2023

Lead: Staff and Mill of Kintail

Working Group Support: Indigenous Bicentennial Working Group

Funding Source: External Grants* and MM Funds

Estimated Cost: \$20,000

Following Canada Day and before Celtfest, the Indigenous Bicentennial working group in conjunction with the Mill of Kintail is proposing to organize a multi-day event with a kick off performance from an indigenous artists or group. Following the concert, the Mill of Kintail will host indigenous artists, vendors, workshops and more.

*The Mill of Kintail will apply for grants from the federal and provincial governments to put on the event. MM Funds will come from budget allocated to the Indigenous Working Group for the Bicentennial.

6. Indigenous Learning – Partnership with Mississippi Mills Public Library

Date: Throughout 2023

Lead: Mississippi Mills Public Library and Staff

Working Group Support: Indigenous Bicentennial Working Group

Funding Source: Library

Estimated Cost: Library Budget

The Library would host an event like story time with an Indigenous story teller and potentially a craft workshop with a local indigenous leader.

7. The Workers: Walk the Walk re-enactment

Date: Summer 2023

Lead: Staff and Volunteers

Working Group Support: Arts & Culture/Museum and Heritage

Funding Source: MM Funds

Estimated Cost: \$1,520

At one time Mississippi Mills had 16 textile mills in 5 communities (Almonte, Appleton, Blakeney, Clayton and Pakenham). The proposal is to have mill worker

re-enactment in the five different communities. Volunteers would gather in the communities in costume to match the different decades the mills were in operation and walk from former mill workers' cottages to one of the textile mills. A photographer would capture the volunteers/re-enactors walking to the mills.

8. Opening of the Seven Grandfathers Teaching Installation - Partnership with All My Relations

Date: September 30, 2023

Lead: All My Relations with Staff

Funding Source: External Grants*

Estimated Cost: \$75,000

All My Relations has been working on a permanent sculpture of the Seven Grandfathers Teaching. The interactive sculpture will be a permanent installation in Kirkland Park and will include 7 marble pillars with animal carvings, brass castings, a plaque that provides a description in 3 languages as well as a removable ceremony bowl that can be used for sacred ceremonies. All My Relations has already secured grants for portions of the project and is working with staff to secure the remainder of the funding through grants. There will be events during the year where members of the public can come out and watch the artists work. The official opening with a ceremony and reception will take place on September 30, 2023. The reception following the ceremony will be hosted by the Sivarulrasa Gallery.

*All My Relations has been working with external partners for grants and have been successful in obtaining approximately \$24,000.00 in grants. The Municipality is currently drafting a submission for a legacy grant to cover the remaining of the work. All My Relations is also looking into other funding sources such as other grants or in-kind donations.

Commemorative Projects:

9. Commemorative Coin

Lead: Staff

Working Group Support: All Working Groups

Funding Source: MM Funds

Estimated Cost: \$25,500 (cost recovery)

A municipal-wide coin to be a memento for the bicentennial celebrations. This coin is being designed by a local artist and will be created by Alliance Coin & Banknote located in Almonte. The coin could be used as a keepsake and sold by the Municipality for \$5 per coin. Approximately 5,000 coins will be minted.

10. Time Capsule

Lead: Staff

Working Group Support: All Working Groups

Funding Source: MM Funds

Estimated Cost: \$500

To remember 2023 in the future, the Almonte Bicentennial working group proposed partnering with local schools and groups to create a time capsule that can be opened in the future. This will include the entire municipality with staff being the main coordinator. There could also be a small event where the items are placed in the capsule and it is either buried or placed in the municipal vault.

11. Historical Plaques

Lead: Staff

Working Group Support: Ramsay, Almonte, Pakenham and Arts Culture/Museum & Heritage Bicentennial Working Groups

Funding Source: External Grants*

Estimated Cost: \$10,000

Outdoor exhibits plaques/panels in the Municipality to commemorate significant events or buildings. Each panel would feature information regarding the significance of the site as well as old photographs. Multiple working groups proposed historic or milestone plaques within specific areas of the Municipality. In order to have consistent plaques, staff is proposing that approximately 15 plaques to be installed throughout the municipality. The locations of these plaques would be based on recommendations from the working groups. The Municipal Historical researcher can then research the importance of the proposed locations and draft content for the plaques.

*The Municipality will apply for grants with the goal to cover 100% of the cost of the 15 plaques for the municipality.

Other ideas

12. Blakeney Walking Tour

Lead: Volunteer

Working Group Support: Ramsay Bicentennial Working Group

Funding Source: MM Funds

Estimated Cost: \$500

Create a map and tour of Blakeney outlining where certain buildings used to be. Include pictures of what the landscape used to be. These pamphlets would be designed and then available to the public at municipal buildings.

13. Nothing but Net

Date: August 5, 2023

Lead: Staff

Working Group Support: Arts Culture/Museum & Heritage Bicentennial Working Groups

Funding Source: MM Funds

Estimated Cost: \$2,000

Launch an outdoor exhibit on Saturday, August 5 at the Naismith Foundation's Annual 3 on 3 basketball tournament. The outdoor exhibit would stay up for 3 months. The artist, Mallory Tolcher, work explores the beauty of basketball. The

work features a series of unique, hand-crafted basketball nets using a variety of materials and designs that explore form and function within the context of community sport. Prints of the work would be available for purchase.

14. Floral Clock

Lead: Staff and Volunteers

Working Group Support: N/A

Funding Source: Fundraised

Estimated Cost: \$15,000

A delegation to Council from community volunteers was heard earlier this year, their proposal was to install a floral clock in Mississippi Mills. Following their delegation staff have worked with Allan Goddard on determining an appropriate location for the floral clock. Following review of potential areas, the space in front of the Municipal Building (3131 Old Perth Road) in front of the existing flag poles has been proposed as the location for the floral clock. The current Municipal Building sign, that is old and faded, will be removed as well as a pine tree. A tree will be planted to replace the removal of the pine tree.

15. Flag Poles

Lead: Staff

Working Group Support: Indigenous Bicentennial Working Group

Funding Source: MM Funds and Grants

Estimated Cost: \$6,000

In order to recognize the Indigenous culture and heritage in our municipality, the Indigenous Bicentennial working group is proposing that the municipality install a flagpole in front of the main municipal office (3131 Old Perth Road) that will permanently fly indigenous flags. In consultation with the working group the municipality will determine the appropriate flags to fly on this flagpole.

*Staff will look to grants to help offset the cost of the new flagpole. Please also note that as part of budget 2023, staff will be seeking additional funds for both a community flagpole and an Indigenous flagpole.

16. Beautification

Date: All of 2023

Lead: Staff

Budget: Already part of budget

To help unify the community with colours of the bicentennial, staff are proposing to have bicentennial colours in community flowers and municipally ordered flower baskets. An additional consideration is to reach out to Lanark County or North Lanark Home Hospice to determine if there is a possibility for “bicentennial” trees that residents would be able to purchase and plant on their property to commemorate the bicentennial.

17. Preserving History

Date: All of 2023

Lead: Staff

Budget: Already part of the budget

Staff is currently working on an electronic records management project as well as digitizing archive records. In order to preserve history, an option would be invite members of the public to bring in their archives (photos, press clippings, etc.) to be scanned in by the municipality and have it stored with other scanned municipal records and be made available to the public. The scanning of public documents would require community volunteers and may be an opportunity to partner with outside organizations such as the library or museums.

Support for Community Events:

18. Support for Movies in the Park and Music in the Park

Date: Summer 2023

Lead: Staff

Estimated Cost: \$1,500

To provide additional financial support for the volunteers and organizers of the music in the park and movies in the park. This could include, providing themed cookies or cakes for each event, and micro-grants to go towards more attractions.

19. Naismith 3 on 3

Date: Naismith Foundation 3 on 3, August 2023

Lead Working Group: Almonte Bicentennial Working Group

Funding Source: MM Funds

Estimated Cost: \$500

To build off the Naismith 3 on 3 tournament, the municipality would design a branded bicentennial jersey to be donated to the foundation.

20. Bicentennial Themed Events

Date: All of 2023

Lead: Staff

Estimated cost: none

Encourage existing event organizers to theme events around the bicentennial, this could include using the bicentennial logo, colours, and a nod to the heritage of the municipality. The municipality should also encourage organizers to apply for municipal grants or micro-grants.

21. Incentives for Indigenous Artists

Date: All of 2023

Lead: Staff

Funding Source: MM Funds

Estimated Cost: In kind donations

To incentivize community-run events to bring in Indigenous artists or vendors the Indigenous Bicentennial Working group proposed providing in-kind incentives to event organizers such as waiving rental fees, sound systems, and promoting grants for these organizations. The Indigenous bicentennial working group could provide names of artists for these community organizations, but the booking of artists would be the responsibility of the community event/organizers.

Marketing and Communications

22. Bicentennial Logo

Cost: \$3,000 was already accounted for in the 2022 budget

Staff worked with local design company Xquisit Designs to develop a bicentennial logo. The logo is attached. The logo will be used in all marketing and communication materials and will also be shared with local organizations and groups to use as well. The official colours of the bicentennial (blue and orange) will also be used throughout the municipality as well and we will encourage event organizers to incorporate bicentennial themes and colours into their event.

23. Website and Social Media

Cost: existing communications budget

Staff will develop a dedicated bicentennial page on the municipal website, this will include calendar of events, historical information and more. Staff will also create a social media content calendar to have regular updates on social media pages regarding the bicentennial events and also promote the history of the municipality through fun historical posts. Brochures and print products (posters and flyer) will also be managed by the communications coordinator.

24. Student Support

Cost: TBD

In order to encourage student and youth involvement into the Bicentennial, the municipality will reach out to the Almonte District High School to try and secure a co-op student placement for 2023. This student would assist the Clerk's department with the execution of the bicentennial events.

OPTIONS:

Staff are proposing that all of the above listed ideas to celebrate the bicentennial be approved.

FINANCIAL IMPLICATIONS:

Earlier this year, Council provided pre-budget approval of \$58,000.00 of this \$35,000 was to go towards bicentennial working groups an additional \$15,000 for existing municipally led events and funds for advertising and micro-grants.

The table below outlines the breakdown costs for the proposed events. The table includes possible grants funding and staff will continue to explore grant options and collaborate with the working groups or community organizations to apply for grants.

Event/Commemorative Idea	Budget	Funding Source
Blockbuster Event on July 1, 2023	\$50,000	External Grants - \$35,000 MM Funds - \$15,000*
Appleton Canada Day Picnic	\$1,000	MM Funds - \$1,000
Weekend in Pakenham Event	\$6,000	MM Funds - \$6,000
Farm Tours	\$6,000	MM Funds - \$6,000
Indigenous Artists Weekends – Partnership with Mill of Kintail	\$20,000	External Grant - \$17,500 MM Funds - \$2,500
Indigenous Learning	TBD	Library
The Worker: Walk the Walk re-enactment	\$1,520	MM Funds - \$1,520
Opening of the Seven Grandfathers Teaching Installation	\$75,000	External Grants - \$75,000
Commemorative Coin	\$25,500**	MM Funds - \$25,500**
Time Capsule	\$500	MM Funds - \$500
Historical Plaques	\$10,000	External Grants
Blakeney Walking Tour	\$500	MM Funds - \$500
Nothing But Net	\$2,000	External Grants - \$2,000
Floral Clock	\$17,000	Fundraised - \$15,000 MM Funds - \$2,000
Flag Poles	\$6,000	MM Funds - \$6,000
Support for Movies & Music in the Park	\$1,500	MM Funds - \$1,500
Naismith 3 on 3 jersey	\$500	MM Funds - \$500
Bicentennial Logo	\$3,000.00***	MM Funds - \$3,000***
TOTAL	\$226,020.00	External Grants - \$139,500 Fundraiser - \$15,000 MM Funds - \$71,520

*The \$15,000 is a combination of funds already budgeted for as part of the regular Canada Day celebrations plus Bicentennial funds.

**The commemorative coin will be cost recovery – each coin would be sold for \$5 per coin

***The bicentennial logo was part of the approved 2022 budget

The Municipality will apply to as many grants as possible where the project or event is applicable. We will also partner with organizations such as the Mill of Kintail and more to co-host events in order to share in the planning as well as the costs. Grants are not a guaranteed source of income, should the municipality not be successful in obtaining grants we may need to adjust plans in order to stay within the approved budget.

The entire Mississippi Mills portion of funding includes \$3,000 already accounted for in 2022 budget for the branding and \$25,000 for the coins. However, if all 5,000 coins are purchased the municipality will recovery their cost for the commemorative coin. If we remove those two items, the total municipal contribution to the bicentennial is \$43,520.00. This is \$8,520.00 over the allocated \$35,000.00. However, Council has approved an additional \$15,000 to go towards existing events and this amount could be used to help offset the overage. Additionally, some events, such as the farm tour, blockbuster, or weekend in Pakenham may be ticketed which would help offset the cost of running those events.

SUMMARY:

Over the summer the bicentennial working groups have met numerous times to put forward proposals for ideas to celebrate the bicentennial. In total 24 different initiatives are proposed to Council for their consideration to celebrate Mississippi Mills bicentennial in 2023.

As a result, there are 24 initiatives for 2023 to help celebrate the bicentennial. The total estimated budget is \$226,020.00, the municipality is hoping to secure grants of approximately \$139,500.00 to offset the cost. The balance will either be fundraised, allocated as part of budget 2023 or use ticket sales to offset the cost of the events. The bicentennial is an important milestone for the municipality and will take staff resources, community volunteers and partnerships to be successful.

Respectfully submitted by,

Jeanne Harfield,
Clerk

ATTACHMENTS:

1. Bicentennial Logo
2. Bicentennial Commemorative Coin

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022
TO: Committee of the Whole
FROM: Andrew Hodge, Deputy Treasurer
SUBJECT: 2022 Daycare Capital Budget Reallocation

RECOMMENDATION:

THAT Committee of the Whole recommends that Council approve reallocation of \$6000 from the 2022 Daycare capital budget for the Play Structure Holy Name of Mary to the capital budget for the Sun Shelter Daycare Playground.

