



**Municipality of Mississippi Mills**  
**COMMITTEE OF THE WHOLE AGENDA**  
**Tuesday, April 23, 2024**  
**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 April 9 and April 17, 2024 be approved.	5 - 12
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1 Accessibility Advisory Committee - Feb 1, 2024	13 - 15
F. CONSULTANT PRESENTATIONS None	
G. STAFF REPORTS <u>Protective Services</u>	
G.1 Establishing and Regulating By-Law 19-59 Update Recommended Motion: THAT Committee of the Whole recommend that Council pass a by-law to amend the Establishing & Regulating Bylaw 19-59;  AND THAT Committee of the Whole recommend that Council approve the changes to level of core services provided in the municipality.	16 - 59

<b>G.2</b>	<b>Emergency Management Program By-law Amendment</b>	<b>60 - 119</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole approve the amended Schedule A: Emergency Management Program to By-law 21-101 titled “Emergency Management By-law”	
	<b>AND THAT</b> individuals that hold the positions listed in the amended by-law be appointed as specified therein.	
	<u><b>Roads and Public Works</b></u>	
<b>G.3</b>	<b>Climate Action Plan Development Options</b>	<b>120 - 123</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole direct Council to accept this report and direct staff to develop a Local Climate Action Plan as recommended, leveraging grant funding where possible.	
	<u><b>Development Services &amp; Engineering</b></u>	
<b>G.4</b>	<b>Recommendation Report - D14-COM-23 (Compass)</b>	<b>124 - 204</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Concession 8 East, Part of Lot 8, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 6299 County Road 29, from Rural (RU) to Rural Site Specific Exception (RU-xx-h) in order to permit a Battery Energy Storage System, limited to a 1.0 ha portion of the property and subject to a holding provision, similar in effect to Attachment A.	
<b>G.5</b>	<b>New Building By-law</b>	<b>205 - 235</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole recommend to Council that the 2018 Building By-law be repealed and replaced with the Building By-law, similar in effect to Attachment A	
<b>G.6</b>	<b>New Building Officials Code of Conduct</b>	<b>236 - 242</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole recommend to Council that the Building Officials Code of Conduct to be included as Appendix D to the 2024 Building By-law be approved, similar in effect to Attachment A.	
<b>G.7</b>	<b>New Building Permit Fees</b>	<b>243 - 250</b>
	<b>Recommended Motion:</b>	
	<b>THAT</b> Committee of the Whole recommend to Council that the 2018 Building By-law be repealed and replaced with the Building By-law, similar in effect to Attachment A	



## Clerks & Administration

- G.8 Council Vacancy – Follow up Report** 251 - 266  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend Council approve the Council Vacancy Policy.

## **H. NOTICE OF MOTION**

### **I. QUARTERLY REPORTS**

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

- I.1 Corporate Services Quarterly Report – #2** 267 - 284  
**I.2 Recreation Department Quarterly Report – #2** 285 - 288  
**I.3 Clerks Department Quarterly Report - #2** 289 - 299  
**I.4 Childcare Department Quarterly Report - #2** 300 - 301

## **J. INFORMATION ITEMS**

### **J.1 Correspondence**

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

- Lanark County Public Works 2024 Construction Projects
- Carleton Place Memorial Foundation
- Lanark Community Alliance
- Lanark County - County Roads Policy - Request for comments (by May15th).
  - Entrance Policy Update
  - Appendix A

### **J.2 Mayor's Report**

- J.3 County Councillor's Report** 302 - 307

- J.4 Mississippi Valley Conservation Authority Report** 308 - 328

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

- J.6 Library Board Report** 329 - 332

- J.7 Meeting Calendar** 333

K. OTHER/NEW BUSINESS

L. ADJOURNMENT

Recommended Motion:

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



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

**April 9, 2024  
Hybrid  
3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Kathy Davis, Director of Corporate Services  
Melanie Knight, Director of Development Services & Engineering  
Luke Harrington, Engineering Coordinator  
Robert Smith, Roads and Public Works Technologist

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

Councillor Lowe called the meeting to order at 7:35 p.m.

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

None were declared.

**C. APPROVAL OF AGENDA**

Amend the agenda to move item G.3 Recommendation Report - Mill Valley OPA 31; 09-T-23002; Z-01-23 to the first item considered after the approval of Minutes.

**Resolution No CW047-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW048-24**

**Moved by** Councillor Souter

**Seconded by** Deputy Mayor Minnille

**THAT** the minutes dated **March 19, 2024** be approved.

**CARRIED**

**G. STAFF REPORTS**

**G.3 Recommendation Report - Mill Valley OPA 31; 09-T-23002; Z-01-23**

**Motion to extend the meeting:**

**Resolution No CW049-24**

**Moved by** Mayor Lowry

**Seconded by** Councillor Souter

**THAT** the meeting be extended until 9:30pm

**CARRIED**

**Main Motion**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council approve the Official Plan and Zoning By-law Amendments, and Draft Plan conditions, similar in effect to Attachments A, B and C and direct staff to forward the Official Plan Amendment and Draft Plan conditions to Lanark County for approval.

**Amendment:**  
**Resolution No CW050-24**

**Moved by** Councillor Torrance  
**Seconded by** Deputy Mayor Minnille

insert: with an additional second egress onto Appleton Side Road.

**DEFEATED**

**Amendment:**  
**Resolution No CW051-24**

**Moved by** Mayor Lowry  
**Seconded by** Councillor Torrance

insert: AND THAT Committee of the Whole direct staff to include a draft plan condition that stipulates that Council is in favour of a second access to Appleton Side Road and that the applicant confirm with the Lanark County Public Works Department of the feasibility of a second access onto Appleton Side Road in Phase 3 or 4.

**CARRIED**

**Motion as Amended**

**Resolution No CW052-24**

**Moved by** Mayor Lowry  
**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council approve the Official Plan and Zoning By-law Amendments, and Draft Plan conditions, similar in effect to Attachments A, B and C and direct staff to forward the Official Plan Amendment and Draft Plan conditions to Lanark County for approval.

**AND THAT** Committee of the Whole direct staff to include a draft plan condition that stipulates that Council is in favour of a second access to Appleton Side Road and that the applicant confirm with the Lanark County Public Works Department of the feasibility of a second access onto Appleton Side Road in Phase 3 or 4.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW053-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

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

**CARRIED**

**E.1 Committee of Adjustment Nov 27, 2023**

**E.2 Committee of Adjustment Feb 26, 2024**

**F. CONSULTANT PRESENTATIONS**

None

**G. STAFF REPORTS**

**G.1 Award of Contract – PW-24-07 Union Street North Rehabilitation**

**Resolution No CW054-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** the Committee of the Whole recommends that Council award the contract for Tender No. PW-24-07, Union Street North Rehabilitation to R.W. Tomlinson Limited, in the amount of \$4,892,022.56 (HST Included).

**CARRIED**

**G.2 Review of Reserves and Reserve Funds**

**Resolution No CW055-24**

**Moved by** Councillor Souter

**Seconded by** Councillor Torrance

**THAT** the report be deferred until May 2024.

**CARRIED**

**G.4 Protection of Lot Grading and Drainage Features**

**Resolution No CW056-24**

**Moved by** Mayor Lowry

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole recommend that Council approve the Protection of Lot Grading and Drainage Features By-law, similar in effect to Attachment A.

**CARRIED**

**G.5 Administrative Monetary Penalties**

**Resolution No CW057-24**

**Moved by** Councillor Souter

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council adopt the Administrative Monetary Penalty By-law as presented.

**CARRIED**

The following agenda items (H – K) were not considered at this meeting and materials will be placed on the April 23 Committee of the Whole Agenda.

**H. NOTICE OF MOTION**

**I. QUARTERLY REPORTS**

**I.1 Clerks Department Quarterly Report - #2**

**I.2 Childcare Department Quarterly Report - #2**

**J. INFORMATION ITEMS**

**J.1 Correspondence**

**J.2 Mayor's Report**

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

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

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

**J.6 Library Board Report**

**J.7 Meeting Calendar**

**K. OTHER/NEW BUSINESS**

**L. ADJOURNMENT**

**Resolution No CW058-24**

**Moved by** Deputy Mayor Minnille  
**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 9:16 p.m.

**CARRIED**

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Jeanne Harfield, Clerk





**The Corporation of the Municipality of Mississippi Mills**

**Special Committee of the Whole Meeting**

**Minutes**

**April 17, 2024**

**10:30 a.m.**

**Hybrid**

**3131 Old Perth Road.**

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

Committee Absent: Councillor Souter

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Kathy Davis, Director of Corporate Services

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

Councillor Lowe called the meeting to order at 10:46 p.m.

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

None were declared

**C. APPROVAL OF AGENDA**

**Resolution No CW059-24**

**Moved by** Councillor Torrance

**Seconded by** Deputy Mayor Minnille

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

**CARRIED**

**D. STAFF REPORTS**

**D.1 Review of Reserves and Reserve Funds**

Kathy Davis, Director of Corporate Services & Treasurer, presented the reserves report and provided background information.

Members posed questions throughout including: historical reserves, amalgamating reserves, use of building reserves, planning for the future, reserve funds allocated to specific funds and the funding of reserves,

Staff consideration for 2025 - items that may be on the tax pay that really should be paid through reserves (esp. building reserves)

Deputy Mayor Minnille took over as Chair at 11:05 am

**Resolution No CW060-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole direct staff to bring back amendments to the Reserves Policy to a future meeting.

**CARRIED**

**Resolution No CW061-24**

**Moved by** Councillor Torrance

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole recommend that Council approve the proposed realignment of Reserves and Reserve Funds as detailed.

**CARRIED**

**E. ADJOURNMENT**

**Resolution No CW062-24**

**Moved by** Councillor Torrance

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 11:27 a.m.

**CARRIED**

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Jeanne Harfield, CLERK



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

**February 1, 2024**  
**3:00 p.m.**  
**Council Chambers, Municipal Office**  
**3131 Old Perth Road**

Committee Present: Kristen Ray  
Myrna Blair  
Morgan Wall

Committee Absent: Deputy Mayor Minnille

Staff Present: Casey Munro, Deputy Clerk

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**A. CALL TO ORDER**

Chair Ray called the meeting to order @ 3:05 pm.

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

**C. APPROVAL OF AGENDA**

**Moved by** Myrna Blair

**Seconded by** Kristen Ray

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

**CARRIED**

**D. OTHER / NEW BUSINESS**

**D.1 New Committee Member - Morgan Wall**

Kristen introduced the new member Morgan Wall to the Committee.

**E. DELEGATIONS AND PRESENTATIONS**

**E.1 Mississippi Mills Transportation Master Plan**

Luke Harrington, Technologist for the Municipality, reviewed the transportation piece "How We Go" of the MM2048 Master Plan. Luke highlighted key pieces of the plan and how accessibility ties into the decision-making.

The committee members asked some questions for clarity and provided feedback on the "How We Go" plan.

Luke asked that committee members fill out the survey to provide additional feedback on the plan. This feedback will be incorporated into the final plan.

**F. REPORTS**

None.

**G. BUSINESS ARISING OUT OF MINUTES**

**G.1 2024 AAC Meeting Schedule**

The committee reviewed the schedule for 2024.

**H. ROUND TABLE**

None.

**I. INFORMATION AND CORRESPONDENCE**

None.

**J. APPROVAL OF MINUTES**

**Moved by** Myrna Blair

**Seconded by** Kristen Ray

**THAT** the minutes dated November 2, 2023, be approved.

**CARRIED**

**K. MEETING ANNOUNCEMENTS**

The next meeting is March 7, 2024

**L. ADJOURNMENT**

The meeting adjourned @3:45pm

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Casey Munro Deputy Clerk,  
Recording Secretary

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** Establishing and Regulating By-Law 19-59 Update

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council pass a by-law to amend the Establishing & Regulating Bylaw 19-59;**

**AND THAT Committee of the Whole recommend that Council approve the changes to level of core services provided in the municipality.**

### **BACKGROUND:**

The current Establishing & Regulating (E&R) By-law was updated in 2019. Subsequently, changes have been made to mandatory certification of firefighters across the province. Additionally, the department was supplied with a RES-Q-2, a device used for grain entrapment rescues. This equipment enables the department to provide core services which it was originally unable to perform and now must be added to the by-law.

Council regulates its fire service through the E&R By-law, based on the following criteria:

- Goals and Objectives
- General functions and core services to be delivered (based on needs and circumstances & risks of the community)
- The authority to effect necessary operations
- Organizational structure
- General responsibilities of fire department personnel
- Authority to proceed beyond established response areas
- Authority to apply costs to property owners

### **DISCUSSION:**

This by-law consists of four sections: the main by-law, Appendix A, Appendix B, and Appendix C. This discussion will include the changes made to each of the aforementioned sections.

The main by-law covers information related to the establishment of the fire department, Fire Chief's responsibilities and authority, response outside our municipality, cost recovery and firefighter employment. The changes to this section consisted simply of adding the following definitions:

- **CAO** means the Chief Administrative Officer appointed by the Council to act as the Chief Administrative Officer for the Corporation.
- **Captain** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment.
- **Confined Space** means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy.
- **A Fire Protection Agreement** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required.

Under the definition of Deputy Fire Chief, the designation of CEMC was removed. Emergency Management terminology and language was also cleaned up and made consistent.

**Appendix A:** Was newly added to this by-law to lay out the Mississippi Mills Fire Department's Mandate, Vision, and Goals.

**Appendix B:** The Mississippi Mills Fire Department's Organizational Chart was updated.

**Appendix C:** Lists the Mississippi Mills Fire Department's core services that are provided to the residents of Mississippi Mills. Each core service includes the training requirements to meet these levels of service. In this section, two changes to our levels of service were made in our response capabilities. Through these changes, where the department would not of performed these rescues in the past, moving forward the department would now perform these rescues to an operational level, with the safety of our residents and firefighters in mind. The two preceding changes include:

#### **Farm and Silo Rescue Services**

- Fire Department response to farm and silo rescue incidents that involve a rope rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Grain entrapment services shall be provided at an Operational Level, providing incidents do not go beyond the training of Operational level confined space.
- Farm and silo rescue incidents requiring rope rescue and/or technical confined space rescue services shall not be provided by the Fire Department.

## **Confined Space Rescue Services**

- Service shall be provided at the Operational Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services shall not be provided by the Fire Department to the Technician level.

## **OPTIONS:**

Option 1: Accept the recommended changes to this bylaw, along with the existing core services we provide and the two proposed changes to levels of service.

Option 2: Reject the recommended changes to the bylaw and/or the two proposed changes to the levels of service.

Option 3: Reject the recommended changes to the bylaw and/or the two proposed changes to the levels of service, and change the existing levels of core services we provide.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications for this report currently. A report will be brought forward to show the Mississippi Mills Fire Department's forecasted long-range training program, including all estimated associated costs to prepare for the mandatory certification that is required by 2028. It should be noted that the mandatory certification requirements will affect our existing core services and the training requirements to meet these levels of service.

## **STRATEGIC PLAN**

The Establishing and Regulating By-law Amendment ties into the Safe and Sustainable principle of the Municipality's Strategic Plan.

## **PUBLIC ENGAGEMENT**

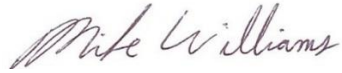
There is no need for any public engagement for this report.

## **SUMMARY:**

In summary, I recommend that Council approves Option 1: Accept the recommended changes to this bylaw, along with the existing core services we provide and the two proposed changes to levels of service. Selecting this option allows us to maintain and increase our current level of service we provide to Mississippi Mills residents.



Respectfully submitted by,



Mike Williams,  
Director of Protective Services

Reviewed by:

Ken Kelly,  
CAO

ATTACHMENTS:

1. DRAFT By-law 19-59 Establishing and Regulate MM Fire Department Bylaw Consolidated
2. By-law 19-59 Establishing and Regulating Bylaw - with red markup

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 19-59

**BEING** a by-law to establish and regulate the Corporation of the Municipality of the Mississippi Mills Fire Department.

**WHEREAS** Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

**AND WHEREAS** Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality.

**AND WHEREAS** Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide.

**AND WHEREAS** Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

**AND WHEREAS** Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

**AND WHEREAS** Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter of thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Municipality of Mississippi Mills.

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

#### **DEFINITIONS**

1. In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed.
  - a) **Approved** means approved by Council.
  - b) **Automatic Aid** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
  - c) **Auxiliary Member** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration approved by the Fire Chief.
  - d) **Cadet Fire Fighters** means persons between the age of 15-18 who are participating in the Cadet Fire Fighter program.
  - e) **CAO** means the Chief Administrative Officer appointed by the Council to act as the Chief Administrative Officer for the Corporation.
  - f) **Captain** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment.

- g) **Confined Space** means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy.
- h) **Corporation** means The Corporation of the Municipality of Mississippi Mills.
- i) **Council** means the Council of the Municipality of Mississippi Mills.
- j) **Chief Designate** means a person appointed by the Fire Chief to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief. This will primarily be the function of the Deputy Chief but may be appointed to other senior departmental officers as circumstances dictate.
- k) **Deputy Fire Chief** means a person appointed by the Fire Chief to oversee department planning for both operations and training.
- l) **Emergency Management and Civil Protection Act** means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- m) **Firefighter** means the Fire Chief or any other person employed in or appointed to the Fire Department and assigned to undertake Fire Protection Services and includes Officers and Volunteer Firefighters.
- n) **Fire Chief** means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- o) **Fire Department** means the fire department for the Municipality of Mississippi Mills.
- p) **Fire Code** means Ontario Regulation 213/07, as amended, and any successor regulation.
- q) A **Fire Protection Agreement** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required.
- r) **Fire Protection and Prevention Act** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- s) **Fire Protection Services** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- t) **Inspector** means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA
- u) **Lieutenant** means a Captain in training.
- v) **Limited Service** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- w) **Member** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- x) **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- y) **Mutual Aid** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- z) **Officer** means Fire Chief, Deputy Fire Chief, Chief Designate, District Chiefs, Captains, Lieutenants and or any person designated by the Fire Chief to supervise Firefighters.

## **Fire Department Establishment**

2. The Fire Department for the Municipality of Mississippi Mills is to be known as the Mississippi Mills Fire Department is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## **Structure**

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Department.
4. In addition to the Fire Chief, the Fire Chief shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who by extension, in the absence or vacancy of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief, Deputy Fire Chief, Fire Prevention Officer and Fire Administration Assistant, the Fire Department shall consist of both functional and geographical District Chiefs, Captains, Lieutenants, and Firefighters.
6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this by-law.

## **Approved Services and Programs**

7. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act, and set out in Appendix "C" attached hereto and forming part of this by-law.

## **Limited Service**

8. In consideration of the reliance by the Fire Department on the response of Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix "C" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.
9. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## **Responses Outside the Limits of the Municipality**

10. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
  - a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality.
  - b) In a municipality with which an Approved agreement has been entered into to provide fire protection services which may include automatic aid.
  - c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services.
  - d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
  - e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

## **Fire Chief Responsibilities and Authority**

11. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act 1997 for the proper administration and operation of the Fire

Department, including delivery of Approved services and programs.

12. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. Further, the Fire Chief shall have the authority to delegate duties relating to operational activities.
13. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - a) Performing all statutory duties of the Fire Protection and Prevention Act 1997, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
  - b) Reporting to Council as required by the Fire Protection and Prevention Act 1997 and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
  - c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
  - e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
  - f) Developing, establishing, and implementing policies, operating procedures and or guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
  - h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - i) The proper care and protection of all Fire Department property.
  - j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Municipality and other municipalities.
  - k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
  - l) Appointment, subject to Approved hiring practices as laid out by the Fire Chief, of any qualified person as a Member of the Fire Department.
  - m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
  - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
  - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act 1997.
  - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that

an offence has been committed under the Fire Protection and Prevention Act 1997, or other applicable regulation or statute.

- q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief and any other specific reports as directed by Council.
  - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
14. The Fire Chief shall be responsible for coordinating the Municipality of Mississippi Mills Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Response Plan pursuant to the Emergency Management and Civil Protection Act.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

### **Powers**

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 1997, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
  - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
  - d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997.
  - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act 1997.
18. As set out in the Fire Protection and Prevention Act 1997, the Fire Chief may delegate any of his/her powers or duties to the Chief Designate or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

### **Recovery of Costs**

19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the municipality for taking such actions from the owner or insurer of the property on which the fire or other emergency occurred. All costs incurred whether invoiced to the owner or insurer remain the responsibility of the owner.
20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997 in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law.

of the Corporation.

22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

### **Firefighter Employment**

23. The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this By-law, and subject to Approved hiring policies.
24. The employment of Firefighters shall be governed by the Firefighter Terms and Conditions.

### **Cadet Firefighter Program**

25. The Fire Chief may establish a Cadet Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.
26. To be eligible for appointment as a Cadet Firefighter, candidates shall:
- a) Be between the ages of 16 and 17.
  - b) Be attending high school and able to meet and maintain the academic and attendance expectations mutually agreed upon by the Cadet Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief.
  - c) Provide written permission and a signed waiver that indemnifies and releases the Corporation from liability from a parent or legal guardian to participate in the Cadet Firefighter Program.
27. Acceptance as a Cadet Firefighter shall be subject to the discretion of the Fire Chief. Cadet Firefighter status may be revoked at any time at the discretion of the Fire Chief. Cadet Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.
28. Cadet Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.
29. Cadet Firefighters are not eligible for remuneration.
30. Cadet Firefighters shall comply with all terms and conditions of the Cadet Firefighter Program as established by the Fire Chief, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.
31. Cadet Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Cadet Firefighter Program.
32. Cadet Firefighters shall not be permitted to enter any immediately Dangerous to Life or Health (IDLH) area or environment at any time.
33. Cadet Firefighters shall not operate any Fire Department vehicle.

### **Obstruction**

34. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act 1997.

### **Offences**

35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

### **Severability**

36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

**BY-LAW READ**, passed, signed and sealed in open Council this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Jeanne Harfield, Clerk



**Mississippi Mills Fire Department**

**By-Law No. 19-59**

**List of Appendices**

Appendix	Topic
A	Mandate, Vision & Goals (attached)
B	Organization Chart (attached)
C	Core Services (attached)

## **Mississippi Mills Fire Department**

### **By-Law No. 19-59**

#### **Appendix A**

#### **Mandate, Vision & Goals**

##### **Mandate of The Mississippi Mills Fire Department**

The Mandate of the Mississippi Mills Fire Department is to provide fire protection services, emergency response, fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses, and visitors to the Municipality of Mississippi Mills.

##### **Vision of The Mississippi Mills Fire Department**

To provide the citizens of Mississippi Mills with pro-active, effective, and efficient delivery of fire, rescue, public education and fire prevention services, through a unified forward-thinking organization with a good morale and with the highest standards of personnel safety, fairness and professionalism.

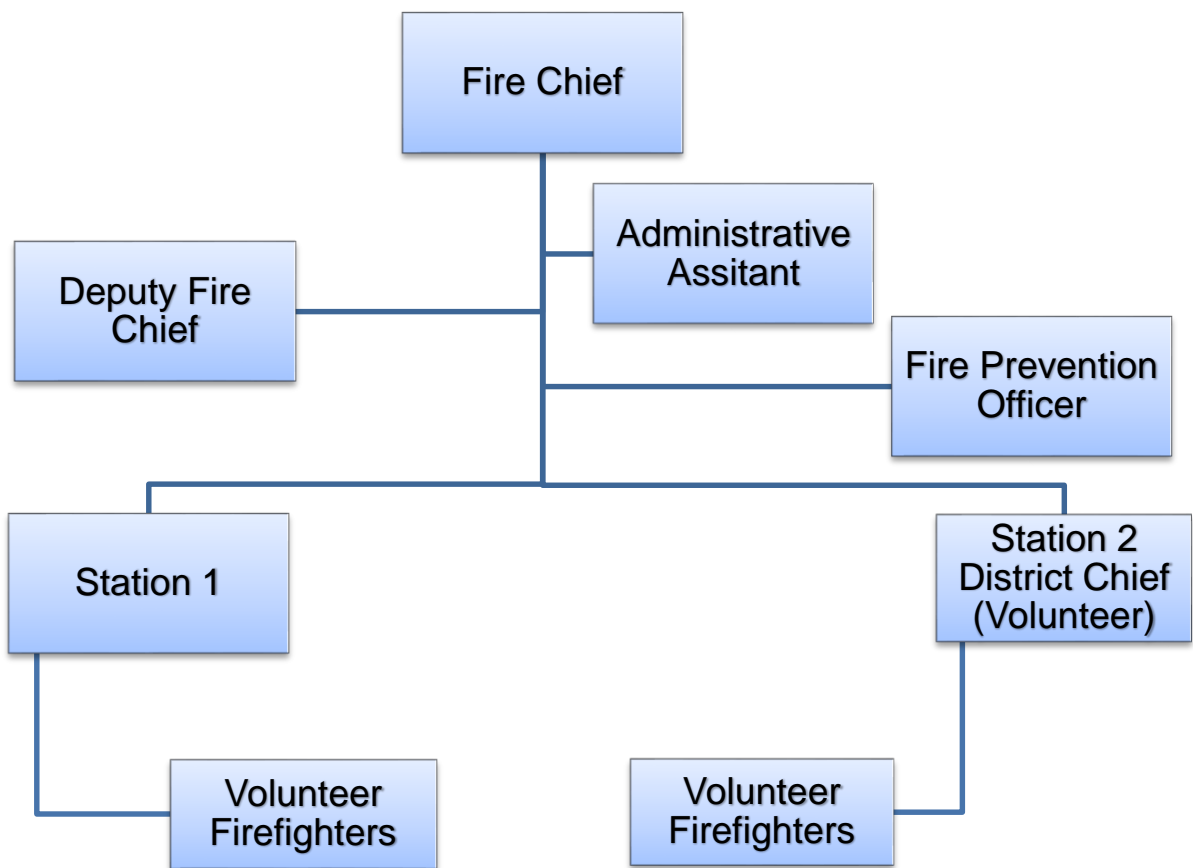
##### **Goals of The Mississippi Mills Fire Department**

The primary goal of the Fire Department is to:

- a) Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA.
- b) Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation.
- c) Provide effective, timely and adequate staff for emergency response, assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

**Mississippi Mills Fire Department**  
**By-Law No. 19-59**

**Appendix B**  
**Organizational Chart**



## Mississippi Mills Fire Department

### By-Law No. 19-59

#### Appendix C Core Services

#### **FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS**

The Fire Department shall provide the following services approved by the Fire Chief and/or delegate in total or in part programs through the Administration, Prevention and Training.