BACKGROUND:

The approved 2022 capital budget included funding for a play structure at Holy Name of Mary school. It has been determined that this project will not be occurring. The Sun Shelter Daycare Playground project is ready to be scheduled for installation in 2023.

DISCUSSION:

The reallocation of the capital budget from the Play Structure Holy Name of Mary project to the Sun Shelter Daycare Playground project will allow the Sun Shelter Daycare Playground project to occur within budget without an increase in the overall capital budget for Daycare.

The Sun Shelter Daycare Playground project will utilize two structures to accomplish the shade coverage. The Sun Shelter Daycare Playground project has also been successful in receiving funding from the County of \$8,446.00 specific to this project. The total budget for the project is \$ 9,446.00 and is comprised of the initial \$5,000.00 capital budgeted, the County contribution of \$8,446.00, and the additional \$6,000 capital budget reallocation.

FINANCIAL IMPLICATIONS:

No overall increase in the 2022 capital budget.

SUMMARY:

The reallocation of the Daycare capital budget will allow the capital project to be completed without being over the budgeted amount.

Respectfully submitted,

Reviewed by,

Andrew Hodge,
Deputy Treasurer

Ken Kelly,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022
TO: Committee of the Whole
FROM: Andrew Hodge, Deputy Treasurer
SUBJECT: 2023 Fees and Charges

RECOMMENDATION:

THAT Committee of the Whole recommends that Council approve proposed changes to 2023 fees and charges and that public notice be given as to Council's intention to pass the 2023 Fees and Charges By-Law.

BACKGROUND:

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighbouring municipalities.

DISCUSSION:

Each year Department Heads conduct a review of the fees and charges pertaining to their service area. Fee changes being proposed reflect market rates as compared to other municipalities and to align the fee with the actual cost of providing the service, and if no longer required, the fee is removed.

Refer to Attachment 1 for an explanation of the changes.

Refer to Attachment 2 for the draft by-law.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect across all ratepayers. The proposed 2023 fees have been included in the 2023 draft budget.

SUMMARY:

The draft 2023 Fees and Charges by-law is being provided to the Committee for review prior to passing.

Respectfully submitted,

Reviewed by,

Andrew Hodge, Deputy Treasurer

Ken Kelly CAO

Attachment 1

RECREATION RENTAL RATES (EXCL. HST)			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Prime Time – Minor Resident	\$142.00	\$146.00	Cost recovery
Non-Prime Time – Minor Resident	\$117.00	\$121.00	Cost recovery
Prime Time – Adult Resident	\$200.00	\$206.00	Cost recovery
Non-Prime Time – Adult Resident	\$166.00	\$171.00	Cost recovery
Prime Time – Non-Resident	\$238.00	\$245.00	Cost recovery
Non-Prime Time – Non-Resident	\$203.00	\$209.00	Cost recovery
Broomball	\$139.00	\$143.00	Cost recovery
Slab Rental - Monday – Thursday	39?	\$39.00/hr	Cost recovery
Slab Rental - Friday – Sunday	64?	\$64.00/hr	Cost recovery
Slab Rental - Friday – Sunday Client Bar	118?	\$118.00/hr	Cost recovery
Slab Rental - Service Club/Non-Profit	482?	\$482.00/booking	Cost recovery
Slab Rental - Service Club/Non-Profit Client Bar	656?	\$656.00/booking	Cost recovery
Slab Rental - Resident - Client Bar	803?	\$803.00/booking	Cost recovery
Slab Rental - Non-Resident - Client Bar	1048?	\$1,048.00/booking	Cost recovery
Baseball Diamond - Hourly Rental (No lights required)	\$17.50/hr	\$18.00/hr	Cost recovery
Baseball Diamond - Hourly Rental (Lights required)	\$22.00/hr	\$23.00/hr	Cost recovery
Digital Sign Rental - 1 week(Sunday to Sunday)	\$35.00?	\$35.00	Cost recovery
Digital Sign Rental - 1 month(Consecutive)	125?	\$125.00	Cost recovery
Commemorative Bench	NA	\$3,600.00/bench	Added to fee schedule
Commemorative Bike Rack (single post)	NA	\$1,500.00/bike rack	Added to fee schedule
Commemorative Bike Rack (4 multi-ring post)	NA	\$2,500.00/bike rack	Added to fee schedule
Commemorative Tree	NA	\$650.00/tree	Added to fee schedule
FIRE			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Fire Safety Plan Review	NA	\$65.00	Added to fee schedule
Inspections - Request Inspections	NA	\$100.00	Added to fee schedule

ADMINISTRATION			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Civil Marriage Ceremony - After hours at municipal site or offsite	NA	\$400.00	Cost recovery
Civil Marriage Ceremony - Cancellation of ceremony booking. Non refundable service fee	NA	\$100.00	Cost recovery
PLANNING	Current Rate	Proposed Rate	Reason for Amendment/Addition
Official Plan Amendment	\$3,500.00	\$3640.00	Cost recovery
Zoning			
Minor Amendment (includes surplus farm dwellings; conditions of approval on previous applications, garden suites or accessory apartments, or amendment to zone or general provisions)	\$2,080.00	\$2163.00	Cost recovery
Major Amendment (all other applications)	\$3,640.00	\$3786.00	Cost recovery
Temporary Use Extension	\$2,000.00	\$2080.00	Cost recovery
Lift of Holding Provision	\$650.00	\$676.00	Cost recovery
Joint Official Plan & Zoning Amendment	\$5,355.00	\$5569.00	Cost recovery
Site Plan Control			
Major	\$2,704.00	\$2812.00	Cost recovery
Minor	\$1,664.00	\$1731.00	Cost recovery
Lite	\$400.00	\$416.00	Cost recovery
Red Line Amendment to Major	\$1,000.00	\$1040.00	Cost recovery
Red Line Amendment to Minor	\$500.00	\$520.00	Cost recovery

Red Line Amendment to Lite	\$150.00	\$156.00	Cost recovery
Land Division			
Consent	\$910.00	\$1000.00	Cost recovery
Plan of Subdivision	\$4,160.00	\$4326.00	Cost recovery
Plan of Condominium	\$3,120.00	\$3245.00	Cost recovery
Redline Change	\$1,040.00	\$1082.00	Cost recovery
Lifting Part Lot Control	\$1,040.00	\$1082.00	Cost recovery
Lifting of 1 ft. Reserves	\$1,040.00	\$1082.00	Cost recovery
Extension of Draft Approval Subdivision Amendment Agreement	\$832.00 \$832.00	\$865.00 \$865.00	Cost recovery
Cash-in-lieu of Parking application	\$800.00	\$832.00	Cost recovery
Agreements			
Encroachments	\$832.00	\$865.00	Cost recovery
Private Road (if not associated with a Site Plan Control Agreement)	\$1040.00	\$1600.00	Cost recovery
Accessory Dwelling Unit	\$832.00	\$865.00	Cost recovery
Miscellaneous Development	\$832.00	\$865.00	Cost recovery
Development for triplexes, fourplexes and townhouses and residential development in a floodplain (condition of approval)	NA	\$1791.00	Added to fee schedule
Development for secondary dwelling units, single detached dwellings, semi-detached dwellings and	NA	\$400.00	Added to fee schedule

duplexes, and implementation of Environmental Impact Statement (condition of approval)			
Pre-Servicing	\$1040.00	\$1082.00	Cost recovery
Zoning Compliance Report	\$200.00	\$300.00 (includes building permit information)	Cost recovery
Zoning Certificate Zoning Certificate for building permit review Note: this fee can be exempted if the development has received previous Site Plan or Minor Variance approval and building permit plans are identical, subject to the discretion of the Planning Department.	\$100.00 \$100.00 N/A N/A	\$150.00 \$100/residential unit - For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control \$100/residential unit -Apartment dwellings not subject to Site Plan Control \$100 - For all other development	Cost recovery
Radio Telecommunications Concurrence Letter	N/A	\$2500.00	Added to fee schedule
Heritage Permits Request of Amendment to Designating By-law by Owner	N/A	\$800.00	Added to fee schedule

Additional Expenses Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries. Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first. *Cash-in-lieu of Parkland		Private Services: \$2035.04 Municipal Services: \$2713.39	Private Services: \$2292.47 Municipal Services: \$3056.63	Cost recovery
BUILDING				
Minimum Fee		•.....\$250.00		
DEVELOPMENT CHARGES AND/OR ZONING CERTIFICATE FEE MAY APPLY. SEE PLANNING FEES & CHARGES.				
RESIDENTIAL BUILDING FEES				
Dwellings Includes all finished areas above the basement, all finished basement areas, all plumbing fixtures, rear deck up to 400 sq. ft., front porch and up to 3-bay attached garage. All items must be included at time of initial application. Single Detached (≤ 3,200 ft²) Townhome/Semi (≤ 2,500 ft²) Apartment Dwelling or		•.....\$3,328.00 per unit •.....\$2,600.00 per unit		

<p>Detached Secondary Dwelling ($\leq 1,500$ ft²)</p> <p>Seasonal Recreational (≤ 600 ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Building area over the prescribed maximum will be subject to an additional charge</p>	<ul style="list-style-type: none">•.....\$1,560.00 per unit•.....\$1,248.00 per unit•..... \$0.50/ft²
<p>Accessory Structures</p> <p>Garage ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Sheds/Shipping Containers ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Building area over the prescribed maximum will be subject to an additional charge</p> <p>Deck/Landing/Porch/Exterior Stairs</p>	<ul style="list-style-type: none">•.....\$500.00•.....\$250.00•..... \$0.35/ft²

No below grade foundation or for helical pile foundation	•.....\$250.00
Below grade foundation	•.....\$500.00
With covered roof or two storey	•.....\$750.00
Other	
Additions Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•..... \$1.10/ft²
Basement Finishing Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•.....\$250.00
Renovation or Repairs to existing dwelling Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
Plumbing / Insulation / HVAC / Woodstove Inspections	•..... Minimum Fee for each
	•..... Minimum Fee for each

<p>Additional Progress Inspection</p> <p>Example: ICF reinforcement, non-typical construction detail... Added at the discretion of the CBO upon reviewing initial application and defined on building permit at issuance</p>	
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	
Group A-1 & A-3	•..... \$2.00/ ft ²
Group A-2 & A-4	•..... \$1.50/ ft ²
Group B-1	•..... \$2.50/ ft ²
Group B-2	•..... \$2.00/ ft ²
Group B-3	•..... \$1.50/ ft ²
Group D & E	•..... \$1.00/ ft ²
Group F-1	•..... \$1.25/ ft ²
Group F-2 & F-3	•..... \$1.00/ ft ²
Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	•2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
FARM BUILDING FEES	
<p>Farm Building ≤6,420 sq. ft. and ≤ 3 storeys</p> <p>Definition of Farm Building as per the Ontario Building Code</p> <p>Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.</p> <p>Manure Nutrient Storage</p> <p>Fabric/Coverall Storage, Grain Bin</p>	<p>•.....\$500.00</p> <p>•.....\$300.00</p> <p>•.....\$250.00</p>

<div>Farm Buildings (OBC Part 4/NFBC) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.</div> <div>Plumbing / Insulation / HVAC / Woodstove Inspections</div> <div>Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... to be added at the discretion of the CBO upon reviewing initial application and defined on building permit</div>	<div>•.....\$750.00</div> <div>•..... Minimum Fee for each</div> <div>•..... Minimum Fee for each</div>
<div>MISCELLANEOUS BUILDING FEES and CHARGES</div>	
<div>Conditional Building Permit As defined in the Ontario Building Code. Only issued at the discretion of the CBO</div>	<div>•.....\$500.00</div>
<div>Demolition Permit</div>	<div>•..... \$125.00</div>
<div>Private Pool or Hot Tub</div>	<div>•.....\$125.00</div>
<div>Change of Use Permit No Construction</div>	<div>•..... Minimum Fee</div>
<div>Renewal of Permit Re-inspection fees extra</div> <div>1st Renewal 2nd Renewal</div>	<div>•.....\$250.00</div> <div>•.....\$250.00</div>

3 rd Renewal	•.....\$375.00
4 th Renewal and all subsequent renewals	•.....\$500.00
Occupancy & Use Certificate Inspection	•..... Minimum Fee
Alterations or Revisions to Issued Permits or Applications	•..... Minimum Fee
Limiting Distance Agreement	•.....\$250.00
Re-Inspection Per inspection, where previous inspection failed or was deemed not complete or not ready	•..... Minimum Fee
Permit Transfer to new Owner	•..... Minimum Fee
Construction Without a Permit Surcharge applied at the discretion of the CBO Major Examples: additions, renovations, fit-up Minor Examples: decks, sheds, pools, hot tubs	 •..... \$2,500.00 maximum •..... \$1,000.00 maximum
Registration of an Order or Agreement on the property title	•..... at cost and supported by invoices
Alternative Solution Application To be evaluated by the CBO Third party evaluation fee, as required at the discretion of the CBO	 •..... \$300.00 maximum •..... at cost and supported by invoices

Record Retrieval	
Archived Building Permit Record	•\$75.00
Per property, single record search	
Each additional record	•\$25.00
Reproduction of records	•..... at cost and supported by invoices
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	•.....\$125.00
Sidewalk sign (annual renewal)	•.....\$60.00
Billboard sign	•.....\$500.00
Portable/Trailer sign	•.....\$300.00
Ground mounted pedestal sign	•.....\$125.00
Sign Variance	•.....\$250.00
Place/Install sign prior to obtaining permit	•.....\$125.00

Attachment 2

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XX

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

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

WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Mississippi Mills;

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

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. Any non-profit housing developments, as defined in By-law 18-88 Development Charges, are exempt from applicable Planning Fees and Associated Fees and Building Fees listed in Schedule A to this by-law.

6. That By-law No. 21-108 shall be and is hereby repealed on December 31, 2022.
7. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2023.