##### **A.1 Emergency Response**

##### **A.1.1 Basic Firefighting Services:**

- The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

##### **A.1.2 Structural Firefighting Services:**

a) For the purpose of this Appendix, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

b) **Interior Search and Rescue** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for, and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficient Trained Firefighter staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

c) **Interior Fire Suppression (Offensive Operations)** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.

- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficiently Trained Firefighting staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

d) **Exterior Fire Suppression (Defensive Operations)** – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fires from spreading to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

**A.1.3 Rural Firefighting Operations:**

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

**A.1.4 Vehicle Firefighting Services:**

- Service shall be provided to control and extinguish vehicle fires.

**A.1.5 Grass, Brush, and Forestry Firefighting Services:**

- Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

**A.1.6 Marine Firefighting Services:**

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

**A.1.7 Automatic Aid Response Services:**

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

**A.1.8 Mutual Aid Response Services:**

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County of Lanark pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

**A.1.9 Tiered Medical Assistance Services:**

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Lanark Emergency Medical

Services and the Municipality of Mississippi Mills.

**A.1.10 Ambulance Assistance Services:**

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

**A.1.11 Police Assistance Services:**

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**A.1.12 Public Assistance Services:**

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

**A.1.13 Public Hazard Assistance Services:**

- a) **Carbon monoxide Incidents** – Response shall be provided to carbon monoxide alarms and emergencies.
- b) **Public Utility Incidents** – Response shall be provided to public utility incidents that pose a public hazard, including:
  - i. Electrical utility emergencies.
  - ii. Natural gas utility emergencies.

**A.1.14 Vehicle Accident Services:**

- The Fire Department shall respond to vehicle accidents to provide the following services:
  - i. Stabilizing the scene of the accident.
  - ii. Stabilizing the vehicles involved in the accident.
  - iii. Providing aid to injured or trapped persons.
  - iv. Mitigating adverse effects to the natural environment.

**A.1.15 Vehicle Extrication Services:**

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

**A.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:**

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

**A.1.17 Highway Incident Services:**

- Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be

recovered in accordance with applicable provincial fire service agreements.

#### **A.1.18 Hazardous Materials Response Services:**

- Service shall be provided at the Operations Level in accordance with NFPA 1072, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by the Fire Department.

#### **A.1.19 Water and Ice Rescue Services:**

- a) **Surface Water Rescue** – Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and boat rescue operations.
- b) **Swift Water Rescue** shall not be provided by the Fire Department
- c) **Ice Rescue** – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- d) **Dive rescue** – shall not be provided by the Fire Department
- e) **Recovery services** to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall be provided under the direction of the Fire Chief or on-scene Incident Commander.

#### **A.1.20 Urban Search and Rescue Services:**

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

#### **A.1.21 Rope Rescue Services:**

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Rope rescue services shall not be provided by the Fire Department.

#### **A.1.22 Confined Space Rescue Services:**

- Service shall be provided at the Operational Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services shall not be provided by the Fire Department to the Technician level.

#### **A.1.23 Trench Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services shall not be provided by the Fire Department.

**A.1.24 Cave, Mine, and Tunnel Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services shall not be provided by the Fire Department.

**A.1.25 Farm and Silo Rescue Services:**

- Fire Department response to farm and silo rescue incidents that involve a rope rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Grain entrapment services shall be provided at an Operational Level, providing incidents do not go beyond the training of Operational level confined space.
- Farm and silo rescue incidents requiring rope rescue and/or technical confined space rescue services shall not be provided by the Fire Department.

**A.1.26 Industrial and Machinery Rescue Services:**

- Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

**A.1.27 Community Emergency Response Plan Services:**

- Service shall be provided in accordance with the Approved Emergency Management Program.

**A.1.28 Assistant to the Fire Marshal Services**

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

**A.2 Operations Division****A.2.1 Fire Inspection Services:**

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conducting licensing inspections.
- f) Systems checking, testing and approval.
- g) Enforcing code compliance.
- h) Enforcing municipal by-laws.
- i) Issuing permits.
- j) Preparing reports and issuing written responses to requests.

**A.2.2 Public Education Services:**

- a) Providing fire and life safety public education programs.



- b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- c) Distributing public safety messaging to the media.
- d) Delivery of specialized programs.

**A.2.3 Fire Investigation Services:**

- a) Determining cause and origin of fires and explosions.
- b) Assessing code compliance.
- c) Determining effectiveness of built-in suppression features.
- d) Determining compliance with building standards.
- e) Interacting with police, fire investigators, and other agencies.

**A.2.4 Supporting criminal prosecutions, including appearances in court.**

**A.2.5 Risk Assessment Services:**

- a) Conducting community fire risk assessments.
- b) Compiling, analyzing and disseminating functional statistics.
- c) Selecting appropriate fire service programs.

**A.2.6 Plans Examination Services:**

- a) Reviewing and approving fire safety plans.
- b) Examining and providing comments on new construction and renovation plans.
- c) Reviewing and providing comments on subdivision and development agreements.
- d) Reviewing and providing comment on site plans.
- e) Inspecting sites of approved plans to determine compliance.

**A.2.7 Consultation Services:**

- Consulting with families, schools, health professionals, and police with respect to Youth Firesetter Intervention Program and other juvenile fire-starting programs.
- Consulting with architects, engineers, planners, and builders.
- Interacting with building departments.
- Interacting with other government agencies.
- Providing input into fire prevention policy development.

**A.3 Emergency Planning**

**A.3.1 Pre-Incident Planning Services:**

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620,

*Standard for Pre-Incident Planning.*

### **A.3.2 Community Emergency Management Planning Services:**

- Collaborating with the development, review, revision, and implementation of the approved Emergency Response Plan.

## **A.4 Fire Administration Division**

### **A.4.1 Planning and Development Services:**

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.
- e) Developing policies, procedures, operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

### **A.4.2 Financial Services:**

- a) Coordinating with the Corporation's Finance Department for financial services.
- b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c) Providing input into levels of service based on available funding.
- d) Developing and administering operating and capital budgets.
- e) Identifying alternative sources of revenue and fees for services.
- f) Initiating cost recovery measures.
- g) Purchasing.

### **A.4.3 Records Management Services:**

- a) Documenting Fire Department activities.
- b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

### **A.4.4 Department Human Resources Services:**

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.

- d) Job classifications.
- e) Discipline.

#### **A.4.5 Customer Relations Services:**

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.
- c) Developing and maintaining inter-agency relationships.

#### **A.4.6 Health and Safety Services:**

- a) Implementing a Fire Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department.
- c) Implementing an occupational exposure program.
- d) Establishing a Designated Officer with respect to communicable disease regulations.

#### **A.4.7 Legal Services:**

- a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- b) Prosecuting offences under applicable by-laws and statutes.
- c) Coordinating the services of solicitors and legal counsel.

### **A.5 Communications**

#### **A.5.1 Dispatch Services:**

- a) Arranging for the provision of dispatching services to external agencies and fire departments.
- b) Liaising with external clients and agencies.
- c) Receiving current municipal information including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department emergency communications performance and resolving any service issues.
- e) Reviewing dispatch agreements and issuing invoices.
- f) Providing CAD generated reports, document retention and records maintenance.
- g) Daily/weekly pager tests and messages

#### **A.5.2 Technology Services:**

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications

devices and systems, and computers.

- c) Arranging for interface capabilities with other data systems.

### **A.5.3 Fleet and Equipment Maintenance Services:**

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.
- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

### **A.5.4 Facilities Maintenance Services:**

- a) Providing routine cleaning and housekeeping of fire stations.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.

## **A.6 Division of Training and Education**

### **A.6.1 Training Program Standards:**

- a) Providing a training program for Firefighters that conforms to NFPA 1001 II, *Standard for Fire Fighter Professional Qualifications*.
- b) Providing a training program for firefighters that conforms to NFPA 1072, *Standard for Competence of Responders to hazardous materials/weapons of mass destruction incidents, Awareness and or Operations*
- c) Providing a training program for apparatus drivers and operators that conform to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- d) Providing a training program for technical rescue operations that conform to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- e) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- f) Providing a training program for fire inspectors that conform to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- g) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- h) Providing a training program for fire and life safety educators that conform to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.

- i) Providing a training program for fire service instructors and training officers that conform to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- j) Providing a training program for incident safety officers that conform to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- k) *Volunteer firefighter recruitment process.*
- l) *Oversees execution of all training activities.*

**A.6.2 Providing Access to Training Facilities:**

- a) Coordinating access to appropriate training facilities.
- b) Facilitate hands-on training to internal/external staff and public.
- c) Facilitate external instructors.
- d) Facilitate building familiarization.

**A.6.3 Providing Station Training:**

- a) Delivering training plan specific to operational and strategic needs.
- b) Providing supervisory training drills.
- c) Oversees the Emergency Vehicle Driver/Operator Training Program
- d) Instructional training on new equipment
- e) Providing practical and theoretical testing and evaluation

**A.6.4 Program Development Services:**

- a) Developing fire service instructors.
- b) Coordinating core services training requirements.
- c) Providing officer training and development.
- d) Developing specialized staff development programs.

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 19-59

**BEING** a by-law to establish and regulate the Corporation of the Municipality of the Mississippi Mills Fire Department.

**WHEREAS** Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

**AND WHEREAS** Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality.

**AND WHEREAS** Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide.

**AND WHEREAS** Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

**AND WHEREAS** Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

**AND WHEREAS** Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter of thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Municipality of Mississippi Mills.

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

#### **DEFINITIONS**

1. In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed.

- a) **Approved** means approved by Council.
- b) **Automatic Aid** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **Auxiliary Member** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration approved by the Fire Chief.
- d) **Cadet Fire Fighters** means persons between the age of 15-18 who are participating in the Cadet Fire Fighter program.
- e) **CAO** means the Chief Administrative Officer appointed by the Council to act as the Chief Administrative Officer for the Corporation.
- f) **Captain** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment.

- g) **Confined Space** means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy.
- h) **Corporation** means The Corporation of the Municipality of Mississippi Mills.
- i) **Council** means the Council of the Municipality of Mississippi Mills.
- j) **Chief Designate** means a person appointed by the Fire Chief to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief. This will primarily be the function of the Deputy Chief but may be appointed to other senior departmental officers as circumstances dictate.
- k) **Deputy Fire Chief** means a person appointed by the Fire Chief to oversee department planning for both operations and training.
- l) **Emergency Management and Civil Protection Act** means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- m) **Firefighter** means the Fire Chief or any other person employed in or appointed to the Fire Department and assigned to undertake Fire Protection Services and includes Officers and Volunteer Firefighters.
- n) **Fire Chief** means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- o) **Fire Department** means the fire department for the Municipality of Mississippi Mills.
- p) **Fire Code** means Ontario Regulation 213/07, as amended, and any successor regulation.
- q) **A Fire Protection Agreement** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required.
- r) **Fire Protection and Prevention Act** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- s) **Fire Protection Services** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- t) **Inspector** means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA
- u) **Lieutenant** means a Captain in training.
- v) **Limited Service** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- w) **Member** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- x) **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- y) **Mutual Aid** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- z) **Officer** means Fire Chief, Deputy Fire Chief, Chief Designate, District Chiefs, Captains, Lieutenants and or any person designated by the Fire Chief to supervise Firefighters.

## **Fire Department Establishment**

2. The Fire Department for the Municipality of Mississippi Mills is to be known as the Mississippi Mills Fire Department is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## **Structure**

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Department.
4. In addition to the Fire Chief, the Fire Chief shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who by extension, in the absence or vacancy of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief, Deputy Fire Chief, Fire Prevention Officer and Fire Administration Assistant, the Fire Department shall consist of both functional and geographical District Chiefs, Captains, Lieutenants, and Firefighters.
6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this by-law.

## **Approved Services and Programs**

7. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act, and set out in Appendix "C" attached hereto and forming part of this by-law.

## **Limited Service**

8. In consideration of the reliance by the Fire Department on the response of Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix "C" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.
9. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## **Responses Outside the Limits of the Municipality**

10. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
  - a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality.
  - b) In a municipality with which an Approved agreement has been entered into to provide fire protection services which may include automatic aid.
  - c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services.
  - d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
  - e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

## **Fire Chief Responsibilities and Authority**

11. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act 1997 for the proper administration and operation of the Fire



Department, including delivery of Approved services and programs.

12. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. Further, the Fire Chief shall have the authority to delegate duties relating to operational activities.
13. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - a) Performing all statutory duties of the Fire Protection and Prevention Act 1997, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
  - b) Reporting to Council as required by the Fire Protection and Prevention Act 1997 and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
  - c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
  - e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
  - f) Developing, establishing, and implementing policies, operating procedures and or guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
  - h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - i) The proper care and protection of all Fire Department property.
  - j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Municipality and other municipalities.
  - k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
  - l) Appointment, subject to Approved hiring practices as laid out by the Fire Chief, of any qualified person as a Member of the Fire Department.
  - m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
  - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
  - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act 1997.
  - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that

an offence has been committed under the Fire Protection and Prevention Act 1997, or other applicable regulation or statute.

- q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief and any other specific reports as directed by Council.
  - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
14. The Fire Chief shall be responsible for coordinating the Municipality of Mississippi Mills Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency **Response** Plan pursuant to the Emergency Management and Civil Protection Act.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

### **Powers**

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 1997, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
  - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
  - d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997.
  - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act 1997.
18. As set out in the Fire Protection and Prevention Act 1997, the Fire Chief may delegate any of his/her powers or duties to the Chief Designate or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

### **Recovery of Costs**

19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the municipality for taking such actions from the owner or insurer of the property on which the fire or other emergency occurred. All costs incurred whether invoiced to the owner or insurer remain the responsibility of the owner.
20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997 in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law.

of the Corporation.

22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

### **Firefighter Employment**

23. The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this By-law, and subject to Approved hiring policies.
24. The employment of Firefighters shall be governed by the Firefighter Terms and Conditions.

### **Cadet Firefighter Program**

25. The Fire Chief may establish a Cadet Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.
26. To be eligible for appointment as a Cadet Firefighter, candidates shall:
- a) Be between the ages of 16 and 17.
  - b) Be attending high school and able to meet and maintain the academic and attendance expectations mutually agreed upon by the Cadet Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief.
  - c) Provide written permission and a signed waiver that indemnifies and releases the Corporation from liability from a parent or legal guardian to participate in the Cadet Firefighter Program.
27. Acceptance as a Cadet Firefighter shall be subject to the discretion of the Fire Chief. Cadet Firefighter status may be revoked at any time at the discretion of the Fire Chief. Cadet Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.
28. Cadet Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.
29. Cadet Firefighters are not eligible for remuneration.
30. Cadet Firefighters shall comply with all terms and conditions of the Cadet Firefighter Program as established by the Fire Chief, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.
31. Cadet Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Cadet Firefighter Program.
32. Cadet Firefighters shall not be permitted to enter any immediately Dangerous to Life or Health (IDLH) area or environment at any time.
33. Cadet Firefighters shall not operate any Fire Department vehicle.

### **Obstruction**

34. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act 1997.

### **Offences**

35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

### **Severability**

36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

**BY-LAW READ**, passed, signed and sealed in open Council this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Shawna Stone, Clerk

**Mississippi Mills Fire Department**

**By-Law No. 19-59**

**List of Appendices**

Appendix	Topic
A	Mandate, Vision & Goals (attached)
B	Organization Chart (attached)
C	Core Services (attached)

## **Mississippi Mills Fire Department**

### **By-Law No. 19-59**

#### **Appendix A**

#### **Mandate, Vision & Goals**

##### **Mandate of The Mississippi Mills Fire Department**

The Mandate of the Mississippi Mills Fire Department is to provide fire protection services, emergency response, fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses, and visitors to the Municipality of Mississippi Mills.

##### **Vision of The Mississippi Mills Fire Department**

To provide the citizens of Mississippi Mills with pro-active, effective, and efficient delivery of fire, rescue, public education and fire prevention services, through a unified forward-thinking organization with a good morale and with the highest standards of personnel safety, fairness and professionalism.

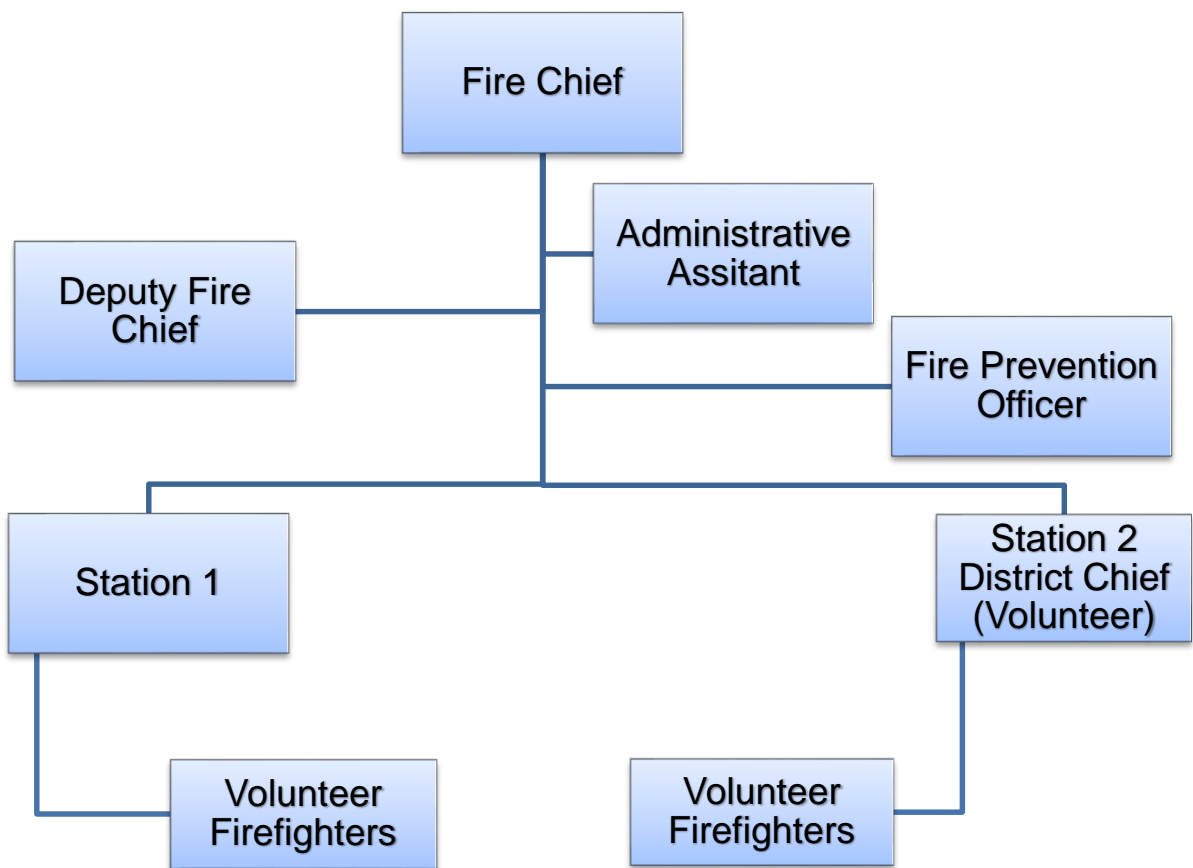
##### **Goals of The Mississippi Mills Fire Department**

The primary goal of the Fire Department is to:

- a) Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA.
- b) Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation.
- c) Provide effective, timely and adequate staff for emergency response, assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

**Mississippi Mills Fire Department**  
**By-Law No. 19-59**

**Appendix B**  
**Organizational Chart**



## Mississippi Mills Fire Department

### By-Law No. 19-59

#### Appendix C Core Services

#### FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services approved by the Fire Chief and/or delegate in total or in part programs through the Administration, Prevention and Training.

##### A.1 Emergency Response

###### A.1.1 Basic Firefighting Services:

- The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

###### A.1.2 Structural Firefighting Services:

a) For the purpose of this Appendix, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

b) **Interior Search and Rescue** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for, and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficient Trained Firefighter staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

c) **Interior Fire Suppression (Offensive Operations)** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.



- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficiently Trained Firefighting staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

d) **Exterior Fire Suppression (Defensive Operations)** – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fires from spreading to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

**A.1.3 Rural Firefighting Operations:**

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

**A.1.4 Vehicle Firefighting Services:**

- Service shall be provided to control and extinguish vehicle fires.

**A.1.5 Grass, Brush, and Forestry Firefighting Services:**

- Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

**A.1.6 Marine Firefighting Services:**

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

**A.1.7 Automatic Aid Response Services:**

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

**A.1.8 Mutual Aid Response Services:**

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County of Lanark pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

**A.1.9 Tiered Medical Assistance Services:**

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Lanark Emergency Medical

Services and the Municipality of Mississippi Mills.

**A.1.10 Ambulance Assistance Services:**

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

**A.1.11 Police Assistance Services:**

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**A.1.12 Public Assistance Services:**

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

**A.1.13 Public Hazard Assistance Services:**

- a) **Carbon monoxide Incidents** – Response shall be provided to carbon monoxide alarms and emergencies.
- b) **Public Utility Incidents** – Response shall be provided to public utility incidents that pose a public hazard, including:
  - i. Electrical utility emergencies.
  - ii. Natural gas utility emergencies.

**A.1.14 Vehicle Accident Services:**

- The Fire Department shall respond to vehicle accidents to provide the following services:
  - i. Stabilizing the scene of the accident.
  - ii. Stabilizing the vehicles involved in the accident.
  - iii. Providing aid to injured or trapped persons.
  - iv. Mitigating adverse effects to the natural environment.

**A.1.15 Vehicle Extrication Services:**

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

**A.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:**

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

**A.1.17 Highway Incident Services:**

- Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be

recovered in accordance with applicable provincial fire service agreements.

#### **A.1.18 Hazardous Materials Response Services:**

- Service shall be provided at the Operations Level in accordance with NFPA 1072, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by the Fire Department.

#### **A.1.19 Water and Ice Rescue Services:**

- a) **Surface Water Rescue** – Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and boat rescue operations.
- b) **Swift Water Rescue** shall not be provided by the Fire Department
- c) **Ice Rescue** – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- d) **Dive rescue** – shall not be provided by the Fire Department
- e) **Recovery services** to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall be provided under the direction of the Fire Chief or on-scene Incident Commander.

#### **A.1.20 Urban Search and Rescue Services:**

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

#### **A.1.21 Rope Rescue Services:**

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Rope rescue services shall not be provided by the Fire Department.

#### **A.1.22 Confined Space Rescue Services:**

- Service shall be provided at the **Operational Level** in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services shall not be provided by the Fire Department to the Technician level.

#### **A.1.23 Trench Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services shall not be provided by the Fire Department.

#### **A.1.24 Cave, Mine, and Tunnel Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services shall not be provided by the Fire Department.

#### **A.1.25 Farm and Silo Rescue Services:**

- Fire Department response to farm and silo rescue incidents that involve a rope rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Grain entrapment services shall be provided at an Operational Level, providing incidents do not go beyond the training of Operational level confined space.
- Farm and silo rescue incidents requiring rope rescue and/or technical confined space rescue services shall not be provided by the Fire Department.

#### **A.1.26 Industrial and Machinery Rescue Services:**

- Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

#### **A.1.27 Community Emergency Response Plan Services:**

- Service shall be provided in accordance with the Approved Emergency Management Program.

#### **A.1.28 Assistant to the Fire Marshal Services**

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

### **A.2 Operations Division**

#### **A.2.1 Fire Inspection Services:**

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conducting licensing inspections.
- f) Systems checking, testing and approval.
- g) Enforcing code compliance.
- h) Enforcing municipal by-laws.
- i) Issuing permits.
- j) Preparing reports and issuing written responses to requests.

#### **A.2.2 Public Education Services:**

- a) Providing fire and life safety public education programs.

- b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- c) Distributing public safety messaging to the media.
- d) Delivery of specialized programs.

#### **A.2.3 Fire Investigation Services:**

- a) Determining cause and origin of fires and explosions.
- b) Assessing code compliance.
- c) Determining effectiveness of built-in suppression features.
- d) Determining compliance with building standards.
- e) Interacting with police, fire investigators, and other agencies.

#### **A.2.4 Supporting criminal prosecutions, including appearances in court.**

#### **A.2.5 Risk Assessment Services:**

- a) Conducting community fire risk assessments.
- b) Compiling, analyzing and disseminating functional statistics.
- c) Selecting appropriate fire service programs.

#### **A.2.6 Plans Examination Services:**

- a) Reviewing and approving fire safety plans.
- b) Examining and providing comments on new construction and renovation plans.
- c) Reviewing and providing comments on subdivision and development agreements.
- d) Reviewing and providing comment on site plans.
- e) Inspecting sites of approved plans to determine compliance.

#### **A.2.7 Consultation Services:**

- Consulting with families, schools, health professionals, and police with respect to **Youth Firesetter Intervention Program** and other juvenile fire-starting programs.
- Consulting with architects, engineers, planners, and builders.
- Interacting with building departments.
- Interacting with other government agencies.
- Providing input into fire prevention policy development.