BY-LAW READ, passed, signed and sealed in open Council this xxth day of _____ 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

SCHEDULE "A" TO BY-LAW 22-XX

FEE AND CHARGES

ADMINISTRATION	
AFFIDAVITS	
Commissioning of Oaths	•\$15.00
GENERAL	
Copies-paper or digital (up to a maximum 11" X 17" size, larger sizes charged as may be required by outsourcing)	• (Per page) \$0.25 plus HST
Community Maps	• (each) \$5.35
Municipal Pins	• (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	•\$30.00
Tax Certificate	•\$50.00
Water Certificate	•\$50.00
Municipal Office Room Rental	• during business hours..... \$25.00/hour plus HST • outside office hours..... \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• \$100.00 plus HST
Election Signs Removal Fee	• \$25.00/sign
Administration fee for eligible online payments made by credit card via the Municipal website	• \$5.00/transaction
ACCESS TO INFORMATION (FOI)	
FOI Requests (Fees regulated by Province)	• application fee..... \$5.00 • record preparation and search time (per ¼ hr.) \$7.50 • photocopies (per page) \$0.20 • computer programming time (per ½ hr.) \$60.00 • diskettes and CDs..... (per disk) \$10.00 • other fees charged (e.g., courier costs).....as invoiced • fees estimated over \$100.00..... 50% deposit
VITAL STATISTICS	
Burial Permits	•(each) \$10.00
Marriage License	•\$150.00
Civil Marriage Ceremony	
• After hours at municipal office or off-site	•\$400.00
• Cancellation of ceremony booking. Non-refundable service fee	•\$100.00

ADMINISTRATION

LICENCING

Liquor License Board of Ontario - Municipal Clearance	•\$35.00
Lottery (Fees regulated by AGCO)	•Bingo (per event) 3% of prize value •Raffle (per event) 3% of prize value •Nevada (per box) 3% of prize value
Mobile Canteen	•License\$750.00 •Transfer\$50.00 •Special Event (maximum 3 days) \$50.00/day
Seasonal Stand	•License\$750.00 •Transfer \$50.00
Refreshment Cart	•License\$375.00 •Transfer.....\$50.00 •Special Event (maximum 3 days) \$50.00/day
Seasonal Produce/ Farm Produce Stand	•License\$300.00 •Each Additional License..... \$50.00 •Transfer\$50.00
Taxi	•Operator License\$100.00 •Vehicle License.....\$100.00 •Driver License.....\$50.00 •License Transfer\$10.00 •License Plate Replacement\$15.00

CANINE CONTROL

Dog Tags (All tags expire December 31 st each year)	• Spayed/Neutered\$20.00 • Not Spayed/Neutered\$30.00 • Microchip (proof required)\$15.00
Replacement Tag	• \$5.00
Kennel License (Tags for each dog will be provided at no additional cost)	•\$100.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	•\$100.00

PUBLIC WORKS (plus applicable HST)

Entrance Permit Fee	•\$100.00
Property Identification Sign/Post	•\$185.00
Property Identification Post Replacement	•\$90.00
Property Identification Sign Replacement	•\$75.00
Tile Drainage Inspection Fee	•\$200.00
Water Connection Inspection (new development)	•\$50.00
Sewer Connection Inspection (new development)	•\$50.00

Turn water on or off (seasonal or outside business hours)	•\$50.00
Bulk Water Sales	• \$15.00 per 1,000 gallons plus \$50 connection fee
Water Meter	• 5/8" x 3/4" meter (\$429.20 plus HST).....\$485.00 • 3/4" meter (\$473.89 plus HST)\$535.50 • 1" meter (\$576.55 plus HST)\$651.50 • 1.5" meter positive displacement (\$921.24 plus HST)\$1,041.00 • 2" meter positive displacement (\$1,081.42 plus HST)\$1,222.00 Note: Greater than 2 to be quoted upon request.

GARBAGE AND RECYCLE

Garbage Tags	• (each) \$2.00
Composter	•\$40.00
Blue Box	
• new residents and replacements	•no charge
• to purchase	•\$8.00

FIRE (All rates subject to HST)
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Compliance Letters	•\$65.00
Fire Reports	•\$65.00
(non-property owners/tenants)	
Fire Safety Plan Review	•\$65.00
Inspections	• Special Occasion Permit.....\$65.00 • Liquor License\$65.00 • Home Daycare\$65.00 • Request Inspections \$100.00 • Mobile Canteen / Seasonal Stand.....\$100.00 • Re-inspections (non-compliance)\$250.00
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants)	
•current MTO rates	
Vehicle fire, extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation	
•at cost and supported by invoices	
Hazardous Materials Spill/Clean Up	
Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial regulations.	
•current MTO rates and costs supported by invoices	
Open Air Burning	
Fires resulting from contravention of the Open-Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open-Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labor costs.	
•at cost and supported by invoices	

•	current MTO rates
Additional Expenses If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus ("Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.	
•	at cost and supported by invoices

POLICE	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).	
First false alarm in any calendar year	•no charge
Second false alarm in any calendar year	•no charge
Third false alarm and any thereafter in a 12-month period	•\$200.00

PLANNING	
Official Plan Amendment	•\$3,640.00
Zoning	
Minor Amendment (Includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory apartments; or amendment to zone or general provisions)	• \$2,163.00
Major Amendment (all other applications)	• \$3,786.00
Temporary Use Extension	• \$2,080.00
Lift of Holding Provision	• \$676.00
Joint Official Plan & Zoning Amendment	•\$5569.00
Minor Variance	• \$800.00
Site Plan Control	
Major	•\$2,812.00

Minor	•\$1,731.00
Lite	•\$416.00
Red Line Amendment to Major	•\$1040.00
Red Line Amendment to Minor	•\$520.00
Red Line Amendment to Lite	•\$156.00
Land Division	
Consent* See Cash in lieu of Parkland By-law 15-78 for rates	• \$1000.00
Plan of Subdivision	• \$4,326.00
Plan of Condominium	• \$3,245.00
Redline Change	• \$1,082.00
Lifting Part Lot Control	• \$1,082.00
Lifting of 1 ft. Reserves	• \$1,082.00
Extension of Draft Approval	• \$865.00
Subdivision Amendment Agreement	• \$865.00
Cash-in-lieu of Parking	•\$3,000.00/space
Cash-in-lieu of Parking application	•\$832.00
Agreements	
Encroachments	• \$865.00
Private Road (if not associated with a Site Plan Control Agreement)	• \$1600.00
Accessory Dwelling Unit	• \$865.00
Miscellaneous Development (Condition of approval)	• \$865.00
Development for triplexes, fourplexes and townhouses and residential development in a floodplain (condition of approval)	• \$1731.00
Development for secondary dwelling units, single detached dwellings, semi- detached dwellings and duplexes, and implementation of Environmental Impact Statement (condition of approval)	• \$400.00
Pre-Servicing	• \$1082.00

Zoning Compliance Report	•\$300.00
Zoning Certificate Zoning Certificate for building permit review <ul style="list-style-type: none"> • For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control • Apartment dwellings not subject to Site Plan Control • For all other development <p>Note: subject to the discretion of the Planning Department, this fee can be exempted if the development has received previous Site Plan Control or Minor Variance approval and building permit plans are identical.</p>	•\$150.00 •\$100.00/residential unit •\$100.00/residential unit •\$100.00
File Reactivation Fee (inactive for more than 12 months)	•50% of the Original Fee
Green Energy Applications	•\$1,500.00
Radio Telecommunications Concurrence Letter	•\$2,500.00
Heritage Permits Request of Amendment to Designating By-law by Owner	•\$800.00
Additional Expenses Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries. Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first. • at cost and supported by invoices *Development Charges may apply *Cash-in-lieu of Parkland (2023 rate): \$ 2292.47 (Private Services) \$3056.63 (Municipal Services)	

BUILDING	
Minimum Fee	•\$250.00

<p>*DEVELOPMENT CHARGES AND/OR ZONING CERTIFICATE FEE MAY APPLY. SEE PLANNING FEES & CHARGES.</p>	
<p>RESIDENTIAL BUILDING FEES</p>	
<p>Dwellings Includes all finished areas above the basement, all finished basement areas, all plumbing fixtures, rear deck up to 400 sq. ft., front porch and up to 3-bay attached garage. All items must be included at time of initial application.</p> <p>Single Detached ($\leq 3,200$ sq. ft.) Townhome/Semi ($\leq 2,500$ sq. ft.) Apartment Dwelling or Detached Secondary Dwelling ($\leq 1,500$ sq. ft.) Seasonal Recreational (≤ 600 sq. ft.) Does not include plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below. Building area over the prescribed maximum will be subject to an additional charge</p>	<p>•\$3,328.00 per unit •\$2,600.00 per unit •\$1,560.00 per unit •\$1,248.00 per unit •\$0.50/ ft²</p>
<p>Accessory Structures Garage ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Sheds/Shipping Containers ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Building area over the prescribed maximum will be subject to an additional charge</p> <p>Deck/Landing/Porch/Exterior Stairs No below grade foundation or for helical pile foundation</p> <p>Below grade foundation With covered roof or 2-storey</p>	<p>•\$500.00 •\$250.00 •\$0.35/ ft² •\$250.00 •\$500.00 •\$750.00</p>
<p>Other Additions - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.</p>	<p>•\$1.10/ ft²</p>

Basement Finishing - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$250.00
Renovation or Repairs to existing dwelling - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	• .. 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
Plumbing / Insulation / HVAC / Woodstove Inspections	• Minimum Fee for each
Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... Added at the discretion of the CBO upon reviewing initial application and defined on building permit at issuance	• Minimum Fee for each
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	
Group A-1 & A-3	• \$2.00/ ft ²
Group A-2 & A-4	• \$1.50/ ft ²
Group B-1	• \$2.50/ ft ²
Group B-2	• \$2.00/ ft ²
Group B-3	• \$1.50/ ft ²
Group D & E	• \$1.00/ ft ²
Group F-1	• \$1.25/ ft ²
Group F-2 & F-3	• \$1.00/ ft ²
Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	• .. 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
FARM BUILDING FEES	
Farm Building ≤6,420 sq. ft. and ≤ 3-storeys Definition of Farm Building as per the Ontario Building Code Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$500.00
Manure Nutrient Storage	•\$300.00
Fabric/Coverall Storage, Grain Bin	•\$250.00
Engineered Farm Buildings (OBC Part 4/NFBC) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$750.00

Plumbing / Insulation / HVAC / Woodstove Inspections	• Minimum Fee for each
Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... to be added at the discretion of the CBO upon reviewing initial application and defined on building permit	• Minimum Fee for each
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement As defined in the Ontario Building Code. Only issued at the discretion of the CBO	•\$500.00
Demolition Permit	•\$125.00
Private Pool or Hot Tub	•\$125.00
Change of Use Permit No Construction	• Minimum Fee
Renewal of Permit (Re-inspection fees extra)	
1 st Renewal	•\$250.00
2 nd Renewal	•\$250.00
3 rd Renewal	•\$375.00
4 th Renewal and all subsequent renewals	•\$500.00
Occupancy & Use Certificate Inspection	• Minimum Fee
Alterations/Revisions to Issued Permits or Applications	• Minimum Fee
Limiting Distance Agreement	•\$250.00
Re-Inspection (Per inspection, where previous inspection failed or was deemed not complete or not ready)	• Minimum Fee
Permit Transfer to new Owner	• Minimum Fee
Construction Without a Permit Surcharge applied at the discretion of the CBO	
Major – Examples: additions, renovations, fit-up	• \$2,500.00 maximum
Minor – Examples: decks, sheds, pools, hot tubs	• \$1,000.00 maximum
Registration of an Order or Agreement on the property title	• at cost and supported by invoices
Alternative Solution Application To be evaluated by the CBO	• \$300.00 maximum

Third party evaluation fee, as required at the discretion of the CBO	•..... at cost and supported by invoices
Record Retrieval	
Archived Building Permit Record Per property single record search	•.....\$75.00
Each additional record	•.....\$25.00
Reproduction of record	•..... at cost and supported by invoices
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	•.....\$125.00
Sidewalk sign (annual renewal)	•.....\$60.00
Billboard sign	•.....\$500.00
Portable/Trailer sign	•.....\$300.00
Ground mounted pedestal sign	•.....\$125.00
Sign Variance	•.....\$250.00
Place/Install sign prior to obtaining permit	•.....\$125.00

DAY CARE (full fee per day)	
Infant Program	•.....\$66.18
Toddler Program	•.....\$55.62
Preschool Program	•.....\$47.28
Kindergarten Program	
Before & After School	•.....\$25.18
Before or After School	•.....\$19.82
Full Day	•.....\$38.88
School Age Program	
Before & After	•.....\$23.12
Before or After	•.....\$17.66
Full Day	•.....\$36.77
ALMONTE OLD TOWN HALL	
AUDITORIUM (All rates are subject to HST)	
Rental Fees Resident/Community Group	
Hourly Rate Weekdays (Mon-Fri)	•..... \$20.00

<p>Hourly Rate Weekend Days (Sat-Sun) (8:00AM to 4:00PM)</p> <p>Morning 8:00 a.m. – 12 noon Monday – Sunday</p> <p>Afternoon 12 noon – 4:00 p.m. Monday – Sunday</p> <p>Evening 4:00 p.m. – 1:00 a.m. Monday- Thursday and Sunday</p> <p>Friday and Saturday</p>	<ul style="list-style-type: none"> • \$25.00 • \$36.75 • \$67.00 • \$100.00 • \$130.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (Charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
<p>Rental Fees Non-Resident</p> <p>Morning 8:00 a.m.– 12 noon Monday – Sunday</p> <p>Afternoon 12 noon – 4:00 p.m. Monday – Friday</p> <p>Saturday and Sunday</p> <p>Evening 4:00 p.m. – 1:00 a.m. Monday – Wednesday Thursday Friday and Saturday Sunday</p>	<ul style="list-style-type: none"> • \$55.00 • \$80.00 • \$115.00 • \$100.00 • \$130.00 • \$190.00 • \$100.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (Charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
<p>Wedding Reception/ Private Function</p>	<ul style="list-style-type: none"> • \$700.00
<p>Equipment Rental</p> <p>Stage Lights</p> <p>Spotlights</p> <p>Panels & Track Lights (dropped lighting)</p> <p>Projector and Screen</p> <p>Sound Equipment</p>	<p><i>Prices do not include technician labor, call for more information.</i></p> <ul style="list-style-type: none"> • \$100.00 • \$25.00 • \$100.00 • \$25.00 • \$100.00

RECREATION

ICE RENTAL RATES**All ice rental rates are an hourly rate and are subject to HST.**

Prime Time – Minor Resident	•..... \$146.00
Non-Prime Time – Minor Resident	•..... \$121.00
Prime Time – Adult Resident	•..... \$206.00
Non-Prime Time – Adult Resident	•..... \$171.00
Prime Time – Non-Resident	•..... \$245.00
Non-Prime Time – Non-Resident	•..... \$209.00
Broomball	•..... \$143.00

SLAB RENTAL RATES**All slab rental rates are subject to HST.**

Monday – Thursday	•..... \$39.00/hr
Friday – Sunday	•..... \$64.00/hr
Friday – Sunday Client Bar	•..... \$118.00/hr
Service Club/Non-Profit	•..... \$482.00/booking
Service Club/Non-Profit Client Bar	•..... \$656.00/booking
Resident – Client Bar	•..... \$803.00/booking
Non-Resident – Client Bar	•..... \$1,048.00/booking

HALL RENTAL RATES**All hall rental rates are subject to HST.**

Monday – Thursday	•..... \$35.00/hr.
Friday – Sunday Rec Bar/no alcohol	•..... \$62.00/hr.
Friday – Sunday Client Bar	•..... \$122.00/hr.
Resident – Rec Bar/no alcohol	•..... \$291.00/booking
Resident – Client Bar	•..... \$584.00/booking
Non-Resident – Rec Bar/no alcohol	•..... \$328.00/booking
Non-Resident – Client Bar	•..... \$617.00/booking

CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES**All hall rental rates are subject to HST.**

Daily excluding heat	•..... \$90.00
Daily including heat	•..... \$112.00
Hourly rental (1/2 day or less)	•..... \$24.00/hr.

BASEBALL DIAMOND RENTAL RATES**All rental rates are subject to HST.**

Hourly Rental (No lights required)	•..... \$18.00/hr.
Hourly Rental (Lights required)	•..... \$23.00/hr.

BAR BEVERAGE RATES/BEVERAGE**All rates include HST**

Beer	•..... \$5.25
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Liquor	•.....	\$5.25
Coolers	•.....	\$6.25
Wine (per glass)	•.....	\$5.25
Wine (per bottle)	•.....	\$18.00

COMMUNITY AND ECONOMIC DEVELOPMENT

BANNER INSTALLATION (Subject to HST)

Non-Profit Groups/Events	•.....	\$150.00
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DIGITAL SIGN RENTAL (Subject to HST)

1 week (Sunday to Sunday)	•.....	\$35.00
1 month (consecutive)	•.....	\$125.00
3 months	•.....	\$300.00
6 months	•.....	\$450.00
1 year	•.....	\$750.00

MUNICIPAL FILM FEES (Subject to HST) *(applications are not guaranteed to be approved)*

Administration Fee (50% Refundable for denied applications)	•.....	\$200.00
Parking Space Charge (per day)	•.....	\$20.00
Late Application Charge (Due with application and application fee for any film requests received less than 6 business days from first date of filming)	•.....	\$200.00

COMMEMORATIVE BENCH/BIKE/TREE (Subject to HST)

Commemorative Bench	Commemorative Bike Rack (single post)	Commemorative Bike Rack (4 multi ring rack)	Commemorative Tree
\$3,600.00 + HST/bench	\$1,500.00 + HST/ bike rack	\$2,500.00 + HST/ bike rack	\$650.00 + HST/tree

MEDIA RELEASE

For immediate release
Nov. 9, 2022

Here are the highlights from the Lanark County Council meeting held Nov. 23, 2022.

Council Submits Delegation Requests for ROMA: Council passed a motion approving to submit requests for delegations with various ministries at the Rural Ontario Municipal Association conference taking place in January.

Clerk Jasmin Ralph outlined the requests in a report to council, including:

- Ministry of Long-Term care: Request relates to a number of challenges for long-term care homes in Lanark County and across Ontario, including freezing of the case mix index 2023, hiring and retention of staff, and issues related to nursing employment agencies.
- Ministry of Health: Requesting imposition of cross-border ambulance billing requirements. Ambulances currently respond to cross-border calls as required by provincial legislation, but not all municipalities are willing to enter into an agreement to fund calls that take place in their municipality.
- Ministry of Transportation: Requesting support for and/or provincial coordination of the school bus stop arm camera program due to extensive technical requirements and cross-border coordination in rural areas.
- Ministry of Children, Community and Social Services/Attorney General: Requesting that the province adopt recommendations from the Renfrew inquest related to intimate partner violence.

The submission is due Nov. 28 with confirmation about approval to come prior to the conference. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

County to Enter Agreement for Planning Consulting Services: Council has authorized the CAO to enter into an agreement with JLR Richards to provide planning services.

County Planner Julie Stewart explained the department's senior planner position was posted for three weeks, but has not yet been filled. The human resources department has recommended posting the position as an open competition with no deadline for the submission of applications, but there will be a significant workload that will be difficult to address when the current employee departs. The consulting service can address the immediate issue for a short-term period until the position is filled.

Stewart explained the usual bid process can be waived when, due to abnormal market conditions, the goods or services are in short supply. "Currently there is a high demand for employees across several fields, and the planning field is no exception to this. As we have not been successful in obtaining a candidate for the position at this time, we have considered other options to ensure the current and anticipated workload can be managed."

MEDIA RELEASE

JL Richards (JLR) has provided planning services to several municipalities in the county. "As JLR is a local firm, the staff are familiar with the planning documents and planning processes within the county," Stewart said, adding a benefit is they can be on-boarded immediately. The costs, she said, are comparable, and the full-time senior planner costs have been included in the draft 2023 budget. During the budget process, council will consider whether resources are adequate for the workload.

For more information, contact Julie Stewart, Planner, at 1-888-9-LANARK, ext. 1520.

Upcoming Meetings: County Council, Wednesday, Dec. 7, 5 p.m.; Community Services, Dec. 7 (following County Council); Corporate Services, Dec. 7 (following Community Services). **County Council, Wednesday, Dec. 14 5 p.m.;** Public Works, Dec. 14 (following County Council); Economic Development, Dec. 14 (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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MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on October 21, 2022 at 10:30 a.m. online through Zoom.

1. **CALL TO ORDER**

The meeting was called to order at 10:37 a.m.

2. **ATTENDANCE:**

PRESENT:

ABSENT:

Cathy Peacock, Chair
Leanne Czerwinski, Vice Chair
Micheline Boucher
Barbara Button
Jeff Fraser
Councillor Jan Maydan (arrived at 11:03)
Warren Thorngate
Marie Traversy
Christine Row, staff

3. **APPROVAL OF AGENDA**

Resolution No. 31-22

Moved by J. Fraser

Seconded by L. Czerwinski

THAT the MMPLB approves the agenda with the addition of correspondence from Edith Cody-Rice.

CARRIED

4. **DECLARATION OF ANY CONFLICTS OF INTEREST**

[None]

5. **DELEGATIONS OR PRESENTATIONS**

[None]

6. **MINUTES OF THE PRECEDING MEETING**

Resolution No. 32 -22

Moved by B. Button

Seconded by W. Thorngate

THAT the MMPLB Board approves the September 16, 2022 minutes as presented.

CARRIED

7. **CONSENT ITEM**

a) Correspondence – Jennifer and Gerald Fava, Edith Cody-Rice

- c) Reports- CEO report
- d) Incidents- [None]

Resolution No. 33-22

Moved by J. Fraser

Seconded by B. Button

THAT the MMPLB accepts the consent items as presented.

CARRIED

8. UPDATES

- a) Policy review – Advocacy GOV-01, Planning GOV-05, and Committees of the Board GOV-07

Resolution No. 34 -22

Moved by B. Button

Seconded by L. Czerwinski

THAT the MMPLB Board approves Advocacy GOV-01, Planning GOV-05, and Committees of the Board GOV-07.

CARRIED

- b) Friends of the Library update
The book sale received great support from the community.
- c) Communication Committee update- The Library Board Legacy Document and Board Member Position Description completed and presented to the Board. C. Peacock will send the Legacy Document to the Clerk.
- d) Year 4 MMPLB work plan update
The Board is on track to complete all steps in the succession work plan.
- e) Financial Statement [None]
- f) 2023 Draft Capital Budget

Resolution No. 35-22

Moved by B. Button

Seconded by L. Czerwinski

THAT the MMPLB approves the 2023 Draft Capital Budget as presented.

CARRIED

9. FOR DISCUSSION/DECISION

- a) Closed meeting

Resolution No. 36-22

Moved by B. Button

Seconded by M. Boucher

THAT the MMPLB enter into an in camera session at 11:23 a.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Resolution No. 37-22

Moved by J. Fraser

Seconded by W. Thorngate

THAT the MMPLB meeting moves out of in camera at 11:33 a.m.

CARRIED

MMPLB provided update on HR matter.

10. OTHER/NEW BUSINESS

- a) J. Fraser would like a library brochure included in the municipal welcome basket. Christine will look into this and provide the Board with draft brochure at the November meeting.

11. NEXT MEETING

Friday, November 18, 2022 at 10:30 am at the Pakenham Branch.

12. ADJOURNMENT

Resolution No. 38-22

Moved by M. Boucher

Seconded by W. Thorngate

THAT the meeting be adjourned at 11:52 a.m.

CARRIED



Organic Waste Report

Climate Action Committee

October 3, 2022

Michelle Vala, Climate Environmental
Coordinator



Why Compost?

- Divert useful material from the waste stream
 - Reduce your waste by approx 1/3
- Improve soil and vegetable yield (“Gardener’s Gold”)
 - Also reduces need to buy topsoil and fertilizer; saves money
- Reduce methane production from organics in landfill
 - Help reduce carbon footprint and climate impacts, as methane’s warming potential is much greater than carbon dioxide
- Protect groundwater from contamination by leachate
- Learning to conserve and connect with nature, especially for children (can teach about life cycles and how decomposition works)

The Composting Process

- Biological cycle of organic material
Seed → seedling → mature plant → plant decays → bacteria turn plant material into nutrient-rich soil
- Driven by microbes, primarily bacteria and fungi
 - Different group of microbes depending on quality of process, either aerobic (needing oxygen) or anaerobic bacteria (do not need oxygen)
- Composting is best done with aerobic bacteria/microbes
 - Faster process, no methane produced
 - More aesthetically pleasing (appearance, smell, mess)
 - Need nitrogen (from organic material), water (add water if dry), and oxygen (turn over compost regularly)
 - Also need carbon from materials like leaves, newspaper

How to Compost (Set-up)

- Need brown/green mixture, 1:1 ratio (or half and half)
 - Brown: leaves, straw, sawdust, newspaper, paper bags, dead plants
 - Green: grass clippings, kitchen scraps, finished compost
 - Shred material so that it will break down more quickly
- Location depends on unique situation, but sunny corner is best
- Roughen up/till the soil where you intend to compost, then put newspaper or small branches on top (will form base of pile and provide good drainage), followed by the material to compost
 - Steps vary slightly with other styles of composting
- Finished compost is a good starter for the next load of organics
 - No need for bioactivator or similar products
- Make sure to leave out meat products, grease, herbicide-treated lawn clippings, and pet waste

Good Composting

- Compost pile needs to be sufficiently moist
 - Moisture level should resemble a wrung-out sponge
- Material needs turning over every week or two
 - Keeps it aerated, so it doesn't switch to anaerobic decomposition
 - Also helps it heat up, which will speed up the process
- Finished compost looks like crumbly dark soil, earthy aroma
- Troubleshooting:
 - Unpleasant odour: too much green material present; add more brown materials to restore balance (should be mild smell)
 - Slow progress: insufficient moisture or aeration; spray lightly with water or turn the pile (should only take a few weeks)

How to Use Compost

- Apply to gardens during fall yard work
 - Makes space for winter additions of food scraps
 - Use as a soil amendment, in place of others like peat moss or topsoil
 - Good for potting, lawn top-dressing, or enriching garden beds
- Return material that is not completely broken down to compost pile/container; should be finished in spring
 - A screen can help sift this material out from the finished compost
- Leftover leaves: mulch/shred, then apply to gardens
 - will be nearly decomposed by spring

Backyard Composting

Advantages

- Ease of use
- Use up leaf and yard waste (don't have to drop it off somewhere)
- Does not require municipal support
- Conservation of resources / recycling of useful materials
- Improved garden soil quality
 - Improved health of flowers/vegetables
- No materials actually required, though most people use a container
- Save money on fertilizer and soil (“Gardener’s Gold”)
- Less use of harsh chemicals
- Education for the next generation
- Connecting with the environment

Disadvantages

- Requires time and effort
- Container may be expensive or require know-how to make one
- Some materials are excluded (eg. Meat, dairy, napkins, etc.)
- Space required; problematic for small yards especially
- Have to carefully control conditions for optimal function
 - Material, moisture, oxygen conditions
 - Otherwise it may be slow or smell bad
- May attract pests (mice, raccoons)
- Pets may eat compost and become ill

Backyard Composter Designs

Main types of backyard composter designs:

- Open compost pile
- Plastic/Metal Compost Bin
- Box-style stationary composters
- Tumblers
- Vermicomposters
- Other specific variations

Minimum recommended size is 1m³ (1m x 1m x 1m)

- Smaller options do not produce enough heat to work optimally
- Much larger options lack oxygen and result in anaerobic activity

Compost Pile

- Simply choose an area of 1-3m³ in your yard to start
- Level off the bare ground where the pile will go, start with leaves/newspapers as base
- Add brown and green components, 1:1 ratio
- Mix the materials together, add a little water, and allow it to work
 - If correctly done, should reach 70-140°C in a week
- Turn the compost weekly for oxygen, ensures *aerobic* decomposition



Advantages

- Requires only a bare spot and a rake for turning over
- Ease of construction / use
- Inexpensive

Disadvantages

- exposed for pets and wildlife
- Looks messy / unkempt

Plastic or Metal Compost Bin

- Container has no bottom, place over earth then add materials to container
- Some variations include air holes for ventilation of materials inside
- Hatch at the bottom for removing finished compost
- Simply load the container, close the lid, and wait for the compost to be ready
- Requires some method to prevent being lost by the wind
- Difficult to turn over material, so may require emptying and refilling at the end of season
- Can be expensive to buy, unless subsidized