### **A.3 Emergency Planning**

#### **A.3.1 Pre-Incident Planning Services:**

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620,

*Standard for Pre-Incident Planning.*

### **A.3.2 Community Emergency Management Planning Services:**

- Collaborating with the development, review, revision, and implementation of the approved Emergency **Response** Plan.

## **A.4 Fire Administration Division**

### **A.4.1 Planning and Development Services:**

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.
- e) Developing policies, procedures, operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

### **A.4.2 Financial Services:**

- a) Coordinating with the Corporation's Finance Department for financial services.
- b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c) Providing input into levels of service based on available funding.
- d) Developing and administering operating and capital budgets.
- e) Identifying alternative sources of revenue and fees for services.
- f) Initiating cost recovery measures.
- g) Purchasing.

### **A.4.3 Records Management Services:**

- a) Documenting Fire Department activities.
- b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

### **A.4.4 Department Human Resources Services:**

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.

- d) Job classifications.
- e) Discipline.

#### **A.4.5 Customer Relations Services:**

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.
- c) Developing and maintaining inter-agency relationships.

#### **A.4.6 Health and Safety Services:**

- a) Implementing a Fire Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department.
- c) Implementing an occupational exposure program.
- d) Establishing a Designated Officer with respect to communicable disease regulations.

#### **A.4.7 Legal Services:**

- a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- b) Prosecuting offences under applicable by-laws and statutes.
- c) Coordinating the services of solicitors and legal counsel.

### **A.5 Communications**

#### **A.5.1 Dispatch Services:**

- a) Arranging for the provision of dispatching services to external agencies and fire departments.
- b) Liaising with external clients and agencies.
- c) Receiving current municipal information including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department emergency communications performance and resolving any service issues.
- e) Reviewing dispatch agreements and issuing invoices.
- f) Providing CAD generated reports, document retention and records maintenance.
- g) Daily/weekly pager tests and messages

#### **A.5.2 Technology Services:**

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications

devices and systems, and computers.

- c) Arranging for interface capabilities with other data systems.

#### **A.5.3 Fleet and Equipment Maintenance Services:**

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.
- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

#### **A.5.4 Facilities Maintenance Services:**

- a) Providing routine cleaning and housekeeping of fire stations.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.

### **A.6 Division of Training and Education**

#### **A.6.1 Training Program Standards:**

- a) Providing a training program for Firefighters that conforms to NFPA 1001 II, *Standard for Fire Fighter Professional Qualifications*.
- b) Providing a training program for firefighters that conforms to NFPA 1072, *Standard for Competence of Responders to hazardous materials/weapons of mass destruction incidents, Awareness and or Operations*
- c) Providing a training program for apparatus drivers and operators that conform to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- d) Providing a training program for technical rescue operations that conform to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- e) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- f) Providing a training program for fire inspectors that conform to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- g) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- h) Providing a training program for fire and life safety educators that conform to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.



- i) Providing a training program for fire service instructors and training officers that conform to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- j) Providing a training program for incident safety officers that conform to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- k) *Volunteer firefighter recruitment process.*
- l) *Oversees execution of all training activities.*

**A.6.2 Providing Access to Training Facilities:**

- a) Coordinating access to appropriate training facilities.
- b) Facilitate hands-on training to internal/external staff and public.
- c) Facilitate external instructors.
- d) Facilitate building familiarization.

**A.6.3 Providing Station Training:**

- a) Delivering training plan specific to operational and strategic needs.
- b) Providing supervisory training drills.
- c) Oversees the Emergency Vehicle Driver/Operator Training Program
- d) Instructional training on new equipment
- e) Providing practical and theoretical testing and evaluation

**A.6.4 Program Development Services:**

- a) Developing fire service instructors.
- b) Coordinating core services training requirements.
- c) Providing officer training and development.
- d) Developing specialized staff development programs.

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** **Emergency Management Program By-law Amendment**

---

### **RECOMMENDATION:**

**THAT Committee of the Whole approve the amended Schedule A: Emergency Management Program to By-law 21-101 titled “Emergency Management By-law”**

**AND THAT individuals that hold the positions listed in the amended by-law be appointed as specified therein.**

### **BACKGROUND:**

In December of 2021, By-law 21-101 was passed, incorporating the updated Incident Management System (IMS) function-based Emergency Plan and Program, repealing By-law 20-121.

Schedule A to By-law 21-101 consists of the Emergency Management Program. Municipal Emergency Control Group officials and Emergency Management Program Committee members are listed within.

The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires every municipality to have an Emergency Management Program Committee. The committee shall be composed of:

- a) The municipality’s emergency management program coordinator;
- b) A senior municipal official appointed by the council;
- c) Such members of the council, as may be appointed by the council;
- d) Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
- e) Such other persons as may be appointed by the council.

The role of the Emergency Management Program Committee is to:

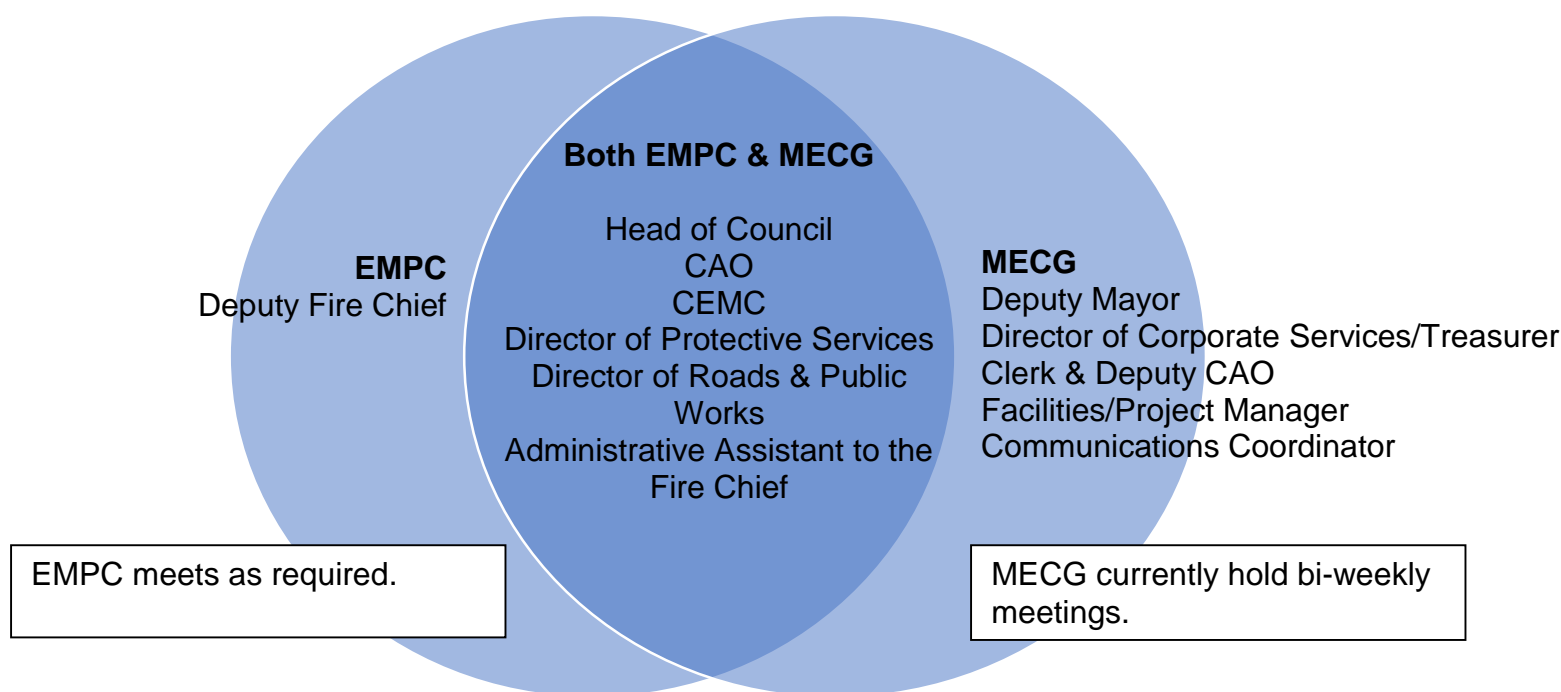
- a) Advise Council on the Emergency Management Program
- b) Conduct the annual program review
- c) Recommend revisions

In addition, every municipality is required to have a Municipal Emergency Control Group. The municipal emergency control group shall be composed of:

- a) Such officials or employees of the municipality as may be appointed by the council; and
- b) Such members of council as may be appointed by the council.

The Municipal Emergency Control Group is responsible for coordinating municipal emergency response and recovery activities.

Due to the smaller staffing complement of a municipality of our size, some staff take on many roles, as demonstrated by the graphic below.



The MEGC is responsible for the monitoring and control of emergency response and is generally comprised of the following functions: Emergency Operations Centre Manager, Head of Council, Liaison Officer, Safety Officer, Emergency Information Officer, Scribe, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Councillors play a vital role in supporting the MEGC during an emergency, including but not limited to: assisting the Head of Council as requested, attending the emergency council meetings, advocating the needs of the community to Council and facilitating communications between Council and the community.

## **DISCUSSION:**

While conducting the annual review of the municipality's Emergency Management Program, it was noted that the membership of the both the Municipal Emergency Control Group and the Emergency Management Program Committee requires updating to address recent staffing and organizational changes.

By-law 21-101 authorizes the Community Emergency Management Coordinator (CEMC) to amend the Emergency Management Program (EMP) and Emergency Response Plan (ERP) as required from time-to-time to ensure the information is current and accurate. While the Emergency Response Plan has been updated by the CEMC to address the staffing and organizational changes, the Emergency Management Program By-law now must be updated to match. Significant changes to the Emergency Management By-law other than administrative changes need to be considered and approved by Council.

The CEMC recommends amending 'Schedule A: Emergency Management Program' of By-law 21-101 to reflect the following changes:

- Council of the Municipality of Mississippi Mills reviews the Emergency Management Program and Emergency Response Plan during the first term in office and when recommended by the Emergency Management Program Committee. This change will allow the Emergency Management Program Committee to perform their duties to review the EMP and ERP annually and brief Council when necessary and provide more training opportunities for Council.
- Consistency in role titles for Municipal Emergency Control Group and Emergency Management Program Committee.
- The membership of the Municipal Emergency Control Group and Emergency Management Program Committee as attached.

## **OPTIONS:**

There are two options to consider:

- 1) Leave the by-law as it is. However, in accordance with EMPCA, R.S.O. 1990, c. E.9, s 3(5), MCEG members must receive training to demonstrate adequate Municipal knowledge in the following areas:
  - Hazard Identification and Risk Assessment and Critical Infrastructure List
  - Emergency Response Plan (ERP) including roles and responsibilities
  - Activation and operation procedures under Municipal Emergency Response Plan (MERP)
  - Activation notification procedures
  - Emergency Operations Center location and communications infrastructure

Any members named in the current by-law will be required to receive the above-mentioned training and attend the annual exercise.

- 2) Accept the amendments as attached. These amendments will align the Emergency Management Program By-law with the current Emergency Response Plan.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications with the approval of this updated By-law.

### **STRATEGIC PLAN**

The Emergency Management Program By-law Amendment ties into the Safe and Sustainable principle of the Municipality's Strategic Plan.

### **PUBLIC ENGAGEMENT**


No public engagement is required.

### **SUMMARY:**

I recommend that Council approve Option 2, amending Schedule A: Emergency Management Program to By-law 21-101 as attached.

Respectfully submitted by,

Reviewed by:



Mike Williams,  
Director of Protective Services

Ken Kelly,  
CAO

### **ATTACHMENTS:**

1. Bylaw 21-101 Emergency Management Program and Response Plan Bylaw – 2024 edits
2. Schedule A – Emergency Management Program

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-101

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

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

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

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

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

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

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

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

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

1. THAT an Emergency Management Program and Emergency Response Plan attached hereto as Schedules “A” and “B” hereby adopted for the Municipality of Mississippi Mills consistent with and in accordance with international best practices as considered by Regulatory Standards established under the *Emergency Management & Civil Protection Act*, including five core components of emergency management as follows:
  - a) prevention;
  - b) mitigation;
  - c) preparedness;
  - d) response; and
  - e) recovery.
2. THAT the Emergency Management Program and Emergency Response Plan shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community.
3. THAT the Community Emergency Management Coordinator be authorized to amend the Emergency Management Program and Emergency Response Plan as required from time-to-time to ensure the information is current and accurate.
4. THAT the Council of the Municipality of Mississippi Mills reviews the Emergency Management Program and Emergency Response Plan during the first term in office and when recommended by the Emergency Management Program Committee.
5. THAT this Bylaw shall come into force and effect on the date of passing thereof.
6. THAT Bylaw No. 20-120 is hereby repealed.

**BY-LAW READ**, passed, signed and sealed in open Council, this 21st day of December, 2021. THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

## SCHEDULE “A” TO BYLAW NO. 21-101

### **EMERGENCY MANAGEMENT PROGRAM**

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

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

#### Municipal Emergency Control Group

The emergency response will be conducted and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Emergency Control Group will consist of the following officials:

- ✓ Head of Council (Mayor)
- ✓ Deputy Mayor
- ✓ Chief Administrative Officer
- ✓ Community Emergency Management Coordinator
- ✓ Director of Protective Services
- ✓ Director of Roads & Public Works
- ✓ Director of Corporate Services / Treasurer
- ✓ Clerk & Deputy CAO
- ✓ Facilities/Project Manager
- ✓ Communications Coordinator
- ✓ Administrative Assistant to the Fire Chief

The individuals that hold these positions are appointed under this by-law.

#### Emergency Management Program Committee

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

- 1 – Community Emergency Management Coordinator
- 1 – Director of Protective Services
- 1 – Deputy Fire Chief



- 1 – Chief Administrative Officer (Chair)
- 1 – Director of Roads & Public Works
- 1 – Head of Council
- 1 – Administrative Assistant to the Fire Chief

The individuals that hold these positions are appointed under this by-law.

### Training Programs & Exercises

#### **Control Group Training**

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

#### **Annual Exercise**

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

### Public Education

#### **Intent**

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

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

#### **Definitions**

"CEMC" shall mean a Community Emergency Management Coordinator.

"Emergency" shall mean a situation or pending situation caused by the forces of nature,

an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property.

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

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

### **Target Audience**

1. Entire Community
2. Targeted messaging for identified elevated risk areas.

### **Objectives**

1. Explain how residents can access information about individual and family emergency planning (3-day survival kits).
2. Explain community and municipal emergency preparedness, such as where to get more information.
3. Explain how residents and businesses can access information about emergencies:
  - (a) Public alerts, new updates, and general information on radio stations, social media and print media, as appropriate.
  - (b) What protective actions to take, where to take shelter or evacuation details, as appropriate.
  - (c) Where and how to get information about location of evacuees, as appropriate.
4. Provide local media with a schedule of frequencies for emergency information update and the Municipality’s media contact (Emergency Information Officer).
5. Provide a list of other organizations that partner with Mississippi Mills to eliminate or reduce risks during emergencies.

### **Delivery Mechanisms – (Examples)**

1. Mayor’s Letter – print media/municipal building bulletin boards.

2. Promote – “Emergency Preparedness Week” (EPW) in spring of each year and “Fire Prevention Week” (FPW) in fall of each year.
3. Public Service Announcements – radio, social media and television.
4. Targeted mailouts or delivery of notices.
5. Stakeholders or community meetings.
6. Static displays – various Municipal and community events.
7. Community interest articles/columns through the Municipal website and social media.
8. Municipal website and social media (Facebook, Instagram, Twitter).
9. School visits – combined with FPW or EPW.

### **Resources**

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

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

### **Annual Review & Updates**

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



Mississippi  
Mills



## Municipality of Mississippi Mills Emergency Response Plan

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## 1.0 Administration

### 1.1 Plan Amendments

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

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

Table 1. Amendments to the emergency response plan.

Amendment	Date Reviewed	Amendments		Sections Amended	Approved By
		Yes	No		
1	October 2004	Yes		New emergency response plan	Council
2	December 2020	Yes		Updated Emergency Control Group	Council
3	November 2021	Yes		New emergency response plan based on the IMS	Council
4	November 2022	Yes		Staffing Changes to response plan	CEMC
5	November 2023	Yes		Staffing Changes to response plan, HIRA & CI revision	CEMC
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## 1.2 Plan Distribution

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

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

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

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

## 1.3 Annex Document

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

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

## 1.4 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 1.5 Mission Statement

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

## 1.6 Introduction

The Municipality of Mississippi Mills is a lower tier municipality in Lanark County (County) and is comprised of the Almonte, Pakenham, Clayton, Blakeney, and Appleton settlements. Mississippi Mills has a land area of 519.5 km<sup>2</sup> and is located next to the city of Ottawa. According to Statistics Canada (2016), Mississippi Mills has a population of 13,163 residents.

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

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

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

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

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

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

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

For more information, please contact either:

**Community Emergency Management Coordinator**

Mike Williams, Fire Chief  
Municipality of Mississippi Mills  
478 Almonte Street  
Almonte, Ontario K0A 1A0  
613-256-2064 ext. 701



### **1.7 Purpose**

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

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

### **1.8 Authority**

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

### **1.9 Confidentiality of the Plan**

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

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

### **1.10 Hazard Identification Risk Assessment**

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

### **1.11 Plan Maintenance and Revision**

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



The annual review will include the following:

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

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

### **1.12 Emergency Management Program Committee**

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

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

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

### **1.13 Incident Management System**

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

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

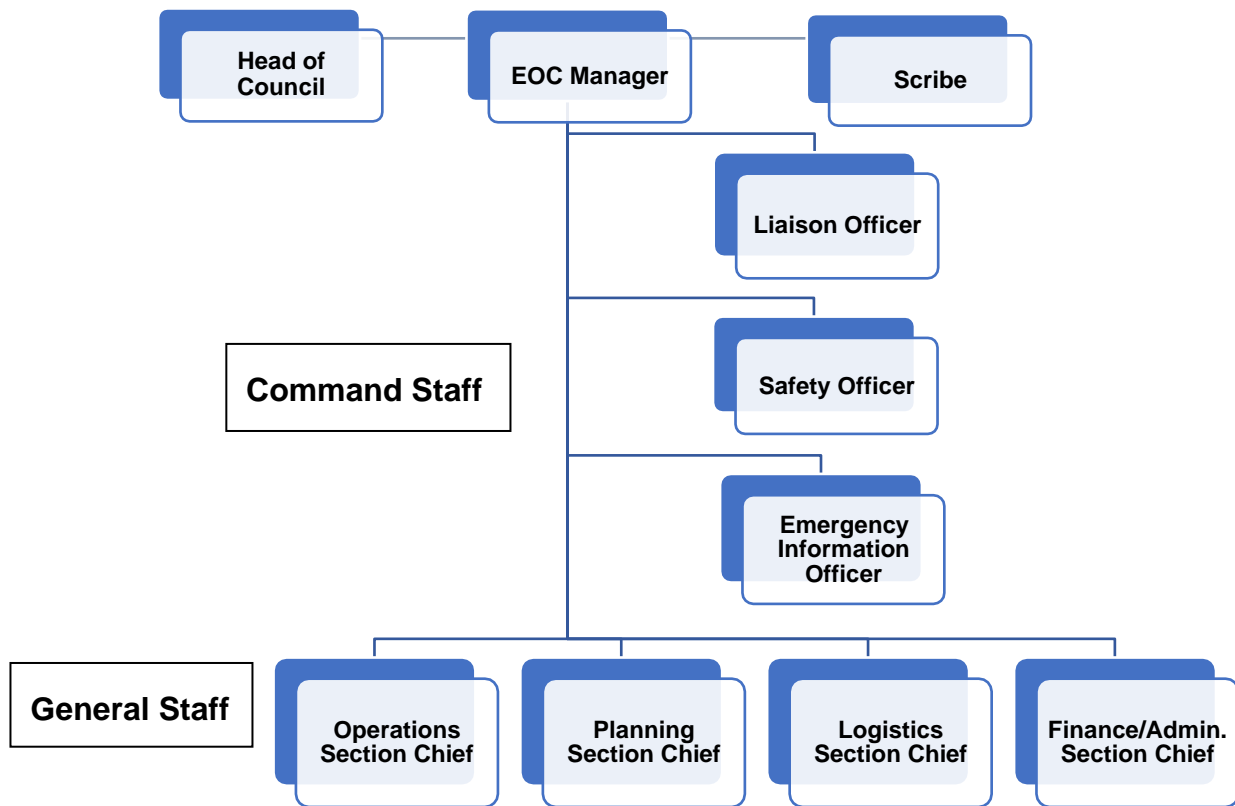


Figure 1. Structure of the IMS.

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

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

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

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

## 2.0 Notification Procedures

### 2.1 Actions Prior to Declaration

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

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

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

## 2.2 Notification System

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

Notification procedure:

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

## 2.3 Emergency Operations Centre (EOC)

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

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

Upon arrival at the EOC each MECG member will:

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

delivered prior to their arrival at the EOC

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

Upon leaving the EOC each MCEG member will:

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

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

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

### 3.0 Municipal Emergency Control Group

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

#### 3.1 Municipal Emergency Control Group

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

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

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



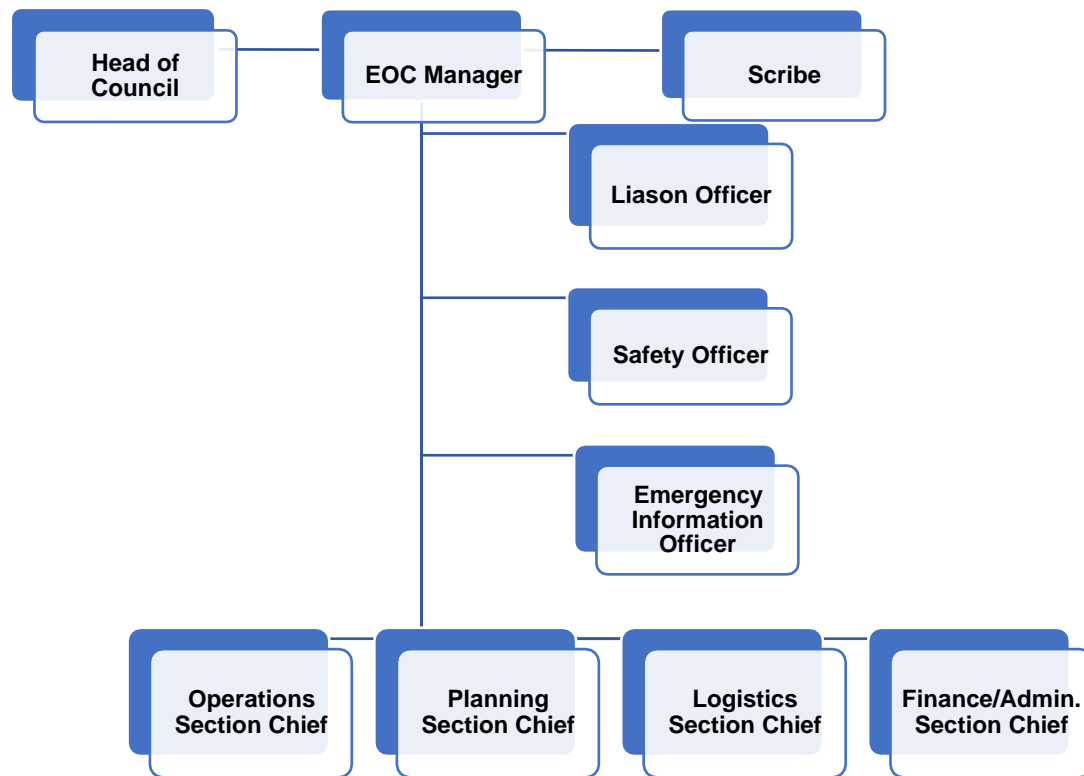


Figure 2. Organizational structure of the IMS.

### 3.2 EOC Support

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

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

## 4.0 EOC/Site Management

### 4.1 Operations Cycle

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

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

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

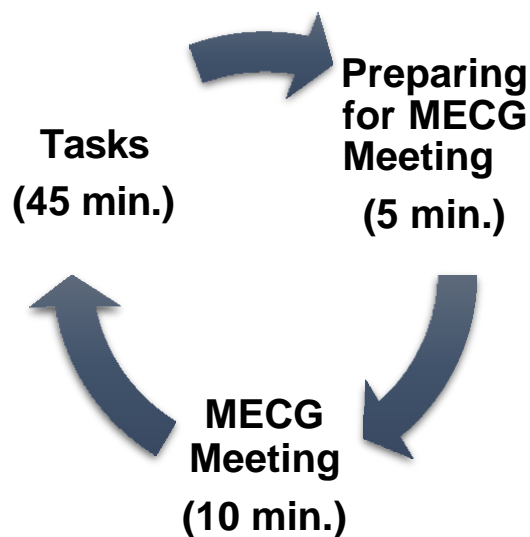


Figure 3. Overview of a one-hour operations cycle.