Advantages

- More attractive appearance
- Protected from wildlife

Disadvantages

- Harder to turn due to size and shape
- Cost to buy container (DIY less likely with these ones)

Stationary Box Composter

- Box is flexible in design
 - Can be all wood or partially wood, use screen or clear plastic to fill gaps
- Multiple compartments, usually two or three, allow for separate batches of compost to be in progress at once
- Material makeup is the same as the standard compost pile, just confined
- Variations include stacking towers (eg. EcoStack) and expandable bins (eg. GeoBin)



Advantages

- Can separate material at different stages
- Flexible design and cost as DIY project
- Material protected from wildlife

Disadvantages

- More work required at end of season
- Maintenance to protect wood

More space required

Compost Tumblers

- Designed to make composting easier for people new to the process
- Basic design is a rotating drum attached to a sturdy stand that allows turning of the drum
- Loaded with the same mix of material as a standard compost pile
- Rotated approx once a week to turn over and aerate the material inside
- Done in batches: while one is cooking, other waste is stockpiled for next batch (this can be messy, as the material will start breaking down on its own)
- Some available with dual-batch capacity to speed up the rotating batches process



Advantages

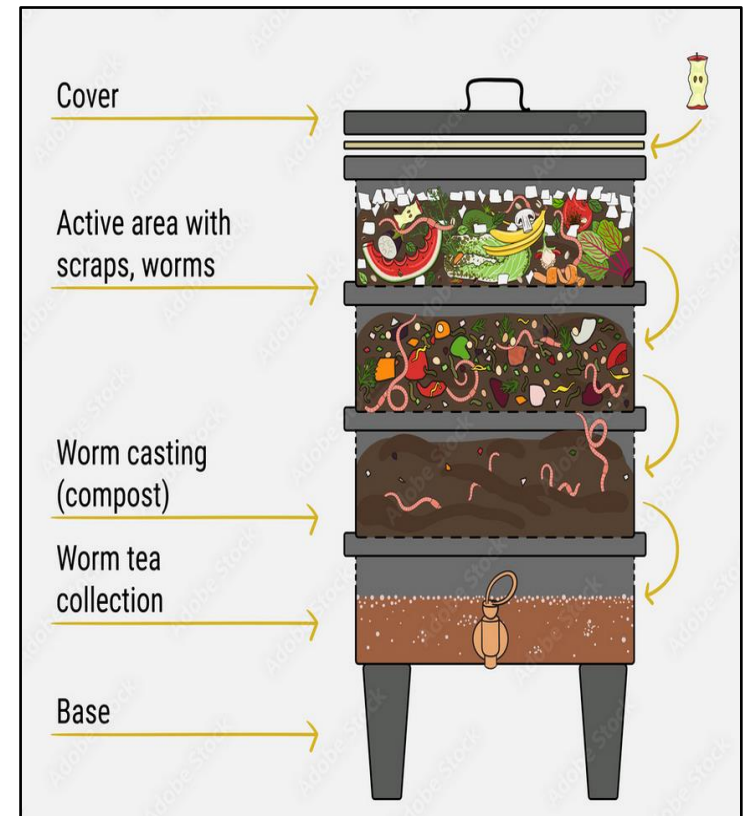
- Easy to use, especially for those new to composting
- Aeration is very easy; just rotate the tumbler

Disadvantages

- Limited space: Next batch will always have to wait, whether single or dual-batch capacity
- Expensive

Vermicomposting (Worms)

- This composting relies on worms (specifically red wigglers) to break down food waste
- Looks like a bedside table with a number of drawers /compartments
- Each drawer is filled with dirt; food scraps get added, then switch drawers for new material
- Worms keep the compost material aerated as it breaks down
- One of the fastest compost systems due to limited capacity in each drawer



Advantages

- No turning required
- Worms speed up breakdown of material

Disadvantages

- Can be messy with all the soil involved
- Worms require warm location for winter (ie. Indoors)

Smart Pot Compost Sak

- This composter is a heavy-duty bag, made of polypropylene (same as some tarps)
 - Second bag that fits on top as a lid
 - Material is designed to be breathable (holes in the weave to allow airflow)
- Process functions the same as the other stationary composters, just with a different container
- Can empty in winter and store in minimal space
- Polypropylene can be damaged or torn in the long-term, which requires replacement



Advantages

- Most flexible container
- Large capacity
- Convenient storage when not in use

Disadvantages

- Bag eventually deteriorates and must be replaced
- Bag usually not made of sustainable material

Organic Food Waste Digesters

- Can compost all kinds of organic material
 - Includes meat, bones, even pet waste
- Requires no regular maintenance (turning over)
 - Simply fill the digester and forget it
- Relies on solar power to heat the double-walled exterior of the cone, provides this heat to power aerobic digestion inside
- Underground basket to protect against pests, allows material to combine with soil microbes and for worms to pass through and help digest the food scraps



Advantages

- Requires virtually no maintenance
- Allows for traditionally “non-compostable” materials

Disadvantages

- Limited space for composting
- No ability to see the contents to address any issues
- Can be expensive unless subsidized

Municipal Organic Waste Programs

Municipal organic waste programs may include a combination of organic waste strategies including:

- A curbside collection green bin program
 - Organic waste shipped to an external compost facility
 - Organic waste transported to a municipally owned compost facility
- Neighbourhood organics depot
- Backyard composting by providing composters or subsidizing
- Education and awareness on composting
- On-site food waste processing technology (eg. FoodCycler)

Curbside Green Bin Collection

- Exists in most urban communities
- Green bins allow greater diversity than backyard composting: food scraps (plant-based AND meat/bones) and paper products (e.g. napkins, greasy pizza boxes/liners, etc.)
 - Some programs allow yard waste
- Ease of use for residents and waste collectors
- Easy to implement due to existing curbside trash/recycling collection in most communities
- Primary difficulty is cost for municipality, especially those with few residents (economy of scale)
 - Also difficulty with freezing temperatures (as material can get stuck inside green bin)
- Opportunity to reduce frequency of waste collection, producing cost savings for the municipality

Neighbourhood Organics Depot

- This model has residents transport their green bins to a local depot, where the material is then composted *en masse*
 - Requires active participation of residents to collect their organics and bring them to the local depot
- Generates more commercially-viable compost due to greater level of oversight/guidance for residents
- Reduces problems related to large volume (e.g. restaurants) and potentially noxious waste, as large depots can create higher temperatures that kill all possible pathogens
 - Speeds up the process considerably beyond what is possible with backyard composting

Backyard Composting

Municipalities can:

- Encourage backyard composting through education and outreach
- Increase accessibility for residents by providing composters at a giveaway event or subsidizing their cost
- This approach achieves the lowest diversion rate, due to problems:
 - Effort involved for residents
 - Limitation of compostable materials: no meat, oils, paper products
 - Large volume of waste in some cases (e.g. restaurants produce too much waste to backyard compost)

On-Site Food Waste Processor

- Municipalities can subsidize the purchase of on-site food waste processors (FWPs) for residents
- Popular examples include FoodCycler and Lomi
- FWP can be loaded with vegetable matter, as well as eggshells and small bones (a little more than what can be put in a backyard composter)
- FWP works to shred and dehydrate material put inside, creates soil amendment (can then be worked into garden beds, soil amendment)
- Convenient for residents with no curbside pickup
- Where used with curbside system, greatly reduces size of organic material to be collected
- FWP units are expensive unless subsidized



Types of Municipal Compost Systems

Windrow System

- Organic waste is arranged in long rows to mature
- Common size is 4' high by 12' wide
- Creates a large, hot pocket inside for material to break down
- Frequently turned to maintain air pockets inside and to redistribute hot/cold areas in the piles
 - Turning achieved using a machine with paddles that looks a bit like a windmill
- Process can take as little as a week

Gore System

- Compost is arranged in same way as windrows, but a special GORE cover is placed over top with the intent to improve the industrial composting process
- GORE cover ensures even heating of material in the pile
- Sensors attached just under the cover itself
- Also a channel to allow leachate from the composting material to pass through
- Processes as much as a couple tons every day

Perth Compost Facility

- Open-air windrow compost system
 - Simplest system
 - Organics collected are mixed with a carbon source (e.g. leaves and wood waste), placed in long windrows on a pad and turned over regularly to ensure aerobic composting
- Total annual operating cost is \$157,260 or \$44.93 per household
 - Collection for 3,500 households (\$108,360/yr)
 - Grinding wood waste: \$10,000/yr
 - Weekly adding wood waste: \$7,800/yr
 - Weekly aeration of piles: \$15,600/yr
 - Screening of finished compost: \$12,500/yr
 - Testing of finished compost: \$3,000/yr
- Capital costs include building the compost pad at the landfill site and large green bins (~\$100/bin)
- Perth's operating certificate allows it to accept organic material from anywhere in Ontario
- Costs partially offset because Perth is able to collect the rest of household garbage every second week
- Millions of dollars saved in extending the life of the landfill

Prince Edward County Organic Waste Program

- Prince Edward County has a curbside green bin collection program across rural and urban areas
 - Waste is collected and hauled from the County to the compost facility in Moose Creek
 - The green bin program cost approximately \$319,000 in 2021, generating 780 tonnes of food waste
 - Green bins are purchased from the municipality by the residents
 - Estimated that only 60% of all households participate in the program and 80% of the users are urban
- Currently staff and Council are considering building a new municipal organics management facility
 - Open-air windrow compost system (similar to facilities in Perth and Gravenhurst) would cost approximately \$1.5 million with operational costs between \$80,000 to \$100,000
 - Aerobic digesters or Gore systems that cover compost would cost approximately \$5 million or more
 - A consultant is to prepare a detailed feasibility and cost analyses, expected costs between \$50,000 and \$100,000
- Also, completing a composter giveaway to reduce organics collection and disposal costs

Quinte Organic Waste Program

From a study that was conducted in 1992

- No curbside pickup, program focused on backyard composting
- Free composters were distributed to residents
 - Composters were offered door-to-door and in giveaway events at the waste depot
- 80% of residents either accepted a composter or said they were already using one
- After program ended, 64-81% of respondents were composting

Options for Lanark County

- Waste in Lanark County is managed by local municipalities
- The only municipality with a green bin collection program for food waste is Perth
- Communities with a mix of urban and rural areas would benefit from a combination of curbside collection and backyard composting
 - Urban centers would be better suited for a curbside collection program due to higher population densities
 - Urban centers would also benefit from promoting backyard composting and/or on-site food waste processing technology
 - Rural areas would be better suited for backyard composting

Council Resolution

Moved By B. Ostrander

Agenda
Item 10

Resolution Number
2022-11-09- 137

Seconded By B. Sanderson

Council Date: November 9, 2022

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held October 31, November 1 & 2, 2022), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

Committee Name	Item #	Description	Held By
Community Health	7		Councillor Ostrander

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote
Requested by _____
Councillor's Name

Carried 
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature



Social Services Committee Resolution

Committee Meeting Date: November 2, 2022

Agenda Item: 7.a

Resolution Number: 2022-11-02 719

Moved by: R. Coate

Seconded by: B. Sanderson

Council Meeting Date: November 9, 2022

"That the Social Services Committee, having considered the correspondence from the Municipality of East Ferris regarding 'Child Care Workforce Challenges', recommend that County Council support this correspondence; and

Further That the Committee recommend that that County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Stephen Lecce (Minister of Education), the Honourable Vic Fedeli (Minister of Economic Development, Job Creation and Trade), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario, and to all municipalities in Ontario."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

REGULAR COUNCIL MEETING

HELD

October 11th, 2022

2022-273

**Moved by Councillor Champagne
Seconded by Councillor Lougheed**

WHEREAS the province of Ontario is currently experiencing an early years and child care workforce shortage;

AND WHEREAS access to quality licensed child care is an essential component of Ontario's social and economic well-being and enables children to grow up with a sense of community;

AND WHEREAS lack of licensed child care is a barrier for parents to return or enter into the workforce, thus putting a strain on families, hindering economic participation, and forcing parents to remain at home to care for their children;

AND WHEREAS in the District of Nipissing, there is a higher demand for child care spaces than the number of spaces available creating waitlists that have parents waiting for several years prior to getting a space, if they receive a space at all;

AND WHEREAS in recent years the recruitment and retention of qualified Registered Early Childhood Educators (RECEs) and child care staff has been a challenge that has been exasperated by the COVID-19 pandemic;

AND WHEREAS the workforce crisis in the early years and child care sector has been further exasperated by the significant wage disparity between the compensation paid to RECEs employed by school boards and those employed in licensed child care centers due to lack of funding which has created an inequity for workers with equal qualifications;

AND WHEREAS Ontario has signed the Canada-Wide Early Learning and Child Care Agreement putting Ontario on the path to reducing child care fees to an average of \$10/day which will create a demand for more child care spaces when a workforce shortage already exists;

AND WHEREAS the province of Ontario committed to creating an additional 86,000 licensed child care spaces in Ontario without an explicit solution for increasing the number of RECEs and child care staff to fulfill this commitment;

AND WHEREAS the province of Ontario's commitment to a minimum wage of \$18/hour for RECEs with \$1 annual increases until reaching \$25/hour does not provide an immediate response to attracting and retaining child care staff and will take many years to correct the wage disparity;

THEREFORE BE IT HEREBY RESOLVED that Council of the Municipality of East Ferris advocates for the Province of Ontario to address the child care workforce shortage in Ontario by immediately increasing the \$18/hour minimum wage and providing benefits to RECEs in licensed child care centres to an equitable level to that which is paid to RECEs employed by school boards;

AND FURTHER that the Province of Ontario launch and financially support an accelerated Early Childhood Education program, to be completed within 14 to 16 months, similar to the program launched in March 2022 for Personal Support Workers (PSWs), where funding supported the costs of tuition, books, and other mandatory fees, to help address the shortage of RECEs in Ontario;

AND FURTHER that a certified copy of this resolution be forwarded to OMSSA (Ontario Municipal Social Services Association), Ontario Coalition for Better Child Care, Childcare Resource and Research Unit, NOSDA (Northern Ontario Service Deliverers Association), FONOM (Federation of Northern Ontario Municipalities), AMO (Association of Municipalities of Ontario), all 10 District Social Services Administration Boards in Northern Ontario, and all Ontario Municipalities to request their support and advocacy for this resolution;

AND FURTHER that a certified copy of this resolution be forwarded to Minister of Education Stephen Lecce, Minister of Economic Development, Job Creation and Trade and Nipissing MPP Vic Fedeli.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2022-273 passed by the
Council of the Municipality of East Ferris
on the 11th day of October 2022.

Monica L. Hawkins
Monica L. Hawkins, AMCT
Clerk

Council Resolution

Moved By B. Ostrander

Agenda
Item 10

Resolution Number
2022-11-09- 137

Seconded By B. Sanderson

Council Date: November 9, 2022

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held October 31, November 1 & 2, 2022), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

Committee Name	Item #	Description	Held By
Community Health	7		Councillor Ostrander

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote
Requested by _____
Councillor's Name

Carried 
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature

Council Resolution

Moved By B. Ostrander

Agenda
Item 11.a

Resolution Number
2022-11-09- 738

Seconded By B. Sanderson

Council Date: November 9, 2022

"Whereas Item 7.b from the October 31, 2022 Community Health Committee was held by Council for separate discussion at this meeting, the item being 'Correspondence, Municipality of Brighton, Municipality of Huron Shores 'Streamlining Governing Legislation for Physicians in Ontario'; and

Be it Resolved That Council adopt the following:

- County Council direct staff to take the necessary actions to advise that Northumberland County support the correspondence from the Municipality of Brighton and the Municipality of Huron Shores regarding Streamlining Governing Legislation for Physicians in Ontario; and
- County Council direct staff to send a copy of this resolution to the West Northumberland Physicians Recruitment Committee."


Recorded Vote
Requested by

Councillor's Name

Deferred

Warden's Signature

Carried



Warden's Signature

Defeated

Warden's Signature

From: [Candice Doiron](#)
To:

Cc:
Subject: Resolution for support regarding streamlining governing legislation for Physicians in Ontario
Date: Wednesday, September 21, 2022 3:58:22 PM

CAUTION: External E-Mail

Good afternoon;

Please find below a resolution requesting support for streamlining governing legislation for Physicians in Ontario.

Resolution No. COU-2022-346

Moved by Councillor Ron Anderson

Seconded by Councillor Emily Rowley

Whereas attracting primary health care providers, including doctors, to Brighton and other small communities has been a difficult task;

And Whereas the Provincial Government announced a tuition program to attract nurses to underserved areas of Ontario;

Now be it resolved that the Municipality of Brighton Council requests that the Government of Ontario provide funding and change legislation to allow the College of Physicians & Surgeons of Ontario (CPSO) to implement the changes proposed in their letter to the Minister of Health on August 18, 2022. Which includes:

- Exempting IEP's from the regulatory requirement to have Canadian experience (re-do residency) where all other requirements are met; and
- Implementing Practice Ready Assessment programs similar to those already used in seven (7) other provinces.

And further that the Government of Ontario develop a similar tuition program to attract family doctors to underserved areas of Ontario;

And further that this motion is circulated to the Premier of Ontario, the Minister of Health, MPP David Piccini, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

Kind Regards,

Candice Doiron
Municipal Clerk

Municipality of Brighton
35 Alice Street
PO Box 189

Brighton, ON K0K 1H0
cdoiron@brighton.ca

Tel: 613-475-0670
Fax: 613-475-3453

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Municipality of Huron Shores
7 Bridge Street, PO Box 460
Iron Bridge, ON P0R 1H0
Tel: (705) 843-2033 Fax: (705) 843-2035

October 12, 2022

ATTENTION: Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, Ontario
M7A 1A1

Dear Premier:

Re: Res. #22-22-09 – Municipality of Brighton – Request for Support re: ***Streamlining Governing Legislation for Physicians in Ontario***

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #22-22-09 at the Regular Meeting held Wednesday, September 28th, 2022, as follows:

“WHEREAS attracting primary health care providers, including doctors, to the North Shore and other shall communities has been a difficult task

AND WHEREAS the Provincial Government announced a tuition program to attract nurses to underserved areas of Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores requests that the Government of Ontario provide funding and change legislation to allow the College of Physicians & Surgeons of Ontario (CPSO) to implement the following changes:

- Exempting Individualized Education Plan's from the regulatory requirement to have Canadian experience (re-do residency) where all other requirements are met; and
- Implementing Practice Ready Assessment programs similar to those already used in seven (7) other provinces.

AND THAT the Government of Ontario develop a similar tuition program to attract family doctors to underserved areas of Ontario;

AND THAT this motion be circulated to the Premier of Ontario, the Minister of Health, MPP Michael Mantha, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,

A handwritten signature in dark ink, appearing to read "Natasha Roberts". The signature is fluid and cursive, with the first name "Natasha" being more prominent than the last name "Roberts".

Natashia Roberts

Chief Administrative Officer (CAO)/Clerk

NR/KN

Cc: Premier of Ontario, the Minister of Health, MPP Michael Mantha, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO)

Mississippi Mills has received multiple resolutions from other municipalities regarding their views on Bill 23. (listed below)

- Mississauga
- Plymton Wyoming
- Lanark Highlands
- Joly
- Mattawa
- Prince Edward County

We have also received multiple communications from Watson and Associated regarding Bill 23. Please reach out to the clerks department if you would like a copy.

November 29, 2022

Dear Clients:

Re: *More Homes Built Faster Act*

In our continued efforts to keep our clients up to date on the legislative amendments resulting from Bill 23 (*More Homes Built Faster Act*), we are writing to inform you that Bill 23 received Royal Assent on November 28, 2022. This letter highlights the changes that were introduced with the Second Reading of the Bill and identifies the amendments that are currently in effect for the *Development Charges Act* (D.C.A.), as well as section 37 (community benefits charges (C.B.C.s)) and section 42 (parkland dedication) of the *Planning Act*.

Development Charges Act

- Second Reading of the Bill introduced two substantive modifications to the proposed changes, including:
 - For the phase-in of the charges over the first four years of a development charges (D.C.) by-law, under First Reading the transition provisions only applied to existing D.C. by-laws passed on or after June 1, 2022. These rules now apply to a D.C. by-law passed on or after January 1, 2022.
 - The discount for rental housing developments is applicable to a D.C. payable under a section 27 agreement, for prescribed developments that were entered into before the *More Homes Built Faster Act* received Royal Assent. These discounts do not apply to payments made under the agreement prior to this date.
- All sections of Schedule 3 of the *More Homes Built Faster Act* are in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsection 4.1 of the D.C.A., which provides exemptions for affordable and attainable residential units;
 - Rules under front-ending agreements with respect to affordable and attainable residential units; and
 - Regulation powers related to defining attainable housing and criteria for arm's length transactions.

These exceptions will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

Section 37 of the *Planning Act* – Community Benefits Charges

- Second Reading of the Bill introduced an additional change to the proposed C.B.C. amendments under section 37 of the *Planning Act*. The change allows a municipality to enter into an agreement with a landowner for the provision of in-



kind contributions. It also allows for this agreement to be registered on title of the land to which the charge applies.

- Section 10 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsection 37 (32.1) of the *Planning Act*, which provides reductions in the maximum charge for developments containing affordable and attainable residential units.

This subsection of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

Section 42 of the *Planning Act* – Parkland Dedication

- No additional changes or modifications were made since First Reading of the Bill with respect to the parkland dedication amendments under section 42 of the *Planning Act*.
- Section 12 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsections 42 (1.1) and 42 (3.0.3) of the *Planning Act*, which provide reductions in the standard and alternative parkland dedication requirements for affordable and attainable residential unit developments; and
 - Subsections 42 (4.30) through 42 (4.39) of the *Planning Act* which allow a landowner to identify the land for parkland conveyance under the by-law.

These subsections of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

We would be pleased to discuss the changes resulting from the *More Homes Built Faster Act* with you in further detail at your convenience.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, Principal

Gary Scandlan, BA, PLE, Managing Partner

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner

Eastern Ontario Conservation Authorities

November 15, 2022



The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1
premier@ontario.ca

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mah@ontario.ca



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
Whitney Block, 99 Wellesley St W,
Toronto, ON M7A 1W3
minister.mnrf@ontario.ca

The Honourable David Piccini
Minister of the Environment, Conservation and Parks
College Park 5th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mecp@ontario.ca



Re: Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario

Dear Premier Ford, Minister Clark, Minister Smith, and Minister Piccini,

With housing affordability affecting much of Ontario, we understand your government's target to build 1.5 million new homes over the next 10 years.

Conservation Authorities (CAs) have always supported long-term sustainable growth. In fact, our role is to ensure land-use decisions made today do not impede future growth tomorrow. We accomplish this by ensuring development has minimal impacts on flooding, erosion, slope stability and water quality by guiding development away from natural hazards and protecting the function of natural features. This can only be accomplished when evaluating growth and its cumulative impacts across a watershed, which is the value and service CAs provide to municipalities. Water flows across municipal boundaries and so do the impacts of development.

In Eastern Ontario, CAs have been working closely with municipalities to reduce barriers to development and streamline processes to provide the best service possible to municipalities, communities, homeowners, and developers. For many, this includes modernizing policies and procedures, streamlining approvals, reducing timelines, meeting and reporting on service standards, and promoting pre-consultation with applicants. CAs are not a barrier to growth, but an assurance that growth is safe and sustainable, and we have been a source of cost-effective expertise for municipalities and developers for decades.

We are committed to doing our part to help increase Ontario's housing supply, but it needs to be accomplished through smart, sustainable growth that will not have detrimental impacts down the road.



Eastern Ontario Conservation Authorities

We are concerned that some changes proposed in the *More Homes Built Faster Act* will:

- Weaken the ability of conservation authorities to continue protecting people and property from natural hazards such as floods;
- Diminish our ability to protect critical natural infrastructure like wetlands which reduce flooding, droughts and improve water quality in lakes and rivers; and,
- Place new downloaded responsibilities on municipalities related to natural hazards and natural resources that they are unprepared and under resourced to tackle.

We are calling on your government to press pause on the proposed changes highlighted below and to reconvene the multi-stakeholder *Conservation Authorities Working Group* that your government created. This group can help identify alternative solutions that will increase Ontario's housing supply without jeopardizing public safety or downloading additional responsibilities to municipalities. At a time when climate change is causing more frequent and intense storm events, the role and watershed mandate of CAs has never been more critical.

Proposed Changes of Concern and Their Potential Impact:

1. If conservation authorities are no longer allowed to provide planning comments to municipalities beyond natural hazards:
 - Municipalities have indicated that they will need to contract this work out to the private sector, where there is already a limited labour market, as most do not have the expertise or capacity to take on this expanded role.
 - Municipalities anticipate higher costs, and possible delays, that will be passed on to applicants and developers. The current model enables municipalities to use existing expertise within the CAs (such as biologists, water resource engineers, ecologists, hydrogeologists) to fulfill responsibilities under the Provincial Policy Statement pertaining to natural heritage and water, while saving time and money for applicants.
 - Municipalities have shared conflict of interest concerns due to the limited availability of consultants in Eastern Ontario and shared concerns about the lack of local knowledge should they need to secure consultants from other regions.
 - Municipalities are also concerned with the loss of the watershed perspective in making planning decisions, which will result in a narrow review of the impacts to natural hazards and natural heritage. Municipalities formed CAs to address this very issue.

2. If development that is subject to a planning approval is exempt from requiring a permit from the conservation authority:
 - Municipalities will assume greater responsibility and liability for the impact of development on flooding, erosion, slope stability and water quality within municipal boundaries and in upstream and downstream communities.
 - Municipalities and CAs will require more detailed studies and designs at the planning stage which are normally not required until the permitting stage. This would make planning applications more onerous and costly for developers and slow down approvals.
 - Municipalities will also have limited mechanisms to ensure compliance outside of the permitting process if development is not constructed properly.
3. If certain types of development are deemed “low risk” and exempted from requiring a conservation authority permit:
 - Public safety and property damage risks may not be adequately addressed as a single list of exempted activities across the province will not capture local conditions and constraints. Some activities which may be low risk in one watershed, such as fencing or auxiliary buildings, may be a significant risk in others that have retrogressive landslide areas or ravines.
 - It should also be acknowledged that CAs already have the ability to exempt or streamline review processes for activities that are low risk in their watershed and this practice is already in use by most CAs.
4. If the scope of conservation authority permits is narrowed to only address natural hazard issues (removal of “pollution” and “conservation of land” considerations, restrictions on conditions that can be required as part of a permit):
 - CAs may not be able to require development setbacks from water, protect naturalized shorelines or require sediment control during construction.
 - CAs would no longer be able to address water quality concerns, which are required under federally and provincially approved “Remedial Action Plans” for designated “Areas of Concern”.
 - CAs use pollution and conservation of land considerations and conditions to limit sediment and nutrient runoff into lakes and rivers that contribute to poor water quality, excessive weed growth and algae blooms. Municipalities would become responsible to address these types of concerns.

- Water quality in lakes and rivers is an important economic driver in Eastern Ontario as it impacts property values, tourism, recreation, and commercial fisheries, and it is the source of drinking water for many permanent and seasonal residences.
 - CAs and municipalities would welcome a consistent definition of “conservation of land” in the new regulations, pertaining to the protection, management, and restoration of lands to maintain or enhance hydrological and ecological functions.
5. If the protection of wetlands is diminished (changes to wetland evaluation criteria, elimination of wetland complexing, reduction in the area around wetlands that is regulated, introduction of offsetting measures to compensate for wetland loss and the withdrawal of MNRF as the body responsible for wetland mapping and evaluations):
- Municipalities are concerned that the withdrawal of MNRF from administering the Ontario Wetland Evaluation System and maintaining wetland mapping will be downloaded to municipalities to manage reevaluation reports from consultants and maintain up-to-date wetland mapping that is needed for development review.
 - Municipalities and CAs are concerned that there will be a loss of wetlands that will have immediate and long-term impacts. Removing wetlands is like removing dams and reservoirs. Wetlands act as infrastructure that absorb and retain a significant volume of snow melt and rain which reduces flood levels during spring runoff and storm events. They also release this water slowly throughout the rest of the year, helping augment water levels in lakes and rivers during low flow periods which reduces drought conditions. Wetlands also filter nutrients and sediment from runoff which improves water quality.
 - These benefits are particularly important where lakes and rivers are supporting agriculture, recreation, tourism, and fisheries and acting as a source of drinking water. Municipalities and CAs could never afford to build the infrastructure it would take to replace wetland functions which is estimated to be billions.
6. If the Minister freezes conservation authority fees:
- Taxpayers, not developers, would absorb increasing costs for development review. In this scenario, growth would not be paying for growth.
 - Legislative amendments made earlier this year directed conservation authorities to demonstrate that self-generated revenue such as fees for service are considered where possible to reduce pressure on the municipal levy. This includes plan review and permitting fees that are collected to offset program costs, but not exceed them.