## 4.2 Management of the Emergency Site

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

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

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

The ESM's task is to take control of their designated emergency site and

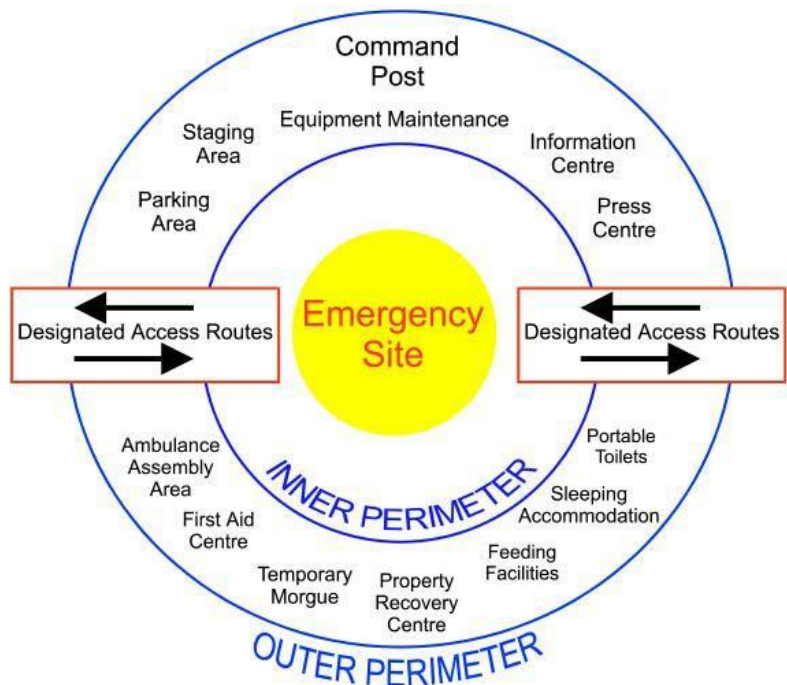


Figure 4. Diagram of an emergency site and its designated areas.

coordinate the response in that area. Some of the ESM's functions include:

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

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

### **4.3 Responsibilities of MCEG Members and Council**

#### **4.3.1 EOC Manager**

The EOC Manager is responsible for the following:

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

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

**4.3.2 Head of Council/Acting Head of Council**

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

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

### 4.3.3 Liaison Officer

The Liaison Officer is responsible for the following:

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



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

#### 4.3.4 Safety Officer

The Safety Officer is responsible for the following:

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

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

#### 4.3.5 Emergency Information Officer

The Emergency Information Officer is responsible for the following:

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

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

**4.3.6 Scribe(s)**

The Scribe(s) are responsible for the following:

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

#### 4.3.7 Operations Section

The Operations Section is responsible for the following:

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

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



#### 4.3.8 Planning Section

The Planning Section is responsible for the following:

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

#### 4.3.9 Logistics Section

The Logistics Section is responsible for the following:

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

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

**4.3.10 Finance and Administration Section**

The Finance & Administration Section is responsible for the following:

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

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

#### **4.4 Responsibilities of MECG Support**

##### **4.4.1 Councillors**

The Council is responsible for the following:

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

**4.4.2 Ontario Provincial Police (OPP)**

The Police/OPP representative is responsible for the following:

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

#### 4.4.3 Paramedic Services

The Paramedic representative is responsible for the following:

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



#### 4.4.4 Emergency Social Services

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

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

#### 4.4.5 Medical Officer of Health

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

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

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

#### 4.4.6 Emergency Site Manager

The Emergency Site Manager is responsible for the following:

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

**4.4.7 Community Emergency Management Coordinator**

The Community Emergency Management Coordinator is responsible for the following:

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

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Zack Moshonas, Environmental Compliance Coordinator  
**SUBJECT:** Climate Action Plan Development Options

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### RECOMMENDATION:

**THAT** Committee of the Whole direct Council to accept this report and direct staff to develop a Local Climate Action Plan as recommended, leveraging grant funding where possible.

### BACKGROUND:

During a regular Council meeting, Council passed the following resolution directing staff to explore the options for developing a local Climate Action Plan for Mississippi Mills, how it will fit into the Strategic Plan and identify available grants.

**Resolution Number 424-23**

**Moved by Councillor Torrance**

**Seconded by Councillor Lowe**

**THAT** Council direct staff to bring forward a report to provide options and timelines for the development of a local climate action plan and how it fits into the Strategic Plan and timeline and to identify available grants.

### DISCUSSION:

In November 2023, Lanark County staff presented the Lanark County Climate Action Plan final draft report. The County's Climate Action Plan (CAP) has been in development since before 2019, however now that it is finalized, County Council has requested that it is updated often to ensure the plan remains current and relevant. The County's Plan is specific to the County's governance structure (upper-tier) and the programs which the County offers and has authority over. Due to the specificity of the County's Plan, a local CAP established for Mississippi Mills would allow for the goals of Council and the Community to be better represented and the action plan to be specific to the Municipality. The County utilized the Partners for Climate Protection (PCP) framework for developing and implementing a CAP. The framework (also referred to as milestones) are as follows:

1. Develop a Greenhouse Gas (GHG) Inventory for Community and Corporate Emissions
2. Set Greenhouse Gas Reduction Targets for Each Category
3. Develop a Local Climate Action Plan
4. Implement the Local Action Plan
5. Monitor the progress and report results

This report covers the effort to complete up to milestone number 3 – Develop a Local Climate Action Plan. Milestone 4 and 5 pertain to the implementation of a CAP and will require direction from Council once a CAP has been adopted. Should the Municipality develop its own CAP, the County's Plan should be used as a base to guide certain elements of a Local Plan during development which will reduce the staff effort required and timeline for development. Using the PCP framework the CAP is separated into a community plan and corporate plan. The community plan covers climate action planning for the local community (Mississippi Mills) and the corporate plan addresses Mississippi Mills as a corporation.

When preparing this report, the County's Climate and Environment Coordinator (CEC) was consulted to better understand the efforts both internal and external that went into developing the County Plan. The County began development of the plan prior to 2019 and the final draft was completed in October 2023. The County relied largely on internal staff effort to guide and complete the plan, but an external specialist (consultant) was retained when needed – namely during the completion of the community GHG inventory. The County established a Climate Action Committee which guided creation of goals to achieve the GHG reduction targets. Staff recommend that Mississippi Mills follows the same framework of developing the CAP as the County. This is summarized in the table below.

<b>Milestone</b>	<b>Tasks</b>	<b>Effort</b>
1. Develop a Greenhouse Gas Inventory for Community and Corporate Emissions	Use PCP guide to develop an inventory for GHG emissions.	Consultant required for community inventory. Corporate inventory can be completed in-house.
2. Set Greenhouse Gas Reduction Targets for Each Category	Decide on reduction targets for community and corporate emissions.	Targets developed by Staff and Consultant and approved by Council.
3. Develop a Local Climate Action Plan	Create goals for reducing community and corporate emissions to address the themes set in the County's Plan.	Goals for Community Plan to be developed in consultation with the public through a formal committee. Goals for Corporate Plan to be developed internally.

		Additional effort will be required to form a committee and lead efforts for the Community Plan development. Potential for specialist consultant to aid in development of Plan.
4. Implement the Local Action Plan	Not assessed as part of this report.	
5. Monitor the progress and report results	Not assessed as part of this report.	

Items #1 and #2 in the above table will require assistance of a specialized consultant, whereas item #3 is expected to be completed using in-house staff, however depending on staff workload a consultant may be leveraged during this item as well. To ensure proper community engagement, staff recommend that a Committee is formed to aid in the development of the local community plan (component of item #3).

#### **OPTIONS:**

1. Proceed with the development of a local Climate Action Plan as recommended.
2. Adopt the County's Climate Action Plan.
3. Direct staff to investigate other options.

#### **FINANCIAL IMPLICATIONS:**

Funding is available under the Lanark County Municipal Climate Action Grant up to \$11,500. Initiatives such as developing a GHG inventory would be eligible for funding under this grant. It is estimated that costs required for a consultant to develop a GHG inventory will range between \$10,000 and \$30,000 depending on additional involvement required to develop the Plan.

Staff would propose to use the funds available within the Corporate Other Professional Services account to cover costs beyond what may be covered from the County Grant. For the 2024 budget year, staff will maximize use of the County Grant and plan for follow-on scope items to be included in the 2025 budget. This will minimize unplanned expenses that need to be covered within the account listed above.

#### **STRATEGIC PLAN**

Adopting a Climate Action Plan is an action item of Principle #1 of the Strategic Plan. This can be addressed by either adopting the County's Plan or by developing a local CAP. Implementing a CAP (not part of this report) would also be a component of Principle #1 of the Strategic Plan.

#### **PUBLIC ENGAGEMENT**

None required at this time. Future public engagement is recommended in this report.



**SUMMARY:**

Staff recommend that Mississippi Mills develop a local Climate Action Plan using the same framework in which Lanark County used during the development of their Plan – i.e., using a mix of specialized consultants, in-house staff, and through the formation of a Committee.

Respectfully submitted by,

Reviewed by:

Zack Moshonas,  
Environmental Compliance Coordinator

Ken T. Kelly,  
Chief Administrative Officer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**MEETING DATE:** April 23, 2024

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Director of Development Services and Engineering

**SUBJECT:** **Zoning By-law Amendment – D14-COM-23  
CON 8 E PT LOT 8  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally Known as 6299 County Road 29**

**OWNER:** Allan Lowry

**APPLICANT:** Dillon Consulting Limited c/o Connor Wilks

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Concession 8 East, Part of Lot 8, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 6299 County Road 29, from Rural (RU) to Rural Site Specific Exception (RU-xx-h) in order to permit a Battery Energy Storage System, limited to a 1.0 ha portion of the property and subject to a holding provision, similar in effect to Attachment A.**

### **BACKGROUND:**

The Independent Electricity System Operator (IESO) is the crown corporation responsible for operating the electricity market and directing the operation of the bulk electrical system in Ontario. IESO has initiated several programs, including battery storage since 2014. Battery storage stores low-cost power during off-peak periods and feeds it back into the electricity grid during peak periods when the demand for electricity is the highest.

A staff report was provided on [January 17, 2023](#) Committee of the Whole meeting recommending that Committee of the Whole support the requested resolution by COMPASS. At that time, the property proposed for the establishment of the battery storage facility was 1442 Ramsay Concession 8.

COMPASS approached the Municipality with a new location for the battery storage facility. The facility is no longer proposed at 1442 Ramsay Concession 8 and is now

proposed at 6299 County Road 29. According to COMPASS, as part of their IESO approval, any relocation needs to be within 2 km of the original site. A staff report was provided on [December 5, 2023](#) and Committee of the Whole passed a resolution in support of the proposal subject to the development meeting all applicable municipal and provincial by-laws. The application for Zoning By-law Amendment is one of the by-law requirements which are required to be met. If the Zoning By-law Amendment is approved, Site Plan Control will also be required prior to the development proceeding.

### **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**

The subject property is situated on Part of Lot 8, Concession 8, located on the west side of County Road 29 South. The subject property measures approximately 39.9 hectares in size and has approximately 565 metres of frontage on County Road 29. Surrounding land uses include Agricultural and Rural.

**Figure 1: Subject Lands**



### **PURPOSE AND EFFECT:**

The subject site is currently split zoned Agricultural (A) and Rural (RU). The applicant is proposing a site-specific Zoning By-Law Amendment to add “Utility Stationary Battery Energy Storage” as a permitted use within the Rural (RU) zone, on this property, to develop a Utility Stationary Battery Energy Storage facility. As part of Official Plan

Amendment 29 (LEAR) the property is proposed to be entirely designated Agriculture (removal of the Rural designation).

#### **PROPOSED DEVELOPMENT:**

The applicant is proposing to establish a battery storage facility on the subject property. A Planning Rationale was submitted as part of the Zoning By-law Amendment application (which can be accessed online [here](#)) with site details for the layout of the area of development.

The application originally proposed two separate locations for the facility and has confirmed with the Department that the location of the facility will be located at the rear of the property as illustrated in Attachment A.

Site Plan Control will be required prior to the construction of the facility and staff are proposing a holding provision be applied to the area to be rezoned, so that specific requirements, including but not limited to, fire training for these specific type/quantity of batteries, design features of the site including heat alarms with direct alerts to the Fire Department.

#### **SERVICING & INFRASTRUCTURE:**

The subject properties are currently serviced by a private well and septic system. No servicing changes have been proposed and no servicing is proposed for the facility.

Any entrances from County Road 29 will need to be approved by County Public Works, which will be determined at the Site Plan Control stage.

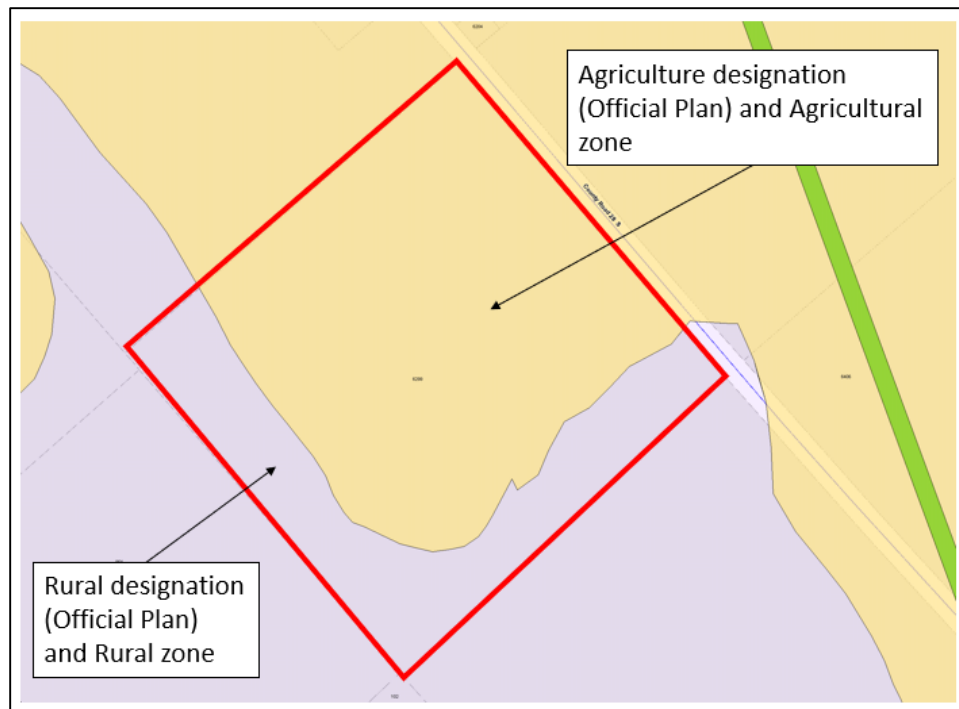
Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment.

#### **COMMUNITY OFFICIAL PLAN (COP):**

As previously mentioned, the property is currently split zoned Agriculture and Rural in the Official Plan. Planning staff are of the opinion, that in absence of specific Official Plan policies permitting this new type of “utility” that battery storage could be permitted within the Rural designation by way of a site-specific Zoning By-law Amendment.

This opinion is with respect to the current Official Plan designation on the property at the time of writing this report. Staff acknowledge that Official Plan Amendment 29 (LEAR) was passed by Council and recently by County Council; however, has yet to come into effect as the Official Plan Amendment is still in the appeal period and until it is determined that appeals have been received, the Official Plan Amendment is yet to be in full force and effect.

#### **Figure 2 – Agricultural and Rural designation (and zoning)**



### **ZONING BY-LAW #11-83:**

As noted above, the subject property is split zoned Rural (RU) and Agriculture (A) in the Zoning By-law. Both zones permit agricultural and agricultural-related uses; however, the Rural zone also permits non-farm, rural residential uses and allows for a wider range of minimum lot sizes.

### **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**

Fire Department:

Planning staff have been working closely with the Fire Chief on this planning application and will continue to do so through the Site Plan Control stage and as the applicant meets the requirements of the holding provision.

#### **External Agencies**

Lanark County:

The developer will be required to obtain an entrance permit from PW as well as a Municipal Consent for the installation of the poles within the ROW. The entrance would be considered Commercial/Industrial/Institutional/Multi-Residential Entrance.

Public works requests that a traffic impact statement be submitted to confirm the trips generated from the development do not trigger improvements to County Road 29, such as a turn lane. The traffic impact statement shall also confirm there will be no conflicts with the adjacent entrances due to their proximity.

- Staff have discussed the above noted comments with County Public Works and have agreed that any traffic information can be deferred to the Site Plan Control stage where the exact location of the entrance and traffic impacts will be determined.

Mississippi Valley Conservation Authority (MVCA):

As previously indicated, MVCA does not have any objections to the proposed storage unit provided it is located outside of MVCA's Regulation Limit. In our last submission, we requested that the Site Plan be overlaid on vivid aerial imagery, in order to more accurately assess the proposed location relative to the wetland and MVCA's Regulation Limit. In response, we received a description of the proposed location. We would like to reiterate our previous request for a plan that shows the proposed location on vivid aerial imagery. Ideally, it would be helpful to overlay the site plan on MVCA's mapping which was included in Appendix E of this submission.

- As the next step in the planning process is the Site Plan Control stage the Conservation Authority will be circulated and able to comment on the detailed design of the area of development to ensure that it is located outside of the area of development.

## **Public Comments**

Three members of the public contacted Planning staff to have more information on the project; however, no specific comments on the proposed Zoning By-law Amendment were received.

## **EVALUATION:**

### **Community Official Plan (COP)**

Section 4.8.2 of the Official Plan provides policies to guide Public Uses and Utilities. Generally, the policies are permissible in that the policies permit utilities in all designations; however, specifically state that utilities *should avoid prime agricultural lands, significant wetlands, fishery habitat and significant habitat of endangered or threatened species. New public uses and utilities will only be permitted in such areas if*

*they have been approved through an environmental assessment process and no other reasonable alternative exists.*

The Rural designation permits a variety of agricultural uses as well as accessory uses and rural commercial and rural industrial uses.

It is staff's opinion that the policies of the Rural designation coupled with Section 4.8.2 of the Official Plan, that the required Zoning By-law Amendment is in accordance with the permitted uses within the Rural designation and the Official Plan policies which speak to utility installations, with the caveat that a Zoning By-law Amendment application is made for the battery storage facility located within the Rural designation (and zone) of the property.

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

### **Zoning By-law #11-83**

Section 7.4 of the Zoning By-law indicates that utility installations are permitted in all zones except for Environmental Protection (EP) and Mineral Aggregate zones (MP, MQ and MR). Public Utilities are defined as:

*PUBLIC UTILITY" means any water works, sewerage works, gas works, electric heat, light or power works, telegraph and telephone lines and works for the transmission of gas, oil, water or electrical power or energy, or any similar works supplying the general public with necessary services or conveniences.*

The proposed Zoning By-law Amendment would rezone only the portion of lands which are proposed to be used by the battery storage facility and with that site specific zone include a definition of the battery energy storage system is proposed to be included to be applicable to this application only. This approach will ensure that through Official Plan Amendment 28 (and subsequent Zoning By-law Amendment), if needed, an additional definition or amended definition of "Public Utility" could be added to the Zoning By-law independent of this application.

Staff acknowledge that the applicant has also indicated that a new entrance from County Road 29 is proposed to access the facility; however, as the property is a large parcel and the County is the approval authority for entrances along County Road 29, it is the opinion of staff that the area required for the driveway is not required to be rezoned for the battery facility.

Staff are proposing a holding provision for the zone to ensure that the requirements from the Fire Department, including review of the Site Plan, requirements for training fire fighting staff and any additional requirements such as specific needs for extinguishing fires which involve lithium batteries can be addressed prior to the lifting of the holding and development occurring.

Battery storage facilities are a new utility not yet considered in Mississippi Mills nor in most areas of the province. The City of Ottawa have received several different battery storage facility proposals and are currently undergoing a study for these facilities. Staff have been in contact with City of Ottawa staff regarding their study and to exchange information on the topic. In addition, the Fire Chief has also consulted with other Fire Chiefs in the area to exchange information. As this a new proposed utility, the use of the holding provision will ensure that the necessary information and agreements are in place prior to the development occurring.

For Council's information, battery storage facilities as well as renewable energy (wind and solar) will be one of the foci of the Rural Village and Rural Vitality Study to determine if new Official Plan policies should be introduced to provide a planning policy framework to address these new types of utilities. At this time, staff have no specific concerns related to the proposed development as it is small scale (in comparison to other similar proposals) and any requirements prior to the development proceeding can be addressed through Site Plan Control and the requirements of the holding provision.

**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 addition of "Battery Energy Storage System" as an additional permitted use for the subject property, within the area identified on the schedule of the draft by-law 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 by,      Approved by,



---

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



---

Ken Kelly  
CAO

**ATTACHMENTS:**

1. Attachment A – Proposed Zoning By-law



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 24-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" (RU) Zone to "Rural Special Exception" (RU-xx-h) for the lands identified in Schedule 'A', which are legally described as Concession 8 East, Part of Lot 8, Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:

*"12.3.xx Notwithstanding their 'RU' zoning, on those lands delineated as 'RU-xx' on Schedule 'A' to this By-law, a battery energy storage system shall be permitted in accordance with the RU zone provisions contained in this by-law.*

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

- a) *That the Owner provide all technical requirements, plans and studies to the satisfaction of the Fire Chief, Fire Department of the Municipality of Mississippi Mills for the battery energy storage system, including but not limited to:*
  - i) *All required documentation of the technical requirements for the facility;*
  - ii) *Any required training for Fire Department staff, at no cost to the Municipality;*
  - iii) *Any required fire fighting apparatus or materials necessary in the event of a fire, at no cost to the Municipality; and*
  - iv) *A signed Memorandum of Understanding including ii) and iii) as well as any other requirements deemed necessary by the Fire Department.*

*b) That the Owners enter into a Site Plan Agreement with the Municipality in order to register an agreement on title regarding use, maintenance and liability agreement regarding the battery storage facility.”*

3. That Section 42 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection:

*“Section 42.3 – Zoning Schedules”*

4. That Section 42. 3 to By-law No. 11-83, as amended, is hereby further amended by adding Schedule ‘B’ of this By-law to Section 42. 3.
5. 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 **May 7, 2024.**

---

Christa Lowry, Mayor

---

Jeanne Harfield, Clerk

**BY-LAW NO. 24-XXX**

## Schedule “A”

## Lands Subject to the Amendment

Concession 8 East, Part of Lot 8  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 6299 County Road 29

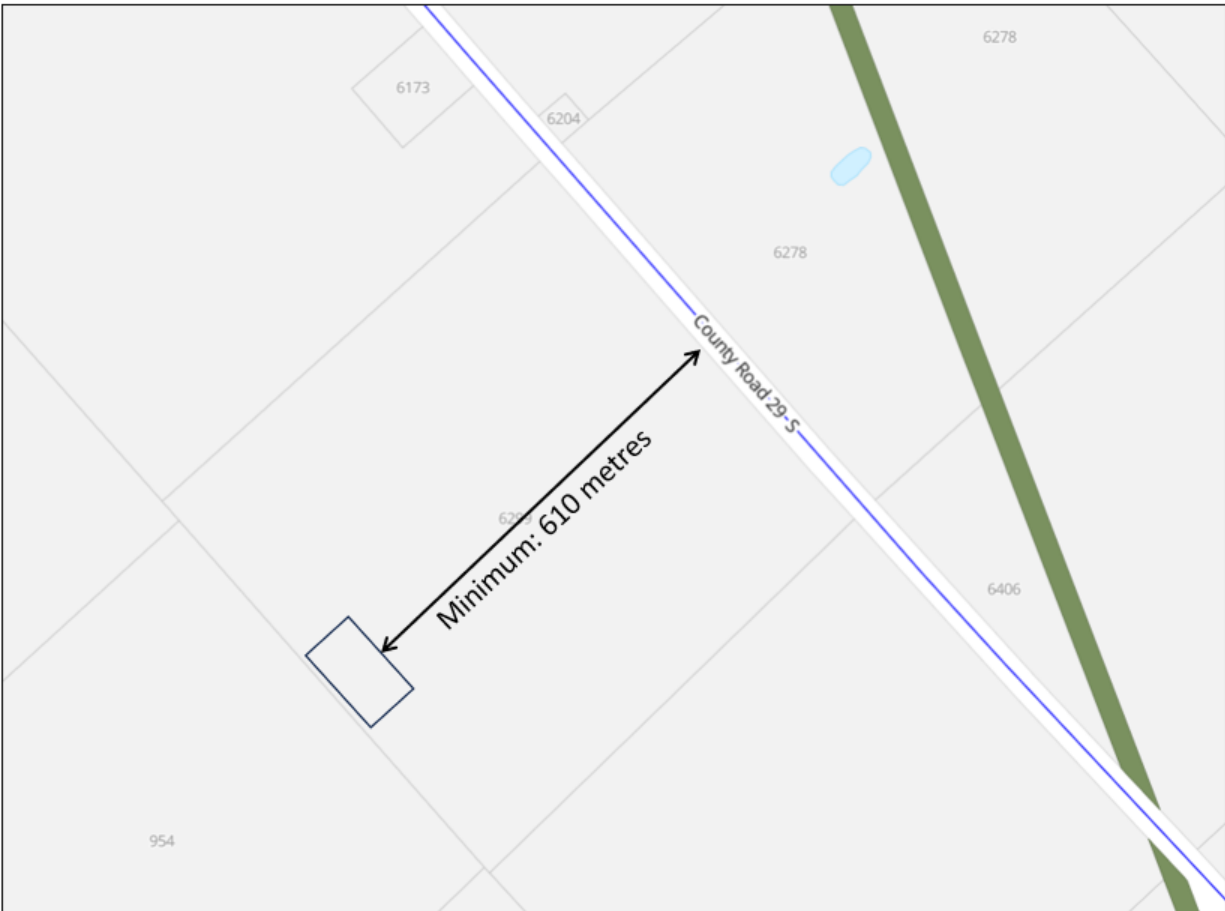


Area to be rezoned from Rural (RU) to Rural Special Exception (RU-XX-h)

**BY-LAW NO. XX-XXX**

**Schedule “B”**

**Zoning Schedule**



 RU-XX-h





# Megapack

## Safe by Design

Megapack is designed to be one of the safest battery storage products of its kind.

Tesla's 15+ years of experience manufacturing batteries has informed every step of Megapack design and production. Thousands of units have been deployed around the globe, receiving extensive internal and third party testing to enhance safety for the communities they serve.





## Low Impact

Each Megapack unit is self-contained, helping to avoid potential soil contamination. Operational noise levels are designed to minimize noise pollution.

In the unlikely event of a fire, the unit is designed to manage the event with limited environmental impact. Gases resulting from a Megapack fire are similar to those of a typical structure fire: hydrogen, carbon dioxide, carbon monoxide and methane.

Only trace amounts of acid gases are released during a fire. These gases, such as hydrogen fluoride, come from burning plastics, not battery cells. The concentrations are small enough that they are quickly diluted upon contact with the air, meaning there is no negative impact to air quality in the surrounding area.

Megapack units are designed to make it difficult for water to come in contact with the enclosed battery cells. Fire water runoff testing has shown no harmful levels of contaminants. (Note: Tesla's Emergency Response Guide recommends no direct water application to a Megapack fire.)

Although the risk of fire for any energy infrastructure is never zero, safety is our top priority. We continuously review, test and update our requirements and procedures ahead of industry standards.



### Built-in Safety

Megapack is manufactured with hardware and software safety features that are designed and tested to help prevent system errors during its lifetime and, if they do occur, prevent them from escalating.



### 24/7 Monitoring

Megapack installations are remotely monitored by Tesla 24/7, allowing for early detection, diagnosis and troubleshooting of system errors while providing live support to first responders when needed.



### Proactive Fire Control

Megapack is designed to prevent battery fires and be resilient if they occur. Fires are extremely rare. Testing shows that if one occurs, Megapack safety systems can control and contain a fire within the unit.



### Live Support

Tesla is committed to ensuring the safety of first responders. By actively engaging with and providing educational resources to safety personnel, we are able to support a timely and appropriate response to all safety events involving Tesla products.

# Expedited Long-Term RFP (E-LT1 RFP) – Selected Proponents

## Storage Category Selected Proponents

### Storage Category 1

Proponent	Qualified Applicant	Project Name	Nameplate Capacity (MW)	Summer Contract Capacity (MW)	Winter Contract Capacity (MW)	Zone – Location
Hagersville Battery Storage Inc	Boralex Inc.	Hagersville Battery Energy Storage Park	300	285	285	Southwest – Haldimand County
Napanee BESS Inc.	PORTLANDS ENERGY CENTRE L.P. (Atura Power)	Napanee Energy Storage	265	250	250	East – Town of Greater Napanee
Tilbury Battery Storage Inc	Boralex Inc.	Tilbury Battery Storage	80	76	76	West – Municipality of Lakeshore
Walker BESS 4 Limited Partnership	Wahgoshig Solar FIT5 LP	Walker BESS 4	4.999	4.749	4.749	West – City of Windsor
Walker BESS 4 Limited Partnership	Wahgoshig Solar FIT5 LP	Walker BESS 5	4.999	4.749	4.749	West – City of Windsor
Walker BESS 4 Limited Partnership	Wahgoshig Solar FIT5 LP	Walker BESS 6	4.999	4.749	4.749	West – City of Windsor
York (Battery) LP	Capital Power Corporation	York BESS	120	114	114	Essa – King Township
<b>Storage Category 1 Total</b>			<b>779.997</b>	<b>739.247</b>	<b>739.247</b>	

## Storage Category 2

Proponent	Qualified Applicant	Project Name	Nameplate Capacity (MW)	Summer Contract Capacity (MW)	Winter Contract Capacity (MW)	Zone – Location
1000234763 Ontario Inc	1000234763 Ontario Inc.	SFF 06	4.99	4.74	4.74	East – Township of Cramahe
1000234763 Ontario Inc	1000234763 Ontario Inc.	903	4.99	4.74	4.74	Essa – Township of Armour
1000234813 Ontario Inc	1000234813 Ontario Inc.	OZ-1	4.99	4.74	4.74	Bruce - Municipality of Arran–Elderslie
Arlen Energy Storage 1 LP	Alectra Convergent Development LP	Arlen Energy Storage 1	20	19	19	Southwest – City of Guelph
Goreway (Battery) LP1	Capital Power Corporation	Goreway BESS	50	47.5	47.5	Toronto – City of Brampton
Vaughan 1E Energy Storage 1 LP	Alectra Convergent Development LP	Vaughan 1E Energy Storage 1	20	19	19	Toronto - City of Vaughan
Vaughan 3 Energy Storage 1 LP	Alectra Convergent Development LP	Vaughan 3 Energy Storage 1	40	38	38	Toronto – City of Vaughan
Walker BESS 4 Limited Partnership	Wahgoshig Solar FIT5 LP	Almonte BESS	4.999	4.749	4.749	East – Municipality of Mississippi Mills
<b>Storage Category 2 Total</b>			<b>149.969</b>	<b>142.469</b>	<b>142.469</b>	
<b>Storage Total</b>			<b>929.966</b>	<b>881.716</b>	<b>881.716</b>	

\*The IESO may publish additional information regarding Selected Proponents, including individual pricing information, subject to Section 3.10 of the E-LT1 RFP.

**The weighted average price of all Storage Category projects is \$881.09/MW Business Day**



# Non-Storage Category Selected Proponents

Proponent	Eligible Expansion Counterparty	Project Name	Technology	Nameplate Capacity (MW)	Summer Contract Capacity (MW)	Winter Contract Capacity (MW)	Zone – Location
East Windsor (Expansion) L.P.	Capital Power Corporation	East Windsor Expansion	Natural Gas	106	81	100	West – City of Windsor
Greenfield South Power Inc.	Eastern Power Inc	Hydrogen Ready Power Plant	Natural Gas	212.5	175	195	West – St. Clair Township
<b>Total</b>				<b>318.5</b>	<b>256</b>	<b>295</b>	

\*The IESO may publish additional information regarding Selected Proponents, including individual pricing information, subject to Section 3.10 of the E-LT1 RFP.

**The weighted average price of all Non-Storage Category projects is \$1,093.22/MW Business Day**



## Legend

## Lot &amp; Concession



## MVCA Regulation Limit



## Regulation Limit Non Evaluated Wetlands



## 1:100 Year Floodplain



## Provincially Significant Wetlands



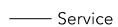
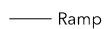
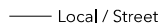
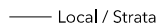
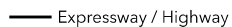
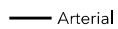
## Non Evaluated Wetlands



## Locally Significant Wetlands

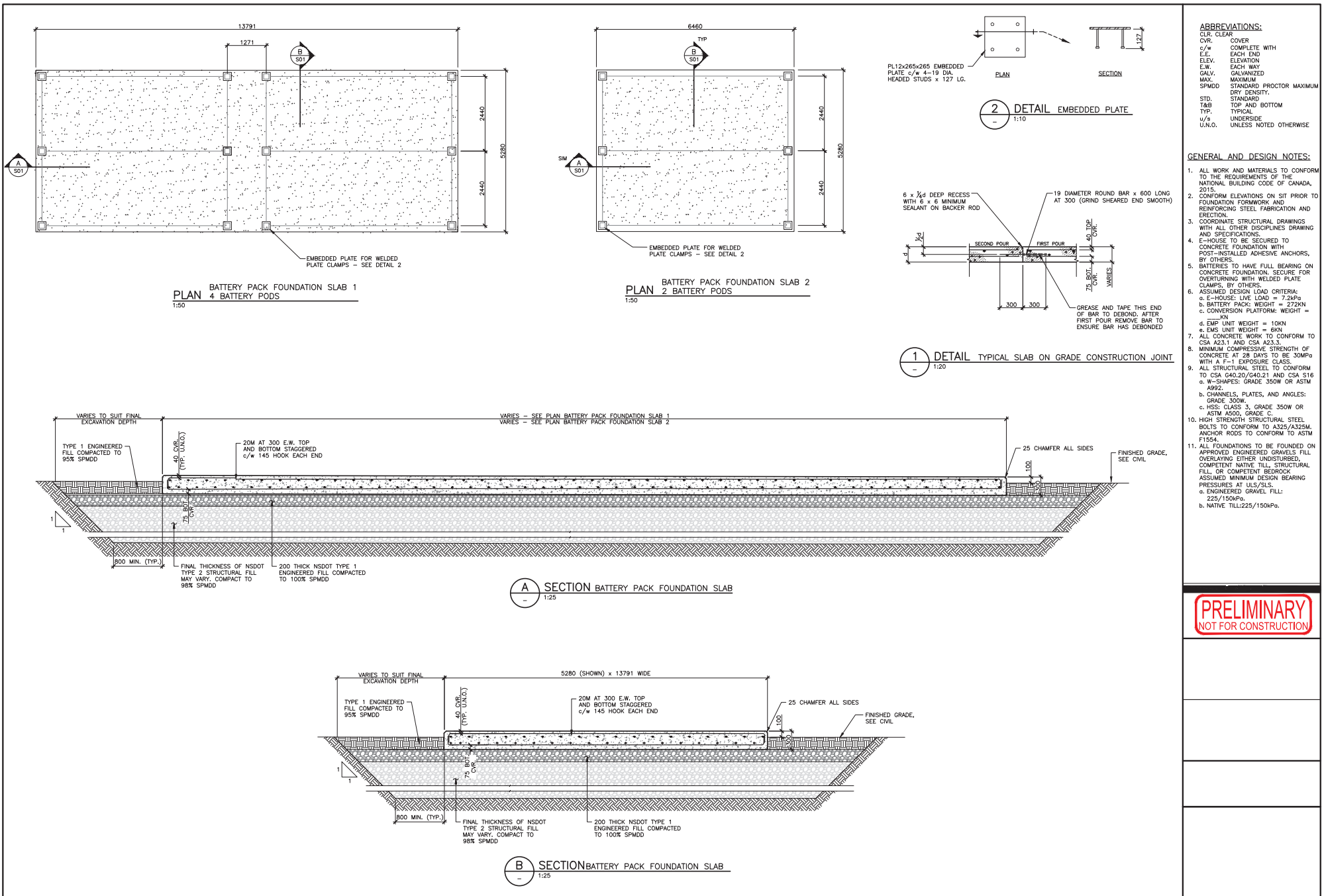


## Roads



## Streams







Grid transformation for the world's largest energy projects

- Best-in-class energy density and round-trip efficiency
- Industry-leading power electronics and thermal system performance
- Rapid and cost-effective deployment with factory-assembled and pre-tested solution

Scaled and rigorously tested product safety and reliability

- Comprehensive in-house reliability testing by the leading experts in the industry
- Engineered for safety and performance at every level
- Continuous improvement based on large-scale operational experience

Designed with flexibility and configurability in mind

- Modular architecture that allows for a range of configurations across multiple applications
- Industry experts available to identify site-specific needs
- Integrated solution that allows for battery augmentation over time



POWER AND ENERGY

Megapack duration is configurable. Standard configurations are 2-Hour and 4-Hour durations. Nominal energy is specified at 25°C (77°F).

	AC Power per Megapack	Energy per Megapack
2-Hour	1927 kW	3854 kWh
4-Hour	979 kW	3916 kWh

ELECTRICAL

Nominal AC Voltage	480 V AC 3-phase	
Nominal Frequency	50 or 60 Hz	
Inverter Power per Megapack <sup>1</sup>	2-Hour Max:	2400 kVA
	4-Hour Max:	1320 kVA
Round-Trip Efficiency <sup>2</sup>	2-Hour:	91.7%
	4-Hour:	93.7%

<sup>1</sup> Scalable from 400 kVA minimum in increments of 50 kVA

<sup>2</sup> Full-depth cycle including all power conversion and thermal system losses, at 25°C (77°F)

WARRANTY

Coverage	All-inclusive, equipment and energy retention
Term	15 years standard, extendable to 20 years

PART NUMBER

1848844-XX-Y Where X is a number between 0-9 and Y is a letter

MECHANICAL AND MOUNTING

Ingress Ratings	IP66/NEMA 3R (Main Enclosure) IP20 (Thermal System)		
Enclosure Dimensions +/- 13 mm (½ in)	Width:	8800 mm	(346 ½ in)
	Depth:	1650 mm	(65 in)
	Height:	2785 mm	(110 in)
Maximum Weight	38,100 kg (84,000 lb)		
Operating Ambient Temperature	-30°C to 50°C (-22°F to 122°F)		

REGULATORY

System is compliant to grid codes and safety standards of all major markets.	
System	NRTL listed to UL 1973, UL 9540, UL 9540A, UL 1741 SB, IEC 62619, IEEE 1547
Cells	NRTL listed to UL 1642

CONTROLS AND COMMUNICATIONS

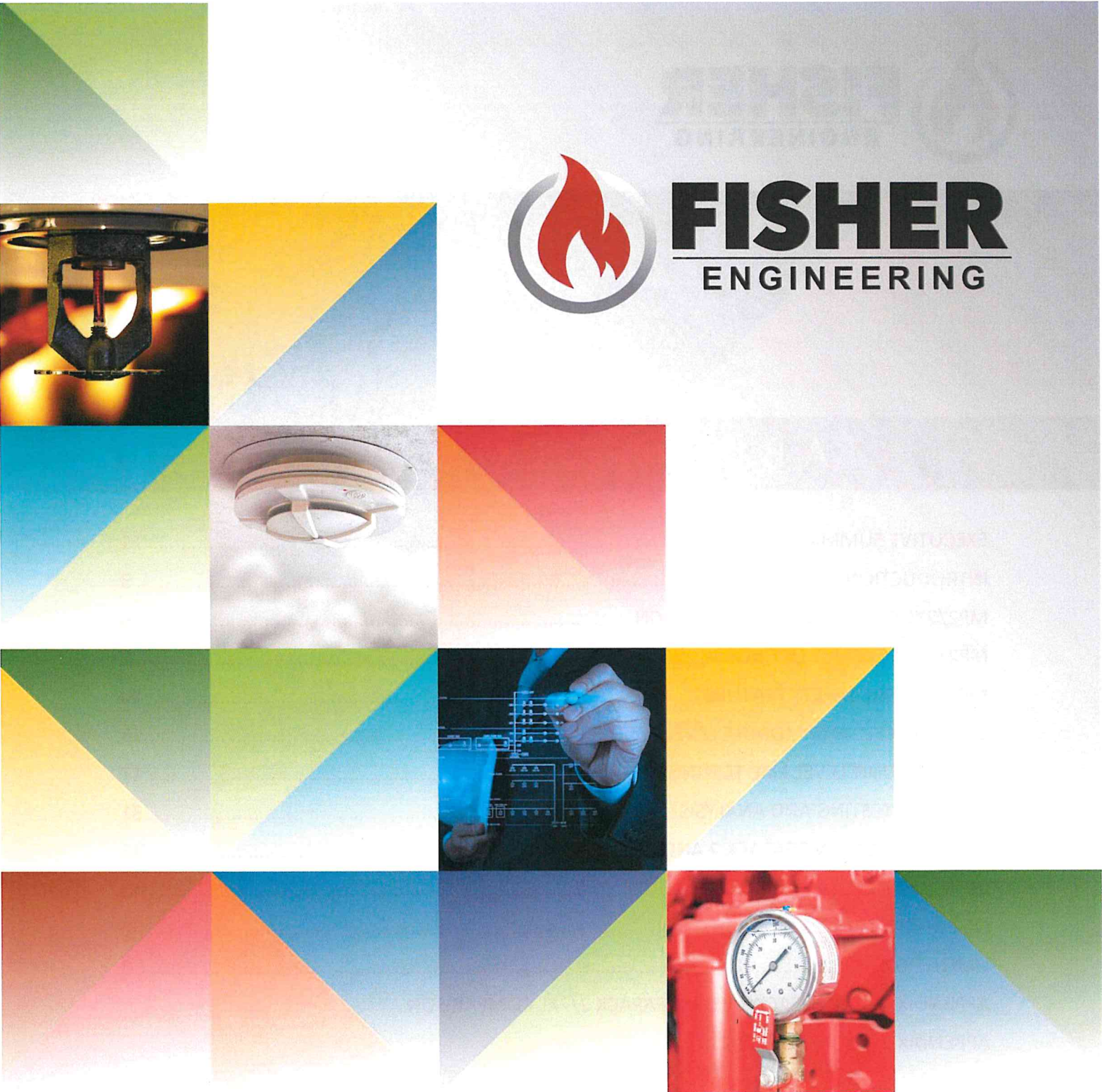
Protocols	Modbus TCP / DNP3 / REST API	
Core Control Modes	Direct Real Power Direct Reactive Power Frequency Support Virtual Inertia	Ramp Rate Control Site Control Power Factor Control Voltage Control

MONITORING

Powerhub	Free-to-use cloud monitoring portal
----------	-------------------------------------



**FISHER**  
ENGINEERING



PROJECT NAME  
**Tesla Megapack 2 and  
Megapack 2XL**

DATE SUBMITTED  
**January 23, 2023**  
Page 143 of 333

**Fire Protection  
Engineering Analysis**

PREPARED FOR  
Tesla Energy  
3500 Deer Creek Rd  
Palo Alto, CA 94304



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**VIRGINIA:** 317 Office Square Lane • Suite 101A • Virginia Beach VA 23462 • [\(757\) 276-1272](tel:(757)276-1272)  
[www.feifire.com](http://www.feifire.com)



## EXECUTIVE SUMMARY

Fisher Engineering, Inc. (FEI) performed a fire protection engineering (FPE) analysis of Tesla's new suite of battery energy storage systems (BESS), known as the Megapack 2 (MP2) and Megapack 2XL (MP2XL). The MP2 and MP2XL (MP2/2XL) are lithium-ion BESS with a storage capacity between approximately one and four megawatt hours (MWh). Their design, construction, and operation are substantially similar, and they are meant for outdoor installations, mounted to the ground, in commercial and industrial applications. This FPE analysis included a review of the MP2/2XL, its construction, design, fire safety features, UL 9540A cell, module and unit level test data, additional internal unit level fire tests and fire propagation modeling. This executive summary is an abbreviated list of our analysis and conclusions. Refer to the main report for details of the analysis and a full list of conclusions.

Based on a review of the MP2/2XL, its fire safety features, UL 9540A test results, additional internal MP2/2XL unit level fire testing and fire propagation modeling, FEI offers the following summary of our findings:

1. The design and construction of the MP2 and MP2XL are almost identical other than the MP2XL is greater in length to accommodate additional battery modules. They use the exact same cells, battery modules, and power electronics (i.e., all the same internal components) and the fire safety features of both are nearly identical. Given the similarities between the MP2 and MP2XL, the fire test and fire modeling results that have been summarized in this report can be applied to both the MP2 and MP2XL.
2. The MP2/2XL is listed to all product design standards (such as UL and IEC) required of a BESS and has been tested to UL 9540A at the cell, module, and unit level.
3. Cell and module level UL 9540A testing demonstrated that flammable gases vent from the MP2/2XL cells during thermal runaway; however, they do not release toxic gases sometimes associated with the failure of lithium-ion batteries, such as HCN, HCL and HF.
4. Unit level UL 9540A testing demonstrated that the MP2/2XL meets or exceeds all the performance criteria of UL 9540A, Table 9.1 and UL 9540A installation level testing is not required for a MP2/2XL installation.
  - a. The test was initiated through the simultaneous heating and subsequent failure of six cells within a single battery module of the initiating MP2 cabinet.
  - b. This resulted in thermal runaway propagating to a seventh cell within the battery module; however, thermal runaway did not propagate any further than the seventh cell, nor did this failure lead to a fire within the MP2 cabinet.
  - c. The failure did not result in any observations of explosion hazards, including but not limited to, observations of a deflagration, projectiles, flying debris, detonation, or other explosive discharge of gases.





5. Internal unit level products of combustion testing demonstrated that HF was only detected at trace levels (0.10 and 0.12 ppm) in two sampling locations (approximately 20 feet upwind and 5 feet downwind from the MP2/2XL) when six cells within MP2/2XL cabinet were forced into thermal runaway. This trace quantity of HF was detected over the entire 2½ hour test duration (i.e., it was the cumulative quantity detected) and is well below the Immediately Dangerous to Life or Health (IDLH) value of 30 ppm for HF. The testing also found no traces of twenty-seven different metals, including lithium and mercury.
6. Internal destructive unit level testing demonstrated that the MP2/2XL is capable of safely failing in the extreme case of a catastrophic failure of a battery module (the forced thermal runaway of 48 cells simultaneously). This destructive unit level test led to a slow progressing fire that burned for 6 hours and 40 minutes until flaming ceased, only consuming one-half of the battery modules in the cabinet.
7. Fire modeling demonstrated that, in the unlikely event of a fire, it would not propagate from one MP2/2XL cabinet to adjacent cabinets installed 6 inches behind, 6 inches to the side and 8 feet directly in front of the initiating MP2/2XL. This result was analyzed for both no wind and worst-case wind conditions where flames could tilt towards the adjacent MP2/2XL cabinets.
8. In summary, unit level UL 9540A testing, destructive unit level testing and a fire propagation model demonstrated that:
  - a. The MP2/2XL explosion control system can mitigate the deflagration hazard even with an extreme failure scenario of a battery module (the forced thermal runaway of 48 cells simultaneously) resulting in the MP2/2XL safely failing.
  - b. An integral fire suppression system or an external fire suppression system is not required to stop the spread of fire from a MP2/2XL cabinet to adjacent MP2/2XL cabinets when installed at clearances of 8 feet in front, 6 inches behind and 6 inches to the sides.
  - c. Manual fire suppression (hose lines) is not required to stop the spread of fire from a MP2 cabinet to adjacent MP2/2XL cabinets when installed at clearances of 8 feet in front, 6 inches behind and 6 inches to the sides.
9. Based on a review of the MP2/2XL, its fire safety features, UL 9540A test results, additional internal MP2/2XL unit level fire testing and fire propagation modeling, the MP2/2XL can meet or exceed installation level codes and standards, such as the IFC and NFPA 855, required for outdoor, ground mounted BESS installations when installed in accordance with the MP2 and MP2XL Design and Installation Manual.





## INTRODUCTION

Fisher Engineering, Inc. (FEI) performed a fire protection engineering (FPE) analysis of Tesla's new suite of battery energy storage systems (BESS), known as the Megapack 2 (MP2) and Megapack 2XL (MP2XL). The MP2 and MP2XL (MP2/2XL) are lithium-ion BESS with a storage capacity between approximately one and four megawatt hours (MWh). Their design, construction, and operation are substantially similar, and they are meant for outdoor installations, mounted to the ground, in commercial and industrial applications. This FPE analysis included a review of the MP2/2XL, its construction, design, fire safety features, UL 9540A cell, module and unit level test data, additional internal unit level fire tests and fire propagation modeling. This narrative has been prepared by FEI and summarizes our analysis. It is intended to be used as a tool for a project designer, installer, fire code official (FCO) or an authority having jurisdiction (AHJ) to assist in their design, installation, or review of a MP2/2XL installation.

### Applicable Codes, Standards and Test Methods

The following codes and standards have been applied to this analysis:

- 2021 International Fire Code® (IFC).
- 2021 NFPA 1, *Fire Code* (NFPA 1).
- 2023 NFPA 855, *Standard for the Installation of Stationary Energy Storage Systems* (NFPA 855).
- 2018 NFPA 68, *Standard on Explosion Protection by Deflagration Venting* (NFPA 68).
- 2019 NFPA 69, *Standard on Explosion Prevention Systems* (NFPA 69).
- IEC 60529, *Degrees of Protection Provided by Enclosures*, 2.2 Edition, January 2019 (IP Code).
- IEC 62619, *Secondary cells and batteries containing alkaline or other non-acid electrolytes – Safety requirements for secondary lithium cells and batteries, for use in industrial applications*, Edition 1.0, 2017 (IEC 62619).
- IEC 62933-5-2, *Electrical energy storage (EES) systems - Part 5-2: Safety requirements for grid-integrated EES systems - Electrochemical-based systems*, April 15, 2020 (IEC 62933-5-2).
- UL 1642, *Lithium Batteries*, Edition 6, September 29, 2020 (UL 1642).
- UL 1973, *Standard for Batteries for Use in Stationary, Vehicle Auxiliary Power and Light Electric Rail (LER) Applications*, Edition 2, February 7, 2018 (UL 1973).
- UL 9540, *Standard for Safety of Energy Storage Systems and Equipment*, Edition 2, February 27, 2020 (UL 9540).
- UL 9540A, *Test Method for Evaluating Thermal Runaway Fire Propagation in Battery Energy Storage Systems*, Edition 4, November 12, 2019 (UL 9540A).



## Reference Materials

In addition to the applicable fire codes, standards and test methods listed above, the following reference materials were reviewed as part of this analysis:

- MP2 Design and Installation Manual - Rev. 2.5, dated December 19, 2022 (MP2 DIM).
- MP2XL Design and Installation Manual – Rev. 1.8, dated December 20, 2022 (MP2XL DIM).
- MP2 Operation and Maintenance Manual - Rev. 1.2, dated December 6, 2022 (MP2 O&MM).
- Industrial Lithium-Ion Battery Emergency Response Guide – Rev. 2.6, dated November 11, 2022 (ERG).
- MP2/2XL UL 9540A Cell Level Fire Test Report, dated February 25, 2022.
- MP2/2XL UL 9540A Module Level Fire Test Report, dated July 15, 2022.
- MP2/2XL UL 9540A Unit Level Fire Test Report, dated August 5, 2022.
- Megapack 2 Compliance Packet – Rev. 2.6, dated September 7, 2022.
- Megapack 2XL Compliance Packet – Rev. 1.8, dated September 27, 2022.