Recommendations:

1. Municipalities should retain the choice to enter into agreements with conservation authorities for natural heritage and water-related plan review services.
 - Recent legislative amendments by this government now require agreements to include defined terms, timelines, and performance measures, and CAs have demonstrated that they can provide these comments to municipalities in a cost-effective and timely manner. CAs are also already prevented by these earlier amendments from commenting beyond natural hazards if they do not have an agreement with a municipality.
2. Development that is subject to plan approval should not be exempt from requiring a conservation authority permit.
 - The planning process is not sufficient to ensure natural hazard concerns are addressed through appropriate design and construction. This change would also place additional responsibility and liability on municipalities.
3. Conservation authorities should determine which types of developments are deemed “low risk” through their regulations policies.
 - CAs are already able to create exemptions and streamline review processes that are appropriate locally, given watersheds have unique conditions.
4. Maintain “pollution” and “conservation of land” as considerations when conservation authorities are reviewing permit applications but provide a clear definition of each to ensure a consistent approach on how it is applied.
 - Streamlining these definitions will allow CAs to provide consistency to municipalities and developers and meet obligations under other pieces of legislation that require water quality-related comments from CAs.
5. Continue to protect wetlands to reduce flooding, provide flow augmentation.
 - Wetlands are critical pieces of natural infrastructure and municipalities cannot afford to build the infrastructure it would take to replicate wetland function to protect upstream and downstream communities from flooding and drought.
6. Do not freeze fees to ensure growth pays for growth.
 - Recent legislative amendments by this government now require CAs to demonstrate through their budget process that development review fees are offsetting, but not exceeding, program costs.

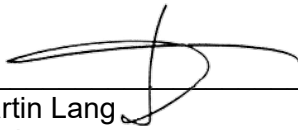
Eastern Ontario Conservation Authorities

Thank you for the opportunity to share our concerns and recommendations with you.

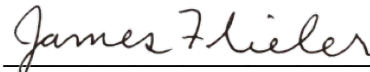
Our goal is to support you in creating more housing in Ontario while ensuring changes to Ontario's land use planning and permitting system do not have unintended and irreversible consequences on the protection of people, property, and natural resources.

We sincerely hope that you will remove the amendments we have highlighted from Bill 23 before it is passed, and that you will reconvene your government's *Conservation Authorities Working Group* to work with your Ministry to propose alternative improvements and refinements to conservation authority development review processes.

Sincerely,



Martin Lang
Chair
Raisin Region Conservation Authority



James Flieler
Chair
Quinte Conservation Authority



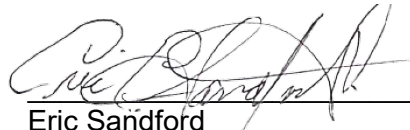
Pierre Leroux
Chair
South Nation River Conservation Authority



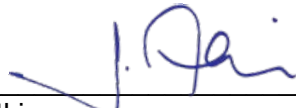
Jan O'Neill
Chair
Crowe Valley Conservation Authority



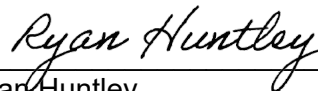
Pieter Leenhouts
Chair
Rideau Valley Conservation Authority



Eric Sandford
Chair
Lower Trent Conservation Authority



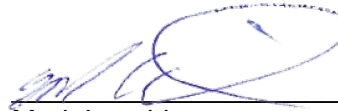
Jeff Atkinson
Chair
Mississippi Valley Conservation Authority



Ryan Huntley
Chair
Otonabee Region Conservation Authority

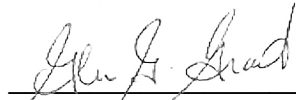


Paul McAuley
Chair
Cataraqui Region Conservation Authority



Mark Lovshin
Chair
Ganaraska Region Conservation Authority

This letter has also been endorsed by the following municipal partners:



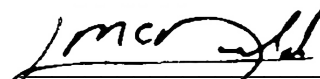
Mayor Glen Grant
City of Cornwall



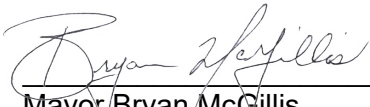
Mayor Francois Landry
Township of North Stormont



Warden & Deputy Mayor Carma Williams
Township of North Glengarry



Mayor Lachlan McDonald
Township of South Glengarry



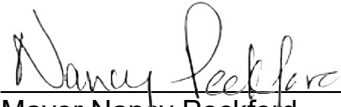
Mayor Bryan McGillis
Township of South Stormont



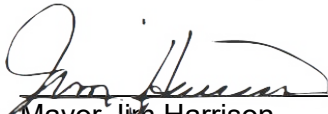
Mayor Tony Fraser
Township of North Dundas



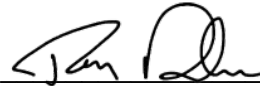
Mayor Genevieve Lajoie
Municipality of Casselman



Mayor Nancy Peckford
Municipality of North Grenville



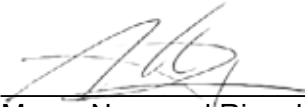
Mayor Jim Harrison
City of Quinte West



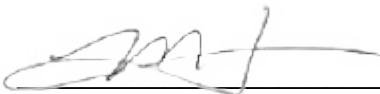
Mayor Tory Deschamps
Township of Edwardsburgh Cardinal



Mayor Brian Ostrander
Municipality of Brighton



Mayor Normand Riopel
Township of Champlain



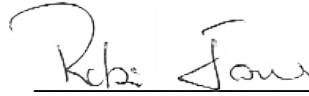
Mayor Marg Isbester
Town of Greater Napanee



Mayor Pierre Leroux
Township of Russell



Mayor Mario Zanth
City of Clarence-Rockland



Mayor Robin Jones
Village of Westport



Deputy Mayor George Darouze
City of Ottawa



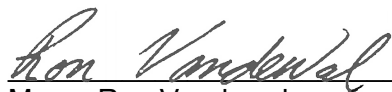
Mayor Bob Mullin
Township of Stirling-Rawdon



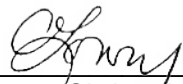
Mayor Michael Cameron
Village of Merrickville-Wolford



Reeve Rob Rainer
Tay Valley Township



Mayor Ron Vandewal
Township of South Frontenac



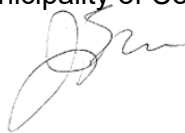
Mayor Christa Lowry
Municipality of Mississippi Mills



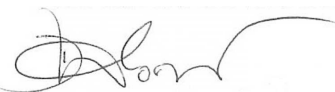
Reeve Peter McLaren
Township of Lanark Highlands



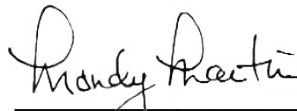
Mayor Tom Deline
Municipality of Centre Hastings



Mayor Judy Brown
Town of Perth



CAO Darlene Noonan
Township of Athens



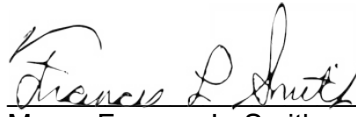
Mayor Mandy Martin
Township of Cramahe




Reeve Steve Fournier
Township of Drummond/North Elmsley




Mayor Arie Hoogenboom
Township of Rideau Lakes



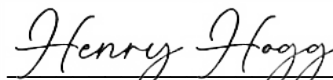
Mayor Frances L. Smith
Township of Central Frontenac



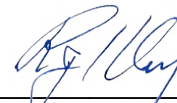
Mayor Jan O'Neill
Municipality of Marmora and Lake



Mayor Shawn Pankow
Town of Smiths Falls



Mayor Henry Hogg
Township of Addington Highlands



Mayor Roger Haley
Township of Front of Yonge



Mayor James Hegadorn
Loyalist Township



MEDIA RELEASE

November 22, 2022

LANARK COUNTY PARAMEDICS PARTNER WITH TRILLIUM GIFT OF LIFE

The Lanark County Paramedic Service (LCPS) and the Trillium Gift of Life Network (TGLN) have partnered to help save and enhance more lives. After several years of collaborative work, delayed by the pandemic, the tissue referral program launched in Lanark County in October. LCPS has now joined the ranks of many other paramedic services in Ontario that have already successfully implemented this program.

The pronouncement of death outside a hospital occurs daily in Ontario. Historically, out-of-hospital deaths do not result in donation screening, and one's wishes to donate may not be known by family or next of kin. This TGLN referral program helps ensure that in the case of an out-of-hospital death, tissue donation may still be possible, allowing each patient's family to follow the wishes of their loved ones.

Not many people realize that when it comes to tissue donation such as eyes, skin, bones, and heart valves, one person can impact the lives of up to 75 people. "Knowing that one referral phone call can improve or save the lives of many others is very impactful and connects us to our purpose as paramedics," explains Paramedic Chief Travis Mellema. "It is just one more way that Lanark County Paramedics can better serve our communities."

Currently, more than 1,500 citizens in Ontario are waiting for an organ transplant and countless others could benefit from tissue donation. If you would like more information on how to register as a donor, visit www.beadonor.ca.

-30--



Cutline: Lanark County Paramedics Gord Cobus and Bryan Pollock

Media Contact:

Jane Adams

Mississippi River Health Alliance

- Almonte General Hospital
- Carleton Place & District Memorial Hospital
- Fairview Manor
- Lanark County Paramedic Service

613-729-4864

jane@brainstorm.nu





November 23rd, 2022

Association of Municipalities of Ontario (AMO)
200 University Avenue
Suite 801
Toronto, Ontario
M5H 3C6

By E-Mail To: amo@amo.on.ca

Dear Sir/Madam:

**RE: Resolution – OMAFRA Ontario Wildlife Damage Compensation Program
Administrative Fee**

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held November 22nd, 2022:

Moved by Reeve McLaren

Seconded by Councillor Rodger

THAT, the Council of the Township of Lanark Highlands supports Tay Valley Township's resolution regarding OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee;

AND THAT, this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. Hon. Sylvia Jones, Solicitor General of Ontario

sylvia.jones@ontario.ca



August 31, 2022

Association of Municipalities of Ontario (AMO)
200 University Ave., Suite 801
Toronto, ON M5H 3C6
Sent via email: resolutions@amo.on.ca

RE: RESOLUTION – OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee

The Council of the Corporation of Tay Valley Township at it's Council meeting on August 23rd, 2022 adopted the following resolution:

RESOLUTION #C-2022-08-42

“WHEREAS, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS, Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS, the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality from OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER THAT, this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.”

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca.

Sincerely,



Janie Laidlaw, Deputy Clerk

cc: All Municipalities of Ontario

State of the Lake Report

∞

White Lake and the Environment

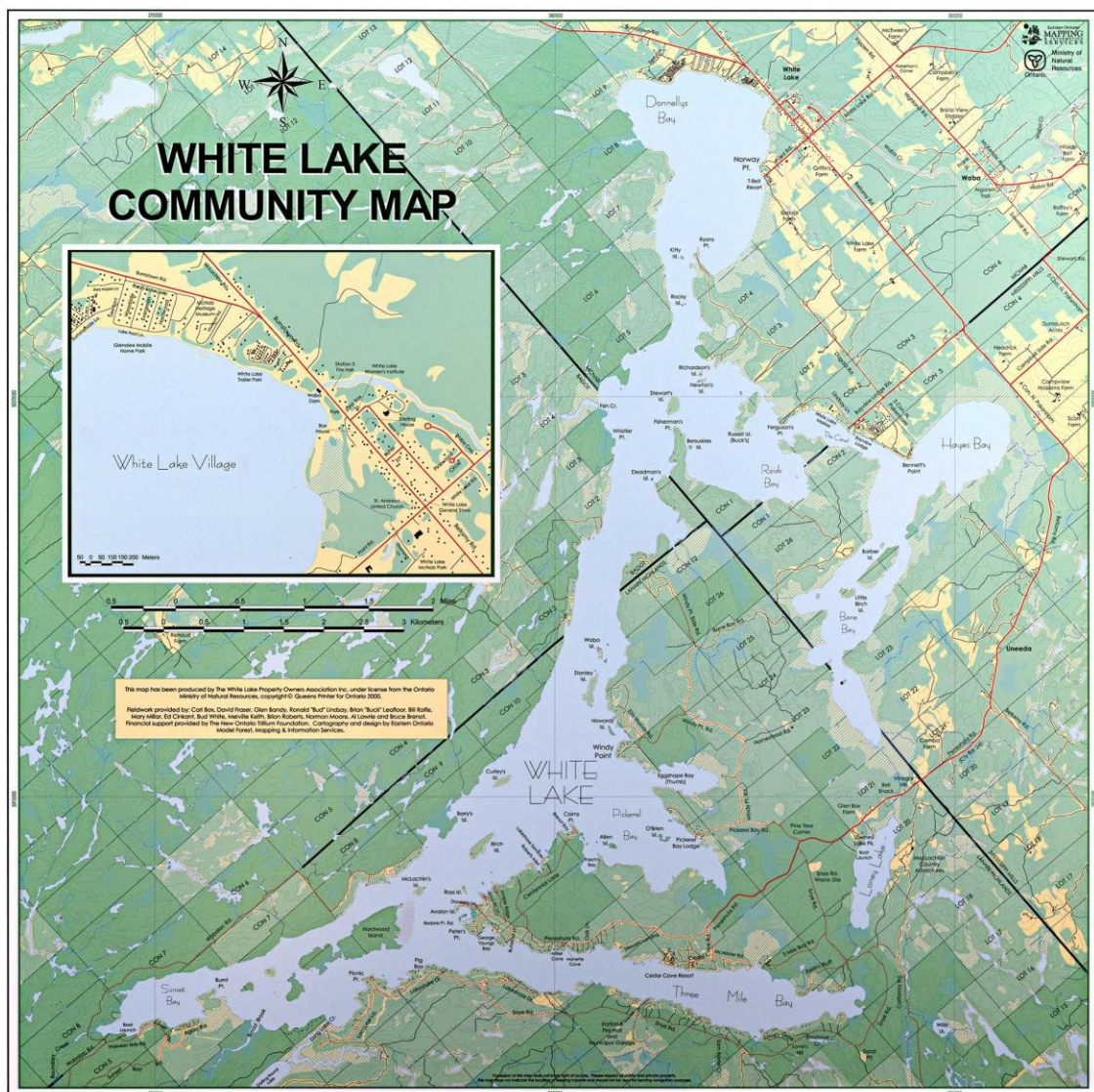


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The State of White Lake

Conrad Grégoire PhD and David Overholt BA

2022 marked the 9th year that we have been reporting on White Lake water quality. A number of parameters are monitored which are indicative of water quality. This data, as well as reports in the scientific literature, form the basis of our annual reports. Data obtained over a period of years is also studied for long-term trends. The more data we have the more accurate is our assessment of the state of White Lake

In this volume we provide observations and information on White Lake gathered over the last nine years. For a complete referenced account of our work, we ask that you access the [White Lake Science and Information Website](#) for full-length Water Quality Monitoring Reports as well as Special Reports on individual topics. Alternatively, the website can be accessed via the Environment portal on the [White Lake Property Owners Website](#).