## MP2/2XL CONSTRUCTION AND DESIGN

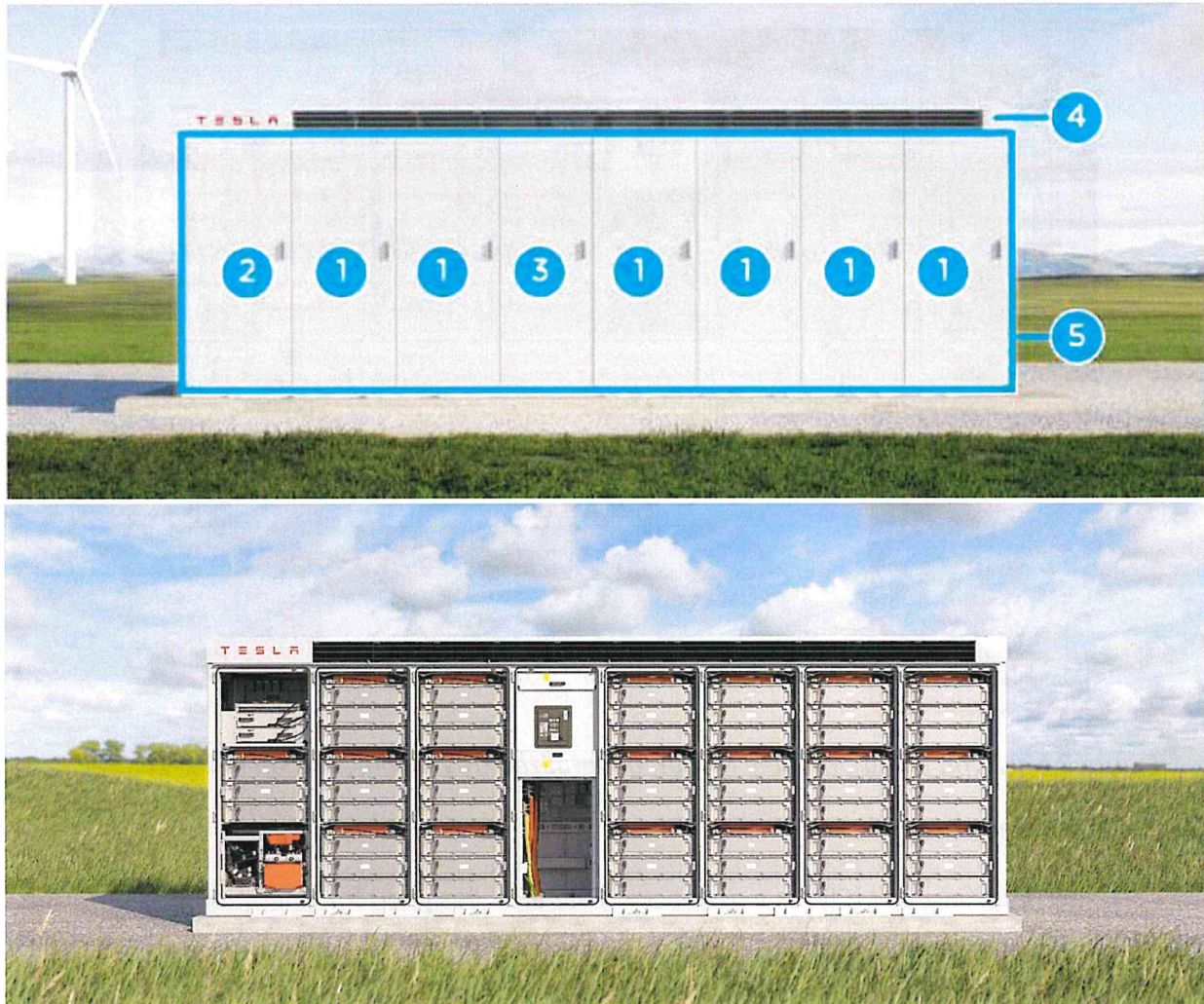
The MP2 are a fully integrated BESS consisting of battery modules, power electronics, a thermal management system, and control systems all pre-assembled within a single cabinet. The MP2 is approximately 23.75 feet (ft) in length, 5.4 ft deep, 8.2 ft in height, and can weigh up to 67,250 pounds or 7.250 meters (m) by 1.637 m by 2.506 m and 30,500 kilograms (kg). It is a modular style BESS, where the number of battery modules can be adjusted to increase/decrease the storage capacity of an individual MP2 cabinet. Furthermore, additional MP2 cabinets can be added to the site to increase the overall storage capacity of the BESS. Below is a brief description of the MP2, its components, design listing, and fire safety features. For a more detailed discussion on the MP2 components, their location, functionality, and purpose, refer to the MP2 DIM.

### Cabinet Layout

The MP2 is intended for outdoor installations, ground mounted to a foundation or base strong enough to support the weight of the equipment and anchor loads (includes concrete pads, grade beams, etc.). The thermal roof (part of the MP2's thermal management system) is enclosed within an IP20 enclosure that sits above the battery module bays, as shown in Figure 1. The lithium-ion batteries are housed inside an IP66 steel enclosure (battery module bay) that provides protection against particle and water ingress coming into contact with the battery modules and power electronics. The IP66 enclosure is one continuous unit, meaning each of the eight bays shown in Figure 1 are open to one another. However, when the MP2 cabinet is populated with battery modules, it cannot be entered. This modular, cabinet style approach



allows for the system to be easily maintained and serviced from outside the cabinets (i.e., the battery modules, thermal management system and power electronics are serviced through doors located on the front of the cabinets or from the top through the thermal roof), thus eliminating the need for personnel to enter an enclosure, structure, building or container to perform those activities. Since the BESS cabinets do not permit walk-in access, they are not defined as occupied buildings or structures per the IFC, NFPA 1 or NFPA 855.



*Figure 1 MP2 internal components: (1) Battery Module Bays, (2) Thermal Bay, (3) Customer Interface Bay, (4) IP20 Thermal Roof Enclosure, (5) IP66 Enclosure.*

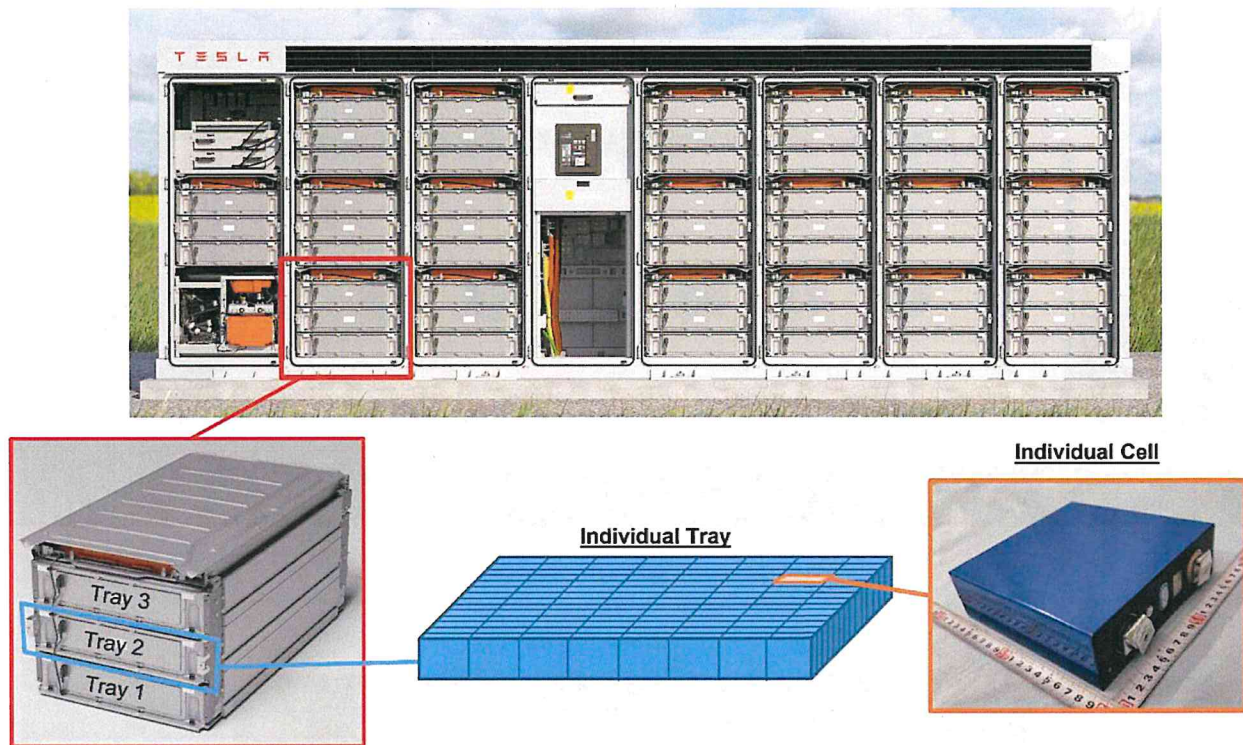
### Cells and Battery Modules

The MP2 can be populated with between seven to nineteen battery modules with a maximum storage capacity of 2,890.8 kilowatt hours (kWh) for the 2-hour duration system, 2,564.8 kWh for the 3-hour duration system and 3,100.8 kWh for the 4-hour duration system. Each battery





module contains three battery trays, as shown in Figure 2, which are arrays of prismatic, lithium phosphate (LFP) cells. The LFP cells (the cells) utilized in the MP2 are 157.2 Ah with a nominal voltage 3.22 Vdc and are individually hermetically sealed. They are approximately 50.75 millimeters (mm) by 166.0 mm by 169.3 mm and weigh 2,991 grams (g). Each battery tray contains 112 cells, as shown in Figure 2; meaning, each battery module has 336 cells and a fully populated MP2 (nineteen battery modules) can have up to 6,384 cells.



*Figure 2 MP2 unit layout, module layout, generalized tray layout, and an individual cell.*

### **Customer Interface Bay**

The customer interface bay (CIB) is a user-accessible area designed for operation and servicing. The CIB, as shown in Figure 1, includes: the main AC breaker, a status panel and controller area network (CAN) interface for service personnel, customer input/output (I/O) terminals and the keylock switch (a “Lock Out/Tag Out” switch), which shuts down the AC bus to permit MP2 maintenance by service personnel.

### **Thermal Management System**

The thermal management system (TMS) provides a suitable operating temperature for MP2 using liquid cooling via a 50/50 mixture of ethylene glycol and water and R-134a refrigerant. The thermal bay and thermal roof, as shown in Figure 1, houses the components of the TMS. The TMS



contains a closed-loop liquid cooling system that circulates liquid coolant throughout the battery modules and power electronics to maintain an optimum operating temperature. The TMS works autonomously and does not require user feedback or controls to turn the system on when needed or to adjust temperature settings. The thermal roof, located above the battery bays within an IP20 enclosure, provides a ventilation airspace and contains fans and radiators that cool the ethylene glycol-water solution. The liquid cooling system utilizes approximately 360 liters (79 gallons) of the ethylene glycol-water solution, and the vapor compression portion of the cooling cycle utilizes 7.6 kilograms (16.8 pounds) of R-134a refrigerant.

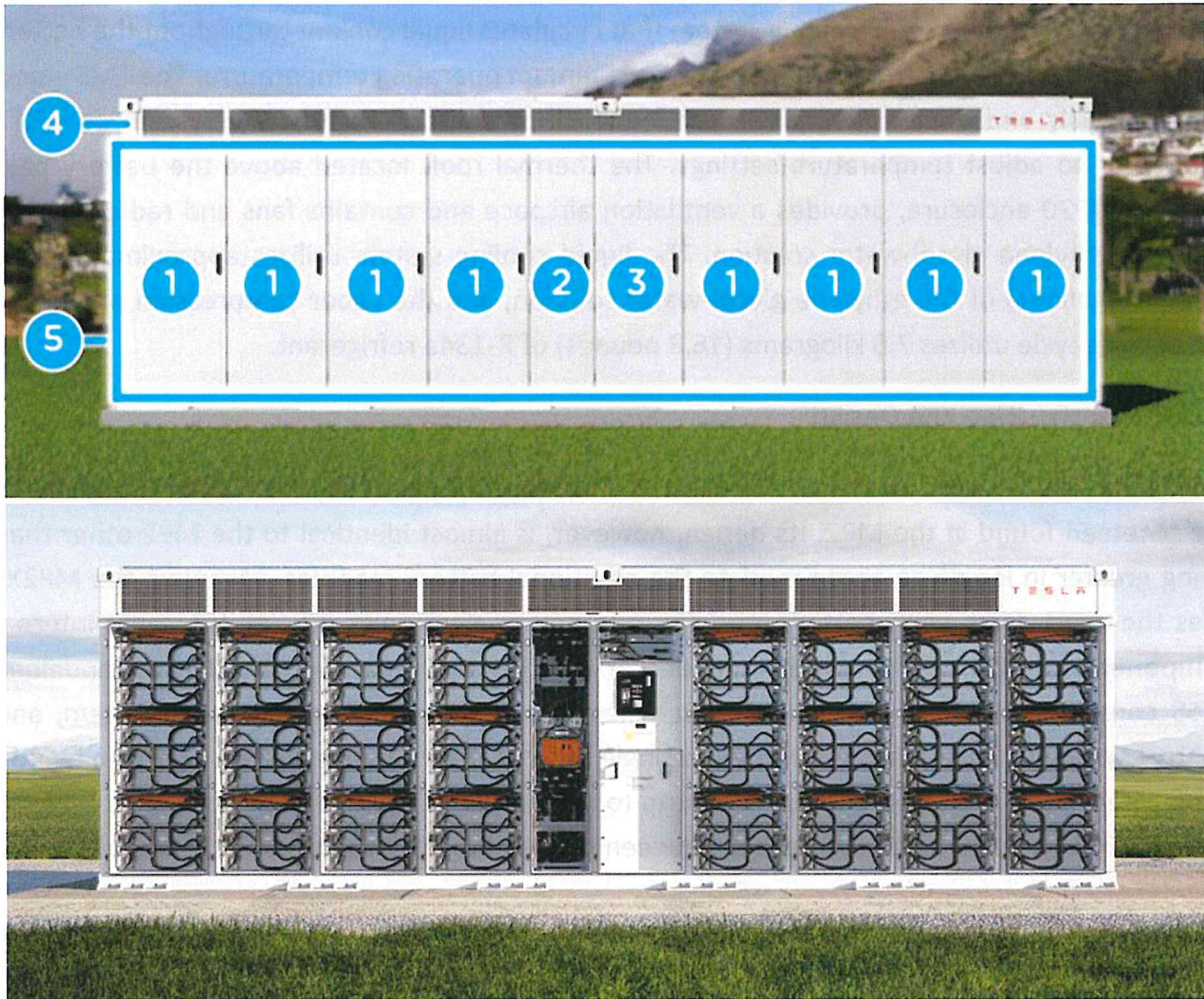
### **MP2XL Construction and Design**

The MP2XL is the larger version of the MP2. It is equipped with twenty-four battery modules to the nineteen found in the MP2. Its design, however, is almost identical to the MP2 other than being greater in length to accommodate the additional battery modules. Meaning, the MP2XL uses the exact same cells, battery modules, and power electronics (i.e., all the same internal components) that the MP2 utilizes in its design. Just like the MP2, the MP2XL is a standalone BESS consisting of battery modules, power electronics, a thermal management system, and control systems all pre-assembled within a single cabinet that is approximately 28.9 ft in length, 5.4 ft deep, 9.2 ft in height, and can weigh up to 84,000 pounds (8.800 m by 1.65 m by 2.785 m and 38,100 kg). Other small differences between the smaller MP2 and the MP2XL include:

- The MP2XL can be populated with up to twenty-four battery modules with a maximum storage capacity of 3,854.4 kWh for the 2-hour duration system, 3,847.2 kWh for the 3-hour duration system and 3,916.8 kWh for the 4-hour duration system. With up to twenty-four battery modules, the MP2XL can have up to 8,064 LFP cells.
- The thermal cabinet is located in the center of the cabinet next to the CIB, with four battery module bays flanking them on either side, as shown in Figure 3.
- The liquid cooling system utilizes approximately 400 liters (106 gallons) of the ethylene glycol-water solution, and the vapor compression portion of the cooling cycle utilizes 3.0 kilograms (6.6 pounds) of R-134a refrigerant.

For a more detailed discussion on the MP2XL components, their location, functionality, and purpose, refer to the MP2XL DIM. In addition, for a side-by-side direct comparison between the Megapack products, refer to Appendix 1, MP1 vs. MP2/2XL Comparison.





*Figure 3 MP2XL internal components: (1) Battery Module Bays, (2) Thermal Cabinet, (3) Customer Interface Bay, (4) IP20 Thermal Roof Enclosure, (5) IP66 Enclosure.*

## MP2/2XL PRODUCT LISTINGS

The MP2/2XL and their subcomponents are certified or listed to multiple national and international product design standards. These certifications and listings apply to the cells, battery modules, inverters, power electronics, control systems, integration between the BESS and the grid, as well as the BESS as a whole. The standards highlighted below pertain to the lithium-ion cells, the battery modules and the MP2/2XL BESS at the unit level. For a full listing of all certifications and listings for all the MP2/2XL components, please refer to the MP2 and MP2XL Compliance Packets.



## Cell and Module Level

The lithium-ion batteries utilized in MP2/2XL are certified and listed to national and international product safety standards from entities such as UL, LLC (UL) and the International Electrotechnical Commission (IEC). These certifications include, but are not limited to:

UL 1642: This certification standard is applicable to secondary (rechargeable) lithium-ion cells and batteries used as a power source (such as BESS). The standard's requirements are intended to reduce the risk of fire or explosion when the battery is used in a product. For example, the standard subjects lithium-ion batteries to severe abuse conditions, such as nail puncture and projectile tests, and evaluates if they can safely withstand them.

UL 1973: This certification standard is applicable to batteries and battery systems utilized for energy storage. The standard evaluates the battery system's ability to safely withstand simulated abuse conditions. For example, the standard subjects module-level stationary batteries to an internal fire exposure test to force a thermal runaway in one cell to ensure it does not explode, propagate fire to neighboring cells, or propagate to the rest of the modular battery system. UL 1973 applies to stationary BESS applications, such as photovoltaic installations and wind turbine energy storage systems, as well as other specialized energy storage systems, such as light electric rail (LER) operations.

IEC 62619: This safety standard specifies requirements and tests to ensure the safe operation of secondary (rechargeable) lithium-ion cells and batteries used in ESS and in other industrial applications. Electrical safety is covered under Clause 8 of the standard, which requires the completion of a risk analysis to determine specific electrical safety issues associated with the intended use of a given battery system or device.

## Unit Level

The MP2/2XL, as entire units, are also certified, tested, and listed to national and international product safety standards and test methods, including, but not limited to:

IEC 62933-5-2: This safety standard addresses various aspects of BESS, including the requirements for grid-integrated BESS.

UL 9540: This standard covers energy storage systems (including lithium-ion BESS) for stationary indoor and outdoor installations and establishes the system-level certification for energy storage systems and its associated equipment.

UL 9540A: The test methodology evaluates the fire characteristics and thermal runaway fire propagation of a BESS (including lithium-ion BESS). The test method provides a means to evaluate





thermal runaway and fire propagation at the cell level, module level, and unit level. The data generated from the test method can be used to determine the fire and explosion protection required for a BESS installation based on fire test data. This test is specifically referenced by the IFC, NFPA 1 and 855 to demonstrate the functionality of the BESS fire protection features during large-scale fire testing.

## **MP2/2XL FIRE SAFETY FEATURES**

In addition to meeting all the design standards (UL, IEC, etc.), the MP2/2XL is also designed with the following fire and life safety features:

### **Battery Management System**

The MP2/2XL has an integrated battery management system (BMS) that tracks the performance, voltage, current and state of charge of the cells (among many other datapoints). The BMS is a layered system, where each battery module has its own BMS and the MP2/2XL itself has a bus controller supervising the output of all the battery modules at the AC bus level. The BMS is engineered to react to fault conditions in an autonomous manner, with safeguards built into the firmware. These fault conditions include, but are not limited to, over-temperature, loss of communication, over-voltage, and isolation. For instance, to prevent a cell over-temperature the TMS is enabled by the BMS to cool the cells/module. This action by the BMS (which is just one example of many ways the BMS can respond to a fault condition) can either prevent thermal runaway from occurring in the cell or prohibit the propagation of thermal runaway to adjacent cells. Depending on the severity of the fault condition, the BMS can automatically isolate the affected battery module temporarily (less severe fault) or it can permanently disconnect the module.

### **Site Controller and Monitoring**

Beyond the built-in safeguards of the BMS described above, MP2/2XL is supported by Tesla's Local Operations Center (LOC), which is designed to support the global fleet of energy storage products. The MP2/2XL has 24/7 remote monitoring, diagnostics, and troubleshooting capabilities, without the need of having a Tesla technician on site. Customers and first responders also benefit from immediate hotline support from trained technicians via these local operation centers. Additionally, the local energy provider or the facility monitor the MP2/2XL through a local Supervisory Control and Data Acquisition (SCADA) system. All faults are transmitted to a Tesla LOC, alerting them to off-normal conditions that may require corrective action, either through remote means or an in-person field service visit. This communication link is accomplished via the Tesla Site Controller (TSC). The TSC provides the single point of interface for the utility, network operator, and/or the customer's SCADA systems to control and monitor





the entire energy storage site. It dictates the charge and discharge functions of the MP2/2XL cabinets, aggregating real-time information and using the information to optimize the commands sent to each individual MP2/2XL cabinet. As such, every MP2/2XL has a wired Ethernet connection to the TSC, which communicates with a Tesla LOC via a built-in cellular modem. If the cellular network in the installation area is not sufficient, a hardwired internet connection can be provided. Additionally, if the BESS owner or operator wants a network connection for a control interface, the TSC becomes that point of connection to the MP2/2XL cabinet at the site.

### **Electrical Fault Protection Devices**

The MP2/2XL have several passive and active safety control mechanisms installed within the battery module circuit and distribution circuit that would be available to interrupt a fault current. At a high level, these electrical fault protection features include:

- **Battery module overcurrent protection:** The battery modules contain DC single-use fusible links mounted directly on the battery modules. These fuses are one time only use safety devices that can interrupt the flow of an overcurrent in the battery module during an off-normal electrical event.
- **Inverter DC protection:** The inverter modules, which are installed at each of the battery modules, are equipped with their own high-speed pyrotechnic fuse that can isolate the battery module passively or actively during an off-normal event.
- **Inverter AC protection:** In addition, each inverter module is equipped with its own AC contactor and AC fuses should an off-normal electrical event occur at the inverter module on the AC side of the circuit.
- **Ground fault protection:** Finally, the MP2/2XL are also provided with a DC ground fault detection system. It measures insulation resistance prior to operation and looks for excessive leakage current during operation. Additionally, the MP2/2XL also contains an AC circuit breaker, with ground-fault trip settings, which is installed within the CIB to provide distribution system protection.

### **Explosion Control System**

The MP2/XL includes an explosion control system to mitigate the risk of an uncontrolled deflagration. The system includes twenty-two pressure-sensitive vents (overpressure vents) and twelve sparkers installed throughout the battery module bay designed to ignite flammable gases very early in a thermal runaway event before they accumulate within the enclosure and become an explosion hazard. The sparkers are installed at a variety of locations and heights throughout the battery module bay to ensure the flammable gases released during thermal runaway quickly meet an ignition source. The twenty-two overpressure vents are installed in the roof of the sealed



battery module bay's IP66 enclosure and permit gases, products of combustion and flames to safely exhaust through the roof during a thermal event. By designing this natural ventilation flow path, flammable gases are not permitted to accumulate within the MP2 cabinet, reducing the risk of a deflagration or explosion that could compromise the cabinet's integrity, push open the front doors, or expel projectiles from the cabinet. In addition, the ventilation path creates a controlled fire condition, should one occur, out the top of the MP2 cabinet. By maintaining the MP2 cabinet's integrity, keeping all the doors shut during a fire event, reducing the risk of projectiles, and creating a controlled path for flames to exit the top of the MP2 cabinet, the likelihood of a thermal event having an impact on life safety, site personnel or first responders, is reduced. In addition, by maintaining these features, the likelihood of a fire propagating to adjacent MP2 cabinets, electrical equipment or other exposures is also reduced and can be designed for at the installation level (i.e., maintain clearances, emergency response plans, etc.).

The overpressure vents themselves are passive and are not actuated or controlled by another device. As such, they are not active deflagration vents listed to corresponding explosion and deflagration standards such as NFPA 68 or 69. Their rubber seals are designed to release during an overpressure event, such as the rapid ignition of flammable gases by a sparker or melt out during a fire event inside the battery module bay. The number and total area of overpressure vents is sized following the requirements of NFPA 68. They are designed to relieve with a safety factor of 2.5 times the enclosure's strength, including the front doors. Specifically, the overpressure vents are designed to open when subjected to an overpressure of 12 kPa or 250 pounds per square foot (psf), whereas the steel, IP66 battery module bay enclosure has an enclosure strength of 30 kPa (626 psf). Meaning, during an overpressure event inside the MP2 cabinet, the overpressure vents will open when subjected to an overpressure of approximately 12 kPa (250 psf), well before the integrity of the enclosure itself becomes compromised at 30 kPa (626 psf) with a 2.5 times safety factor.

Tesla developed the overpressure vents and sparker system because the application of NFPA 68 or NFPA 69 is not suitable for cabinets without large volumes of open space, as is typical of BESS cabinets. This engineered approach is permitted by NFPA 855<sup>1</sup> provided it is validated through large-scale, unit level fire testing, which Tesla has performed as described in the following sections.

### **MP2XL Fire Safety Features**

Similar to the construction and design of the cabinet, the fire safety features of the MP2XL are almost identical to the MP2. The BMS, site controller, monitoring services, and electrical fault

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<sup>1</sup> NFPA 855, Section 9.6.5.6.4.





protection devices are identical or are substantially similar. The explosion control system differs only in the number of overpressure vents. The larger MP2XL has twenty-six overpressure vents compared to twenty-two incorporated into the MP2. All other features of the explosion control system, including the twelve sparkers, the 30 kPa cabinet strength, and the 2.5 times safety factor of the overpressure vents are identical to the MP2.

## **UL 9540A CELL AND MODULE LEVEL TESTING**

The UL 9540A test method provides a method to evaluate thermal runaway and fire propagation of a lithium-ion BESS at the cell level, module level, and unit level. The data generated from the test method can be used to determine the fire and explosion protection systems/features required for a BESS installation. The data generated includes, but is not limited to, thermal runaway characteristics of the cell; cell thermal runaway gas composition; the fire propagation potential from cell to cell, module to module and unit to unit; products of combustion; and heat release rate. Although this report focuses on unit level fire tests that were performed on the MP2/2XL, it is worth noting the cells and modules utilized within the MP2/2XL were also tested to UL 9540A. A summary of their results is provided below as well as a more detailed description of the unit level fire test.

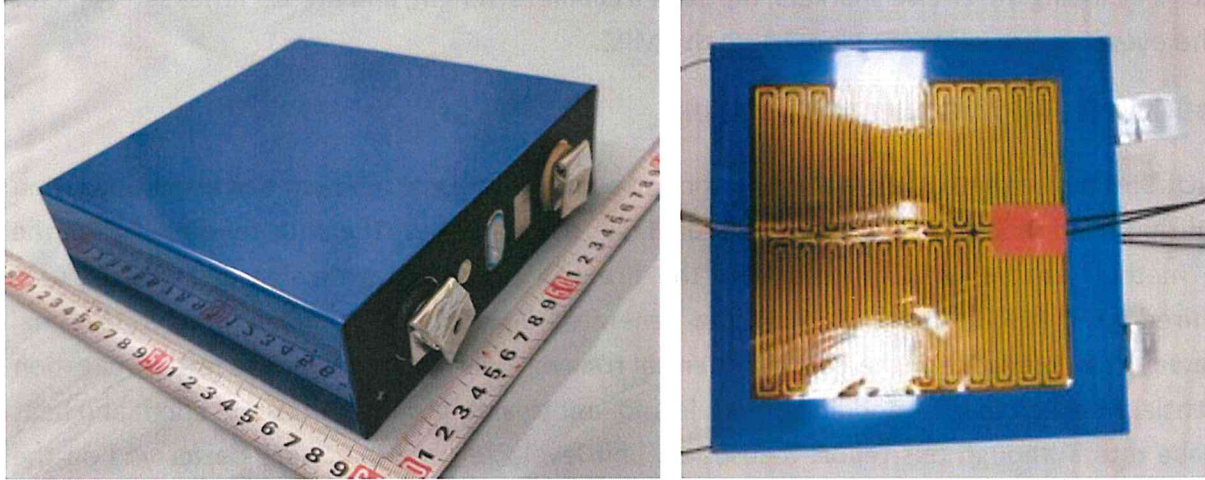
### **UL 9540A Cell Level Testing**

Cell level testing was conducted at UL in December 2021. UL is an OSHA-approved Nationally Recognized Testing Laboratory (NRTL) and offers the UL mark for products. Testing was performed on five 3.22 V, 157.2 Ah, LFP cells manufactured by Contemporary Amperex Technology Co., Ltd. (CATL) for use in the MP2/2XL. Each cell was charged to 100% state of charge (SOC) prior to testing. Thermal runaway was initiated via film strip heaters installed on both of the wide side surfaces of each cell, as shown in Figure 4. Meaning two heaters were installed on each cell. The heaters were programmed to increase the temperature of the cell's surface by approximately 4.5 - 4.8°C per minute until the cell vented and went into thermal runaway. The cell was placed within an enclosed enclosure and the products released during testing were collected and analyzed.

Key takeaways from the tests include:

- The average cell vent temperature was determined to be 174°C (345°F).
- The average thermal runaway temperature was determined to be 239°C (462°F).
- Gases generated from the cell were identified as flammable, as listed in Table 1.
  - The vent gases were predominantly (approximately 95%) Carbon Monoxide (CO), Carbon Dioxide (CO<sub>2</sub>), Hydrogen (H<sub>2</sub>), and Methane (CH<sub>4</sub>).
  - The remaining constituent gases were a variety of hydrocarbons.

- Toxic gases sometimes associated with lithium-ion batteries, such as Hydrogen Fluoride (HF), Hydrogen Chloride (HCL), and Hydrogen Cyanide (HCN) were not vented from the cell.



*Figure 4 Individual cell tested to UL 9540A (left) and installed film strip heater (right).*

#### Performance Criteria

UL 9540A, Section 7.7 outlines the performance criteria for the cell level test. If all these conditions are met, further testing (such as module, unit, or installation level tests) are not required. The acceptable performance criteria during the UL 9540A cell level test are as follows:

1. Thermal runaway cannot be induced in the cell.
2. The cell vent gas does not present a flammability hazard when mixed with any volume of air, at both ambient and vent temperatures.

Given the cell went into thermal runaway and vented flammable gases, UL 9540A module level testing was required.

*Table 1 Cell Vent Gases: UL 9540A Cell Level Testing (Excluding O<sub>2</sub> and N<sub>2</sub>)*

Gas Name	Chemical Structure	% Measured	Component LFL
Carbon Monoxide	CO	10.881	10.9
Carbon Dioxide	CO <sub>2</sub>	27.107	N/A
Hydrogen	H <sub>2</sub>	50.148	4.0
Methane	CH <sub>4</sub>	6.428	4.4
Acetylene	C <sub>2</sub> H <sub>2</sub>	0.264	2.3
Ethylene	C <sub>2</sub> H <sub>4</sub>	3.283	2.4
Ethane	C <sub>2</sub> H <sub>6</sub>	1.100	2.4
Propene	C <sub>3</sub> H <sub>6</sub>	0.379	1.8
Propane	C <sub>3</sub> H <sub>8</sub>	0.125	1.7
-	C4 (Total)	0.190	N/A
-	C5 (Total)	0.027	N/A
-	C6 (Total)	0.005	N/A
Benzene	C <sub>6</sub> H <sub>6</sub>	0.002	1.2
Toluene	C <sub>7</sub> H <sub>8</sub>	0.002	1.0
Dimethyl Carbonate	C <sub>3</sub> H <sub>6</sub> O <sub>3</sub>	0.055	N/A
Ethyl Methyl Carbonate	C <sub>4</sub> H <sub>8</sub> O <sub>3</sub>	0.004	N/A
Total	-	100	-

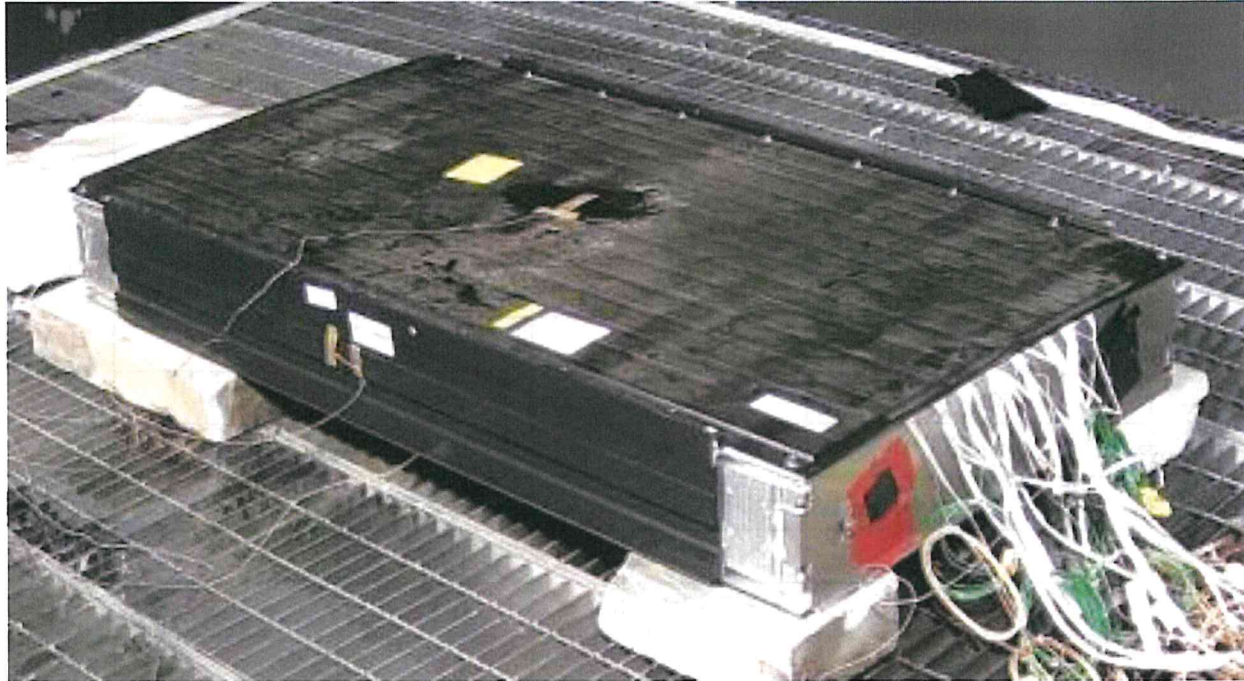
### UL 9540A Module Level Testing

Module level testing was conducted at a TÜV SÜD (TÜV) laboratory in May 2022. TÜV is an OSHA-approved NRTL and offers the cTUVus mark, which is equivalent to other NRTL marks such as UL, ETL or CSA. Testing was performed on an entire MP2/2XL tray of LFP cells manufactured by CATL, as shown in Figure 5. The test results summarized below are from the May 2022 test.

Each cell within the tray was charged to 100% SOC prior to testing. During the test, the MP2/2XL tray is not connected to the BMS or TMS; meaning, they are not actively operating to prevent thermal runaway in a cell or to prohibit the propagation of thermal runaway from cell to cell. Thermal runaway was initiated via film strip heaters installed on both of the wide side surfaces of two cells, similar to the cell level test (see Figure 4). This resulted in the simultaneous heating of six cells forcing multiple cells into thermal runaway at the same time. The heaters were programmed to increase the temperature of the cell's surface by approximately 4.17 - 4.52°C per



minute until the cells vented and went into thermal runaway. The tray was placed under an instrumented hood and the products released during combustion were collected and analyzed.



*Figure 5 Tray tested to UL 9540A module level testing.*

Key takeaways from the UL 9540A module level test include:

- Thermal runaway propagated from the initiating cells to all the cells in the MP2/2XL tray.
- Once ignited, the MP2/2XL tray took approximately 30-35 minutes to burn itself out.
- Based on the test observations and the HRR plot, a MP2/2XL tray fire appears to be a slow progressing thermal event (i.e., requiring over 30 minutes to burn itself out).
- Sparks and flying debris were observed, however, there were no explosive discharges of gases.
- Gases generated from the cell were identified as flammable, as listed in Table 2. However, toxic gases sometimes associated with lithium-ion batteries, such as HF, HCL, and HCN, were not detected during the combustion of the MP2/2XL tray.

#### Performance Criteria

UL 9540A, Section 8.4 outlines the performance criteria for the module level test. If all these conditions are met, further testing (such as unit or installation level tests) are not required. The acceptable performance criteria during the UL 9540A module level test are as follows:

1. Thermal runaway is contained by module design.



2. Cell vent gas is nonflammable as determined by the cell level test.

Given the cell vent gases are flammable (as summarized previously) and the module was consumed, UL 9540A unit level testing was required.

*Table 2 Products of Combustion: UL 9540A Module Level Testing*

Gas Name	Chemical Structure	Measurement Peak (ppm)	Detection Method
Carbon Monoxide	CO	204.84	FTIR
Carbon Dioxide	CO <sub>2</sub>	6720.62	FTIR
Methane	CH <sub>4</sub>	67.83	FTIR
Acetylene	C <sub>2</sub> H <sub>2</sub>	17.11	FTIR
Ethene	C <sub>2</sub> H <sub>4</sub>	Not Detected	FTIR
Ethane	C <sub>2</sub> H <sub>6</sub>	Not Detected	FTIR
Propane	C <sub>3</sub> H <sub>8</sub>	Not Detected	FTIR
Butane	C <sub>3</sub> H <sub>4</sub>	Not Detected	FTIR
Pentane	C <sub>3</sub> H <sub>6</sub>	Not Detected	FTIR
Benzene	C <sub>6</sub> H <sub>6</sub>	9.01	FTIR
Hexane	C <sub>7</sub> H <sub>14</sub>	Not Detected	FTIR
Hydrofluoric Acid	HF	Not Detected	FTIR
Hydrogen Chloride	HCL	Not Detected	FTIR
Hydrogen Cyanide	HCN	Not Detected	FTIR
Hydrogen	H <sub>2</sub>	446	Hydrogen Sensor
Total Hydrocarbons	(Propane Equivalent)	246.53	FID

## UL 9540A UNIT LEVEL FIRE TESTING

The unit level fire test was conducted at the Northern Nevada Research Center on March 9, 2022 and was certified by TÜV. TÜV is an OSHA-approved NRTL and offers the cTUVus mark, which is equivalent to other NRTL marks such as UL, ETL or CSA.

### Test Unit

The test was performed on a fully populated MP2, consisting of nineteen battery modules, with a capacity of 3,100.8 kWh, tested at 100% SOC. Of all the MP2 variations, the unit tested during UL 9540A unit level testing is the largest capacity variation Tesla manufactures. In addition, during the test, the BMS and TMS are disabled; meaning, they are not actively operating to



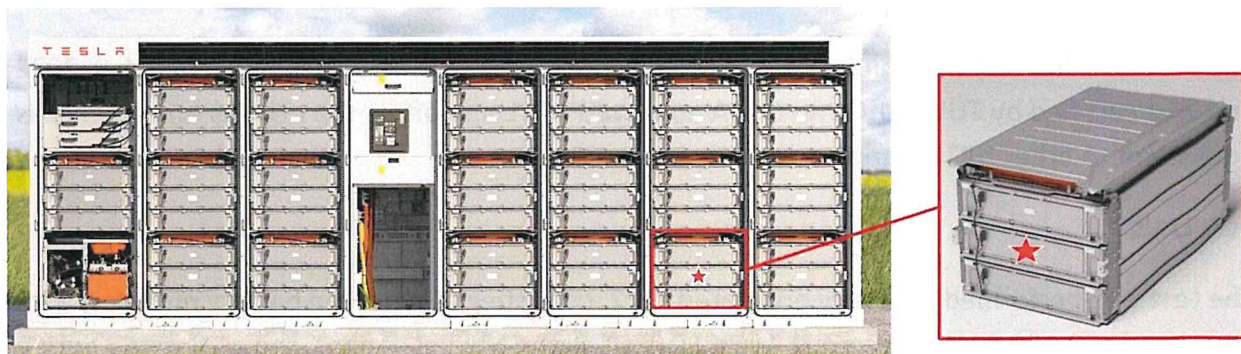
prevent thermal runaway in a cell or to prohibit the propagation of thermal runaway from cell to cell, or module to module. As such, the UL 9540A unit level fire test can be considered a worst-case fire scenario, where: (1) the unit tested was the largest variation in terms of energy capacity; (2) the unit tested was at the highest energy density possible (100% SOC); and (3) the BMS and TMS were disabled and, therefore, unable to actively respond to the thermal runaway condition. As such, any tests performed on a smaller capacity MP2, at a lower SOC, or on an operating MP2 (one with an active BMS and TMS) would be expected to perform similarly, if not better, than this worst-case scenario. Below is a summary of the UL 9540A unit level fire test results as well as a description of the performance of key fire safety features/systems during the test.

### Test Setup

The test setup included all the required instrumentation and data collection as required by UL 9540A as well as some additional measurements that go beyond what is required. These additional measurements were collected to provide additional information to project designers, installers, a FCO or an AHJ to assist in their design, installation, or review of a MP2 installation.

### Initiation

The initiating battery module was chosen to be the bottom battery module from Bay 7, in the middle battery tray, as shown in Figure 6. This location was deemed to be the worst-case, given there are battery trays directly above it and below it. In addition, by initiating in the bottom battery module, there are two additional battery modules installed directly above the initiation location. Within the battery tray itself, six interior cells were simultaneously heated via four film heaters, as shown in Figure 7. The heaters were programed to provide a heating rate of 5°C (9°F) per minute, as specified by UL 9540A. The number of cells and the location were selected to provide the greatest thermal exposure to adjacent cells to ensure cell to cell propagation during the test. The objective of this initiation method is to simulate a mass failure of multiple cells in a localized area within the same battery module.



*Figure 6 Initiation location: Bay 7, bottom battery module within tray 2.*



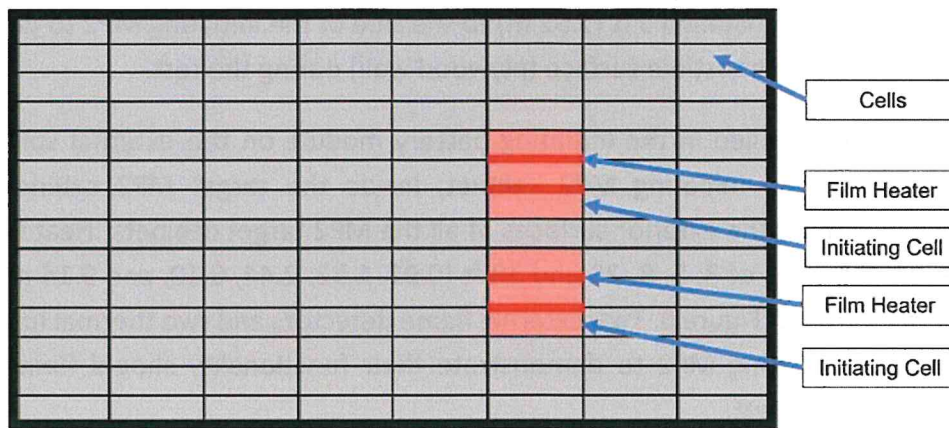


Figure 7 Film heater locations within the initiating tray.

### Instrumentation

Outside the initiating battery module and MP2 cabinet, three additional target MP2 cabinets were installed: (1) 6 inches (in) or 150 mm behind the initiating MP2; (2) 6 in (150 mm) to the side of the initiating MP2; and (3) 8 ft (2.44 m) in front the initiating MP2, as shown in Figure 8.

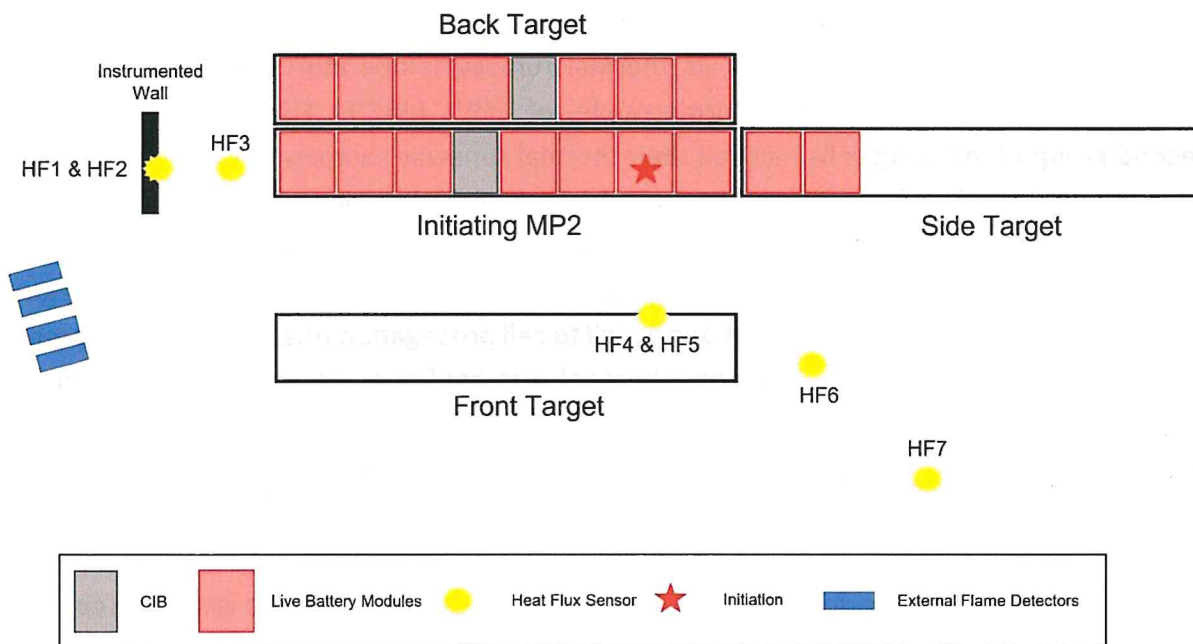


Figure 8 Instrumentation and target MP2 cabinet setup (top view).

The two target MP2 cabinets behind and to the side were populated with 100% SOC battery modules to simulate a multiple MP2 cabinet installation and to determine if thermal runaway and/or fire will propagate from one MP2 cabinet to adjacent cabinets at separation distances of 6 in (150 mm). Additionally, a combustible, instrumented wall (wood framing with plywood



facing, painted black) was installed 5 ft (1.52 m) to the side of the initiating MP2 to demonstrate if fire could spread to a combustible surface (plywood wall) during the test.

Thermocouples were installed in the initiating battery module on the external surface of the initiating cells, inside the initiating MP2 cabinet, inside the target MP2 cabinets, on the instrumented wall and on the exterior surfaces of all the MP2 target cabinets. Heat flux sensors were installed at distances of 3, 5, 8, 20 and 30 ft (0.91, 1.52, 2.44, 6.10, and 9.14 m) from the initiating MP2, as shown in Figure 8. Two external flame detectors and two thermal imagers were installed facing the initiating MP2 to demonstrate their functionality should flames exit the initiating MP2 during the test.

## Test Results

The test was performed starting around 11:30 am on March 9, 2022. The ambient temperature was between 50.5°F and 52.9°F. It was a sunny, clear day with no precipitation and a relative humidity between 14% and 19%. These outdoor environmental conditions meet the requirements of UL 9540A, Section 9.1.2. The cameras and instrumentation were turned ON at or around time 0:00:00 (hours: minutes: seconds) and the heaters within the initiating MP2 were turned ON at time 0:09:25. Six cells were heated simultaneously for over 1-hour and 18 minutes until the first initiation cell reached its thermal runaway temperature<sup>2</sup> (as measured on the external surface of the cell via a thermocouple) of 239°C (462°F). Fifteen minutes later, the second group of initiating cells reached their thermal runaway temperature. Around 6 minutes later (approximately 1-hour 39 minutes into the test), light smoking/off-gassing was observed exiting the MP2 cabinet in the location where instrumentation was routed into the cabinet (i.e., where thermocouple wiring and power wiring for the film heaters were in contact with the gasket that forms a tight seal for Bay 7's front door). Cell to cell propagation (thermal runaway spreading beyond the initial six cells being forcibly heated) was confirmed at approximately 1 hour 45 minutes when a seventh cell reached a temperature of 239°C (462°F). The heaters continued to run for an additional 5 minutes after this observation and then were shut off (at approximately 1 hour and 51 minutes into the test). Thermocouple temperatures inside the initiating MP2 subsided and no additional off-gassing, smoking or thermal runaways were observed. By 2 hours and 30 minutes, the test ended. However, a period of observation and data collection continued for hours afterwards to ensure the MP2 does not demonstrate any signs of distress. Table 3 provides a summary of key events from the UL 9540A unit level fire test of the MP2.

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<sup>2</sup> As determined by UL 9540A cell level test (see previous discussion).



*Table 3 UL 9540A Unit Level Fire Testing: Timeline of Key Events*

Elapsed Time hr:min:sec	Event
00:00:00	Start of Test. Cameras and Data acquisition system (DAQ) turned on.
0:09:25	Heaters ON.
1:18:18	First group of initiating cells reach thermal runaway temperature of 239°C (462°F).
1:33:38	Second group of initiating cells reach thermal runaway temperature of 239°C (462°F).
1:39:28	Smoke observed exiting out the bottom of the initiating MP2 cabinet's bay door where instrumentation was routed into the cabinet.
1:45:48	Confirmation of cell propagation to a 7 <sup>th</sup> cell via internal thermocouple measurements.
1:51:09	Heaters turned OFF.
2:00:00	No additional smoke was observed from the initiating MP2 cabinet. Internal temperatures subside.
2:30:00	End of Test.
Post Test Overhaul	The initiating MP2 cabinet was observed for several hours afterwards and allowed to cool. No additional off-gassing, smoking, elevated temperatures, fire, thermal runaways, or signs of off-normal conditions were observed.

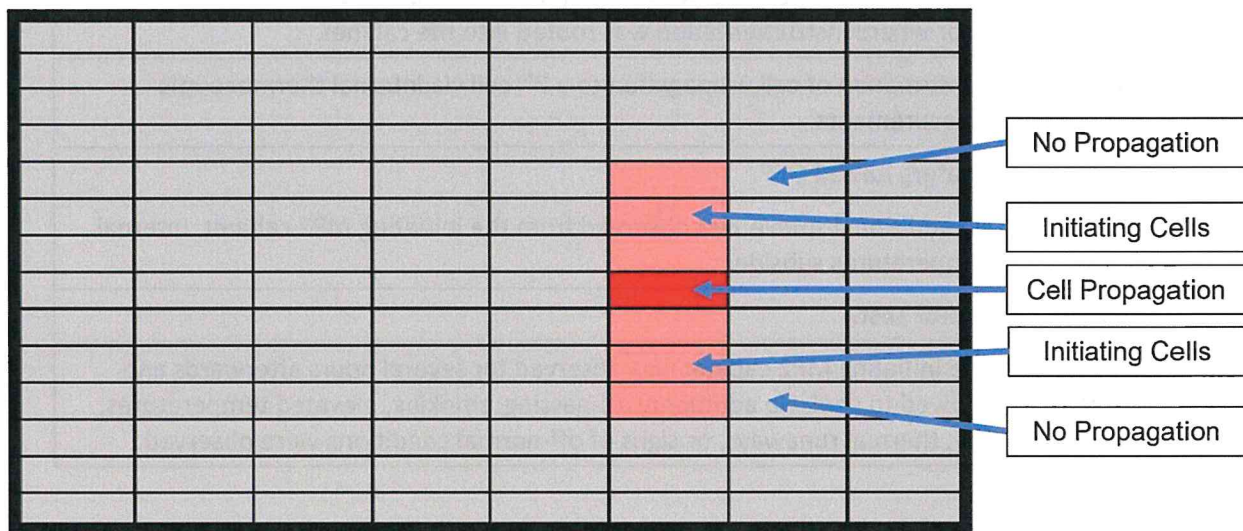
After 24 hours, the initiating MP2 had not shown any signs of abnormal conditions or distress since the test had concluded (no additional off-gassing, smoking, smells, thermal runaway, or flare ups) and it was opened for inspection. Prior to opening the initiating MP2, handheld gas detection devices were utilized around the cabinets and did not detect the presence of flammable gases nor were flammable gases detected internally after the Bay 7 door was opened.