Water Quality

Water quality is a term which can mean different things to different people. Depending on your interest, it could refer to clear water, good fishing, or water suitable for drinking free of toxic chemicals or pathogens. In fact, it is all of these and more. Wikipedia defines it as “the chemical, physical, and biological characteristics of water based on the standards of its usage. The most common standards used to monitor and assess water quality convey the health of ecosystems, safety of human contact, and condition of drinking water”.

White Lake is a shallow warm-water lake with high productivity of both plant and animal life. As such, it is very sensitive to nutrient inputs.

One way to assess the impact that nutrient inputs are having on a lake is the number and frequency of algal blooms. Algal blooms are both a sign and a measure of declining water quality.

A recently published [report](#) traces the history of algal blooms in White Lake from 1860 to 2021. The detection of algal blooms prior to the construction of the concrete dam at Waba Creek is based on the analysis of sediments using special [techniques](#). Algal blooms to 1977

are reported in the scientific literature and (MOECP) in reports published by the Ministry of the Environment, Conservation and Parks. For the period starting in 1977 and ending in 2012 (35 years), no algal blooms were recorded.

Starting in 2013 and to the present, at least one algal bloom occurred in each year. Four algal blooms were recorded in 2018, two in 2019 and 2020. In 2021, there were 5 algal blooms. In each of these years, there was at least one blue-green algal bloom, some of which released toxins into the lake.

Annual algal blooms are a sign that White Lake is under stress and cannot absorb any increase in nutrients or other impacts of human activity, such as shoreline erosion.

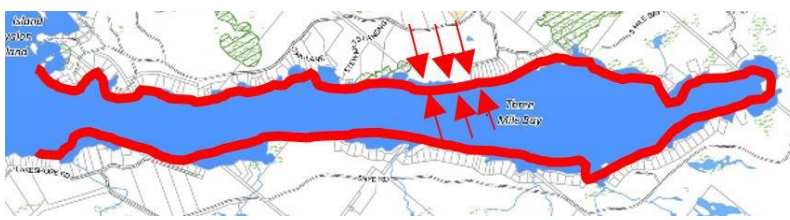
Three factors combine to create this situation: lake overuse, invasive species, and climate change.

Lake Overuse

From 1977 to 2008, the number of cottages, trailers and commercial tourist units on White Lake have increased from 475¹ to 1538, an increase of 324%. Available numbers also show that from 1985 to 2018, permanent homes on White Lake increased by 354% to 209. These trends are continuing today with ever increasing human impact on the lake. More people spending more time using White Lake inevitably means greater amounts of septic system outflow, more and larger boats, etc.

Invasive Species

The presence of zebra mussels in the lake has changed the way phosphorus is cycled [creating a near-shore zone](#) where nutrients concentrate causing algal blooms in the



spring and fall. This zone is depicted as the red line in the above figure. The arrows indicate that nutrient inputs are transferred to the near-shore area both by land from runoff (above and below ground) and from deeper parts of the lake by the action of zebra mussels, which feed by filtering lake water at the rate of about 1 litre per day per mussel.

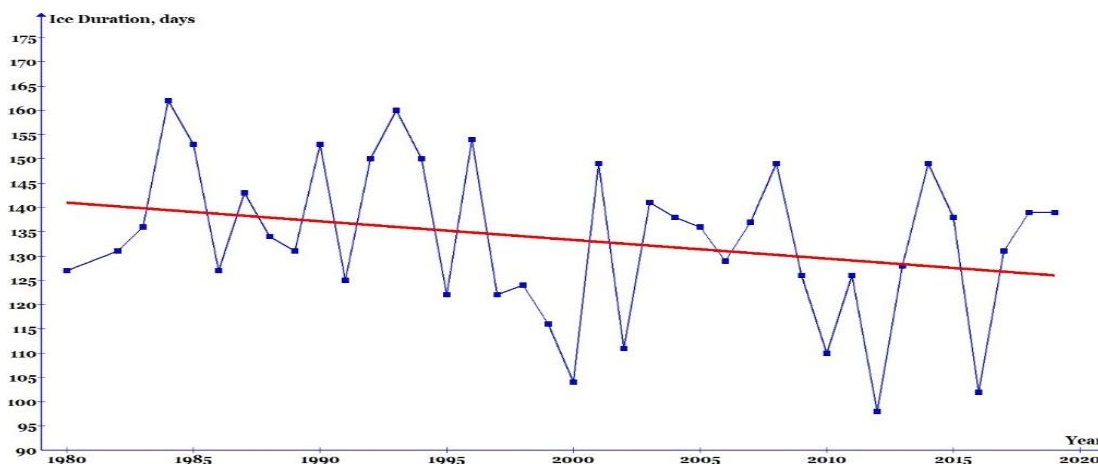
Phragmites is slowly invading our marshlands and could eventually displace cattails and other native plants. Fish and other animals which depend on cattail marshes for reproductive purposes will be harmed. European milfoil is now resident and spreading in White Lake. There are a number of other invasive species including quagga mussels and a number of very harmful plants which could enter the lake soon if nothing is done to stop them.

¹ J.P. Ferris, White Lake Integrated Resources Management Plan, Part I, *Ministry of Natural Resources, Lanark and Renfrew Counties, December 1985.*

Climate Change

Climate change is causing unpredictable and unexpected weather patterns. In recent years White Lake has experienced tornados, a microburst and high wind events causing damage to buildings and infrastructure. Low-snow winters, and prolonged periods of hot weather have resulted in lower water levels and higher water temperatures.

Since 1980, the ice-free season on White Lake has increased by nearly 2 weeks, as shown by the downward sloping redline on the graph below. This means that there are now two additional weeks per year for cottagers and residents to be at the lake and to be using the lake for residential and recreational purposes.



What Can We Do?

One of the most important actions a property owner can take is to restore their shoreline to a natural state using native plants. Maintaining fully-treed lots as much as possible interrupts and/or delays movement of nutrients from septic systems to the lake. Download your own copy of the [Lake Protection Workbook](#) and assess your shoreline.

As in any society, there is always a fraction of property owners who will not fully understand the impact that they are having on the lake. It could also be that they are not interested in knowing and just want to enjoy the lake. This is when governments can intervene and take action to preserve White Lake. The people who are charged with managing the lake (with the assistance of the MOECP), are the Councils of the [four municipalities](#) sharing White Lake.

Since the Township of Lanark Highlands has both the greatest number of taxpayers of any municipality and the greatest number of its own taxpayers located on White Lake, it has both the most to lose as well as the most to gain when it comes to the health of White Lake.

One suggestion is for LH to take the lead and establish a 4-municipalty committee which could effectively manage White Lake. This committee would provide a forum for local taxpayers to bring forward concerns related to the management of the lake.

Author Profiles



Conrad Grégoire holds a Ph.D. in Chemistry. He was the Head of the Analytical Chemistry Research Laboratories at the Geological Survey of Canada before retirement where he conducted research in analytical and environmental chemistry. He has authored over 200 scientific papers and other works published in international journals. He was also an Adjunct Professor of Graduate Studies at Carleton University and currently collaborates with Carleton University scientists on White Lake studies. For over 20 years he was a Senior Assessor at the Standards Council of Canada, certifying commercial and government labs for ISO (International Standards Organization) compliance. Conrad is interested in studying the chemistry and biology of White Lake and establishing base line values for water quality parameters. He is the Web Manager of the White Lake Science and Information website.



Dave Overholt is an avid citizen scientist and has, through his own study and research, become knowledgeable in a variety of areas, such as aquatic macrophytes and microorganisms and introduced species. He spends a great deal of time documenting species inhabiting the lake and following the population levels. He is involved in education about introduced species and has motivated and inspired lake residents to become involved in phragmites eradication programs.

OFSC & OFATV Sign Historic Memorandum of Understanding
New Era of Cooperation Focused on Protecting Landowners, Combatting Trespassing and
Ensuring Trail Sustainability

(Barrie, ON: November 30, 2022): The Ontario Federation of Snowmobile Clubs (OFSC) and the Ontario Federation of All Terrain Vehicle Clubs (OFATV) announced a historic Memorandum of Understanding (MOU) between the province's two largest recreational trail organizations. This first of its kind MOU solidifies a cooperative new approach in organized powersports with the goals to foster the protection, sustainability and growth of motorized recreational trails. The MOU will significantly benefit each Federation, their clubs, volunteers, landowners and trail users, as well as countless trail-connected communities and tourism businesses across Ontario.

"Through these formal cooperative efforts, we will be able to leverage our collective communities to amplify messaging and strengthen our efforts to combat off-trail riding, trespassing, and seasonal trail usage" said Ryan Eickmeier, OFSC CEO. "Where shared trails exist, the ability for our respective clubs to work together to build trail and infrastructure is also a definitive win for both organizations".

With the incredible rise in popularity of powersports in Ontario, this MOU provides an unprecedented opportunity to contribute to the growth of clubs and experience for trail users as well as the integrity of shared trails" said Shari Black, OFATV Executive Director. "Moving forward, riders and clubs in Ontario will benefit from our collaborative approach to working together to encourage the growth of tourism and support the sustainability of our natural resources."

Through the MOU, the OFSC and OFATV seek to develop inter-club alignment and collaboration, and where applicable, explore opportunities to share infrastructure and trail maintenance for more cost effective and efficient operations. While leveraging their respective economic and community impacts to increase support from municipal, provincial, and federal government, the federations will proactively partner on government grants and funding opportunities. They will also develop and promote common themes in their respective messaging around safety, seasonal trail usage, trespassing, off-trail riding, and respecting landowners.

The OFSC and OFATV recognize that many motorized recreational trail users share mutual and overlapping interests as owners of both snowmobilers and ATV's, using snowmobile trails when they are available in the winter and ATV trails that open in the other seasons. This new MOU

will build on these commonalities to strengthen organized powersports and secure the future of motorized recreational trails in Ontario.

-30-

The Ontario Federation of Snowmobile Clubs (OFSC) is a volunteer led, not for profit association that provides the voice for organized snowmobiling in Ontario. OFSC snowmobile trails managed by 200 community based, member clubs generate up to \$3.3 billion in economic activity in the province each year.

OFSC Media Contact:

Lisa Stackhouse, Director Programs & Partnerships lstackhouse@ofsc.on.ca:705-739-7669 x235

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The Ontario Federation of All-Terrain Vehicle Clubs (OFATV) is a not-for-profit volunteer-driven association that along with support staff provides resources to our member clubs so that together, we are able to strengthen the public's perception and the position; that our clubs strive to provide responsible, safe, legal, and environmentally-friendly trails, for riding all-terrain vehicles (ATVs & ROVs) in the province of Ontario.

OFATV Media Contact:

Shari Black, Executive Director shari.black@quadon.ca 613-853-9225



COUNCIL CALENDAR

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 6PM Council 7PM COW	7	8	9	10
11	12	13 Special COW Budget Meeting	14	15	16	17
18	19	20 6PM Council 7PM COW	21	22	23	24
25	26	27	28	29	30	31



COUNCIL CALENDAR

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 Special Budget 9:00AM - 4:00PM	11	12 Special Budget 9:00AM - 4:00PM	13	14
15	16	17 6PM Council 7PM COW	18	19	20	21
22 ROMA	23 ROMA	24 ROMA	25	26	27	28
29	30	31 6PM Council 7PM COW				



Municipality of Mississippi Mills
PENDING LIST
December 6, 2022

Title	Department	Comments/Status	Report to Council (Date)
Master Fire Plan	Fire	Master Fire Plan Report	Q4 2022
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q3 2022
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)	Q3 2022
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2022 Wild Parsnip Management Plan	Q3 2022
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	TBD
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD

Not-For-Profit Housing Exemptions Review in 2024 Development Charges Review.	Planning	. Staff to include a review of the existing exemptions for not-for-profit housing as part of the 2024 Development Charges review to determine if there are more opportunities for further exemptions from Development Charges . Staff to include a Community Benefits By-law analysis as part of the 2024 Development Charges review.	2024
Review of Bylaw Enforcement Hours	Protective Services	Review the current bylaw enforcement hours and determine if an increase in hours is required.	TBD
Care standards for Outdoor Dogs	Protective Services	Staff to review the updated standards in the PAWS act and report if there are any updates required to the Animal Control Bylaw.	TBD
Mongomery Park Road	Public Works	Staff to bring back a report on the condition of Montgomery Park Road.	2022