A visual inspection of the initiating MP2 yielded the following observations:

- Seven cells had gone into thermal runaway: the six that were forcibly heated and one additional cell, as illustrated in Figure 9. This demonstrated that cell to cell propagation had occurred during the test, as is required by UL 9540A.
- No other signs of distress were observed in the initiating battery module. Thermal runaway had not propagated beyond the seven cells within Tray 2, nor had it spread to the tray above or below it within the battery module.



- Internal cell components were observed inside the initiating MP2 cabinet in the area of the initiating battery module and around Bay 7's front door; however, no free-flowing liquid or runoff was observed.
- The overpressure vents in Bay 7 had not opened, indicating that the internal pressure within Bay 7 did not see a significant rise during the failure of the seven cells.
- Visible clues of fire damage to surrounding components (plastics, electronics, etc.) were not observed. Based on this observation, it is likely that a sustained fire did not occur around the initiating battery module, even with the failure of seven cells occurring.
- The battery modules within the target MP2 cabinets installed 6 in (150 mm) behind and to the sides were also unaffected.



*Figure 9 Cell propagation during UL 9540A unit level fire testing: six initiating cells (pink), one cell experiencing thermal runaway propagation (red), and cells without thermal runaway propagation (grey cells).*

### Fire Propagation

UL 9540A unit level fire testing of the MP2 demonstrated that an internal failure event causing thermal runaway of six cells nearly simultaneously will not propagate thermal runaway throughout the battery module. The nearly simultaneous failure resulted in thermal runaway propagating only to one additional cell and no further. The first group of initiating cells went into thermal runaway approximately 1-hour and 18 minutes into the test, as shown in Figure 10. This observation is based on internal thermocouple measurements installed on the surface of the cells within the initiating battery module. Fifteen minutes later the second group of initiating cells went into thermal runaway and cell to cell propagation was confirmed at approximately 1-hour 45 minutes when a seventh cell reached of 239°C (462°F). Note, this result was with a disabled



BMS and TMS (i.e., no safety protections were in place). Thermal runaway did not propagate beyond the seventh cell within Tray 2 of the initiator module, nor did it propagate to the battery modules installed above. In addition, thermal runaway did not propagate to the target MP2 cabinets installed 6 in (150 mm) behind and to the sides of the initiating MP2 cabinet. Lastly, no flaming was observed outside of the unit during the test.

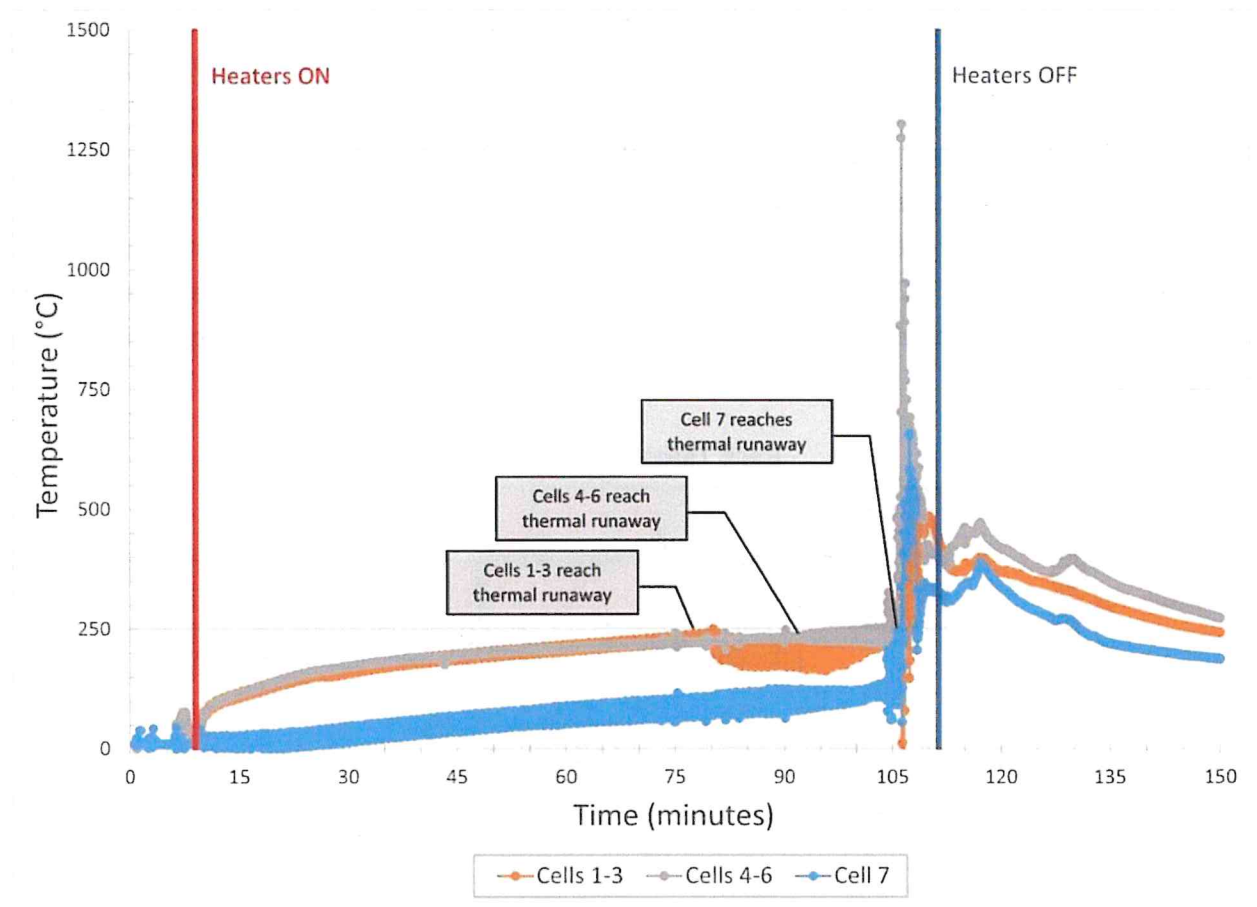


Figure 10 Cell surface temperatures recorded during UL 9540A unit level fire testing. Approximate Time to Thermal Runaway: Cells 1-3: 78 minutes; Cells 4-6: 93 minutes; and Cell 7: 105 minutes.

#### Target Battery Module Surface Temperatures

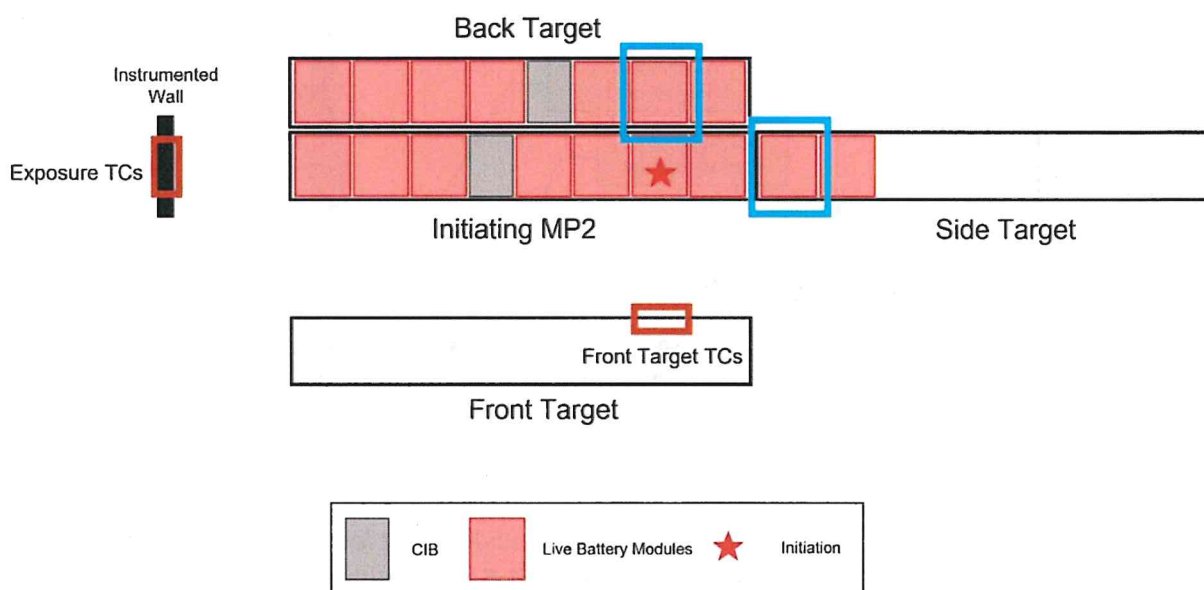
As shown in Table 4, surface temperatures of battery modules within the target MP2 cabinets did not exceed 174°C (345°F), the temperature at which thermally initiated cell venting occurs.<sup>3</sup>

<sup>3</sup> As determined by UL 9540A cell level testing (see previous discussion).

*Table 4 Target Battery Module Surface Temperatures*

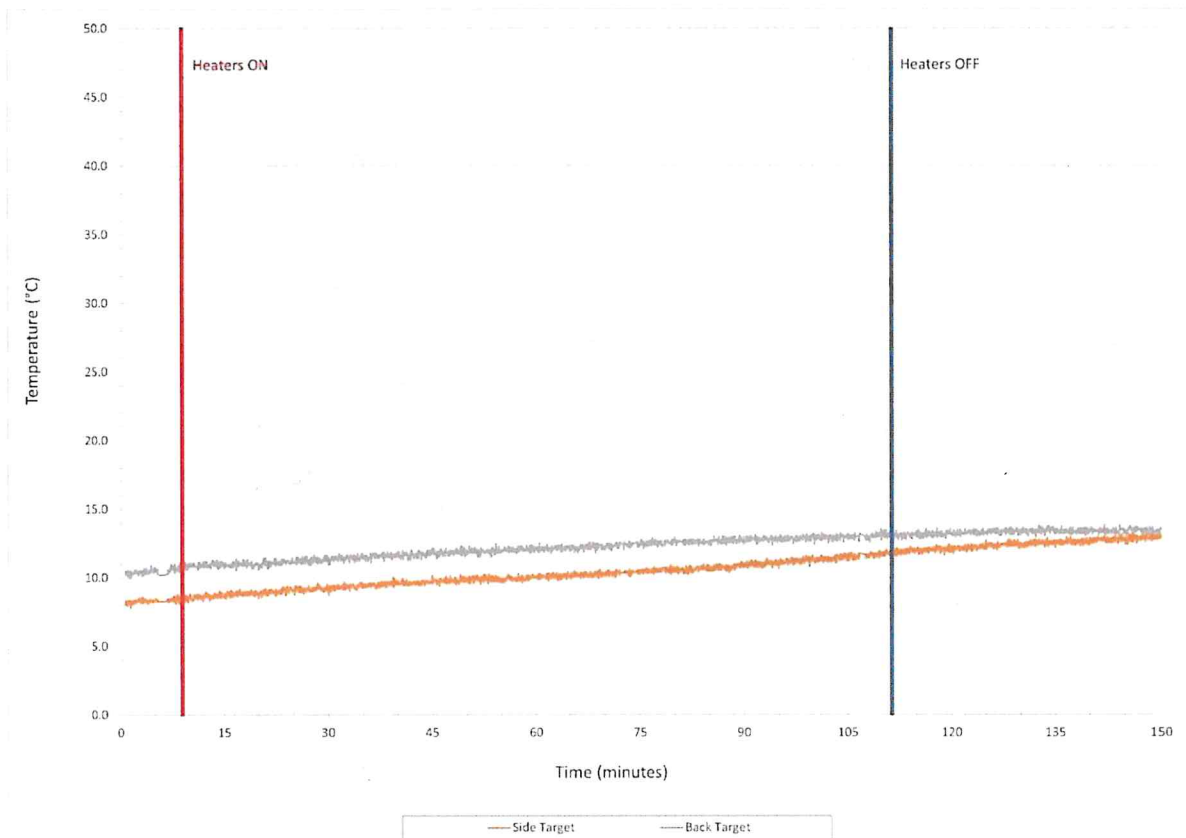
Location	Maximum Battery Module Temperature Recorded	Ambient Temperature at the Start of Test	Cell Venting Temperature	Cell Thermal Runaway Temperature
Back Target Modules	13.8°C (56.4°F)	10.2°C (50.4°F)	174°C (345°F)	239°C (462°F)
Side Target Modules	13.2°C (55.8°F)	8.0°C (46.4°F)	174°C (345°F)	239°C (462°F)

These temperatures were recorded at the battery modules closest to the initiating battery module, as shown in Figure 11. As plotted in Figure 12, the internal temperature of the target battery modules gently rose throughout the 2½-hour test as the ambient, outdoor temperature also increased from 10.3°C to 11.6°C. These temperature measurements indicate the target battery modules were not affected by the thermal runaway of the seven cells within the initiating battery module.



*Figure 11 Location of temperature measurements at side and back target battery modules (blue boxes) and the front target and side exposure surface temperatures (brown boxes).*





*Figure 12 Side and back target battery module temperatures during UL 9540A unit level fire testing.*

### Exposure Surface Temperatures

As shown in Table 5, surface temperatures on exposures 5 ft (1.52 m) to the side (instrumented wall) and 8 ft (2.44 m) directly in front of the initiating MP2 cabinet (front target) did not exceed 97°C (175°F) above ambient.

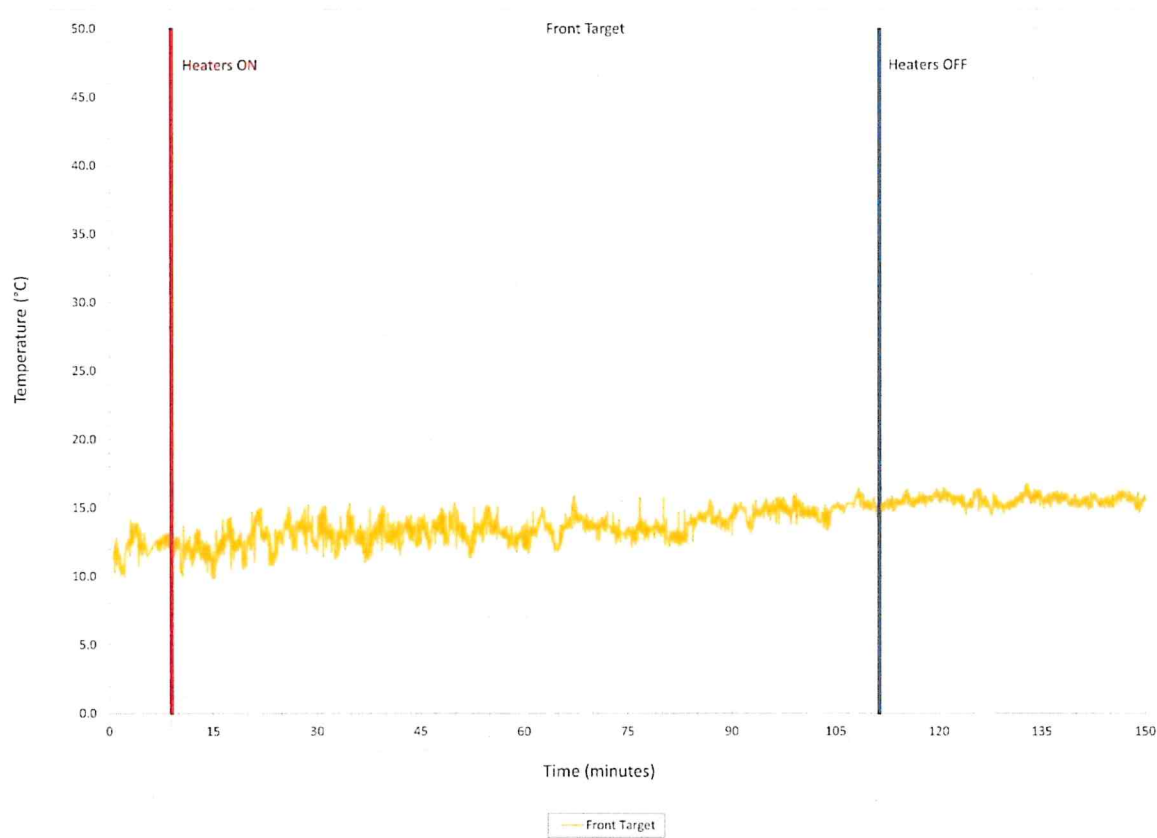
*Table 5 Exposure Surface Temperatures*

Location	Maximum Temperature Recorded	Ambient Temperature Recorded by the TC at the Start of Test	Temperature Rise Above Ambient
Front Target Surface	16.8°C (62.2°F)	11.3°C (52.3°F)	5.5°C (9.9°F)
Instrumented Wall Surface	25.9°C (78.6°F)	20.4°C (68.7°F)	5.5°C (9.9°F)

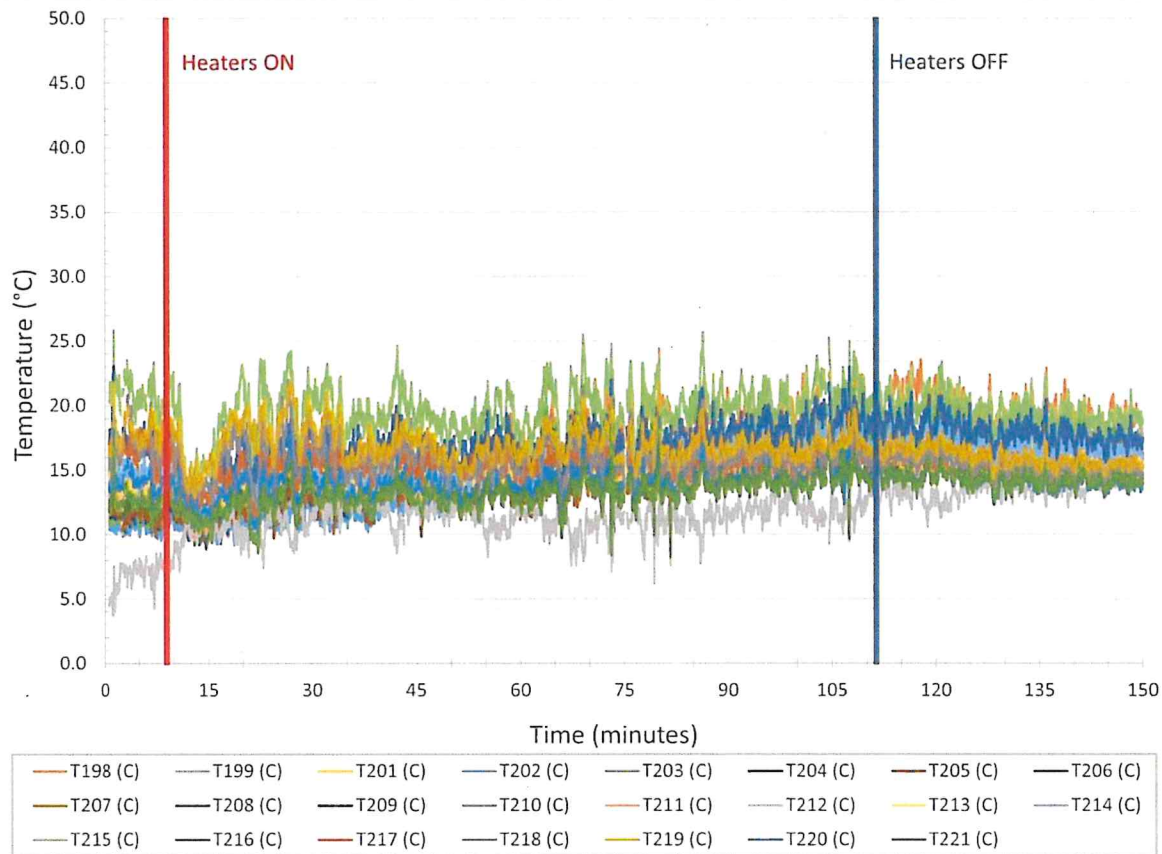
These temperatures were recorded directly in front of the initiating battery module and at the instrumented wall, as shown in Figure 11. As plotted in Figure 13, the surface temperature of the front target gently rose throughout the 2½-hour test from a starting temperature of 11.3°C



(52.3°F) to a maximum surface temperature of 16.8°C (62.2°F). Similarly, as plotted in Figure 14, the 24 thermocouples installed on the instrumented wall also gently rose throughout the test and fluctuated slightly with the outdoor environmental conditions (i.e., wind blowing, sun exposure, increasing ambient temperatures). The maximum temperature measured on the instrumented wall was 25.9°C (78.6°F), which was temperature rise of 5.5°C (9.9°F) above its ambient temperature at the start of the test. Note, the temperature rise above ambient reported in Table 5 can be attributed to the environmental conditions during the 2½-hour test and are not directly related to the thermal runaway of the seven cells within the initiating MP2. As these measurements are surface temperatures, the temperature rise within the front target surface and the instrumented wall surface is predominantly due to the sun heating up those surfaces during the test (the test was run between 11 am and 1:30 pm on a mostly sunny day). These temperature measurements indicate an exposure surface 5 ft (1.52 m) to the side and adjacent MP2 cabinets 8 ft (2.44 m) in front were not affected by the thermal runaway of the seven cells within initiating battery module.



*Figure 13 Front target external surface temperature 8 ft (2.44 m) directly in front of the initiating module.*



*Figure 14 Instrumented wall surface temperatures during UL 9540A unit level fire testing. (Note: T200, the 24<sup>th</sup> thermocouple installed on the instrumented wall, did not work during testing, and was therefore removed from this plot as the measurements recorded were erroneous).*

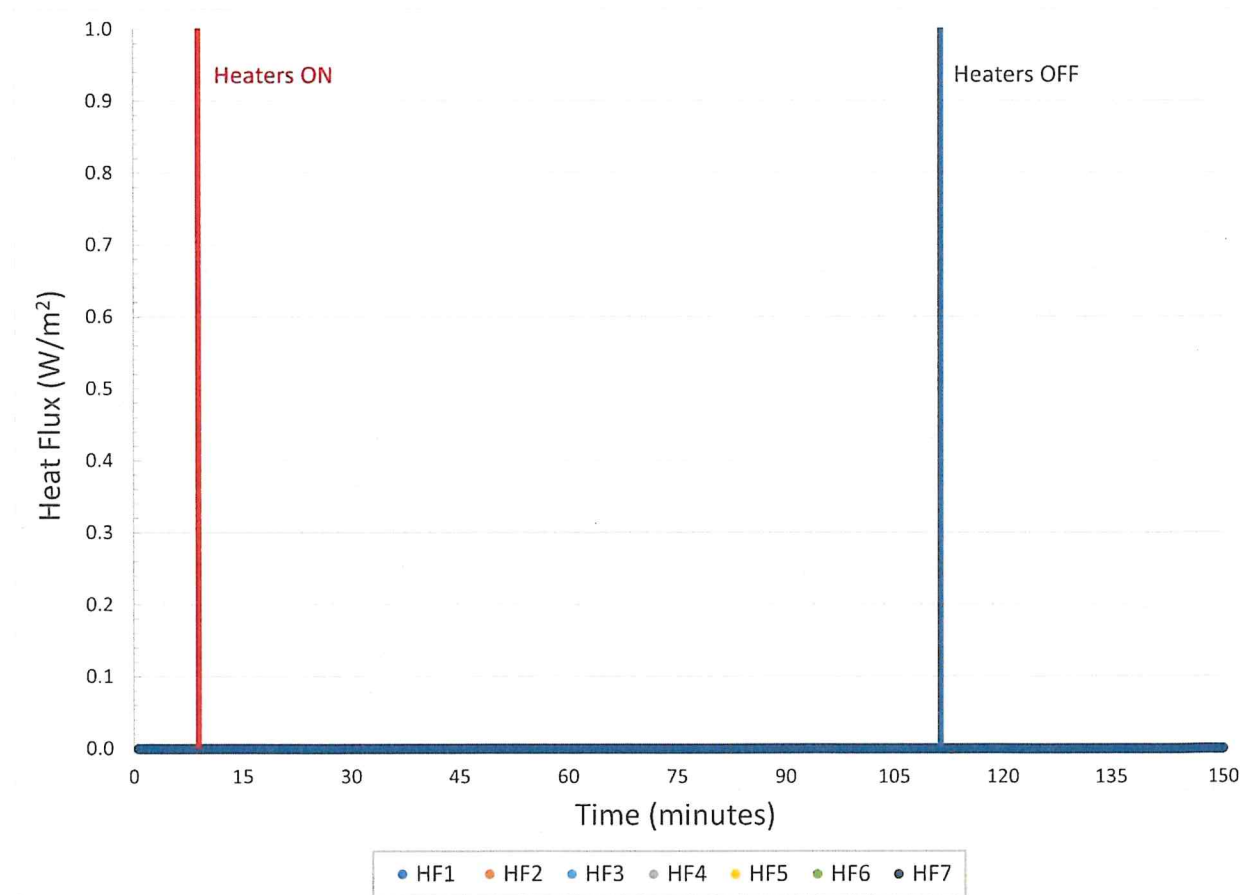
### Heat Flux Measurements

Heat flux measurements were recorded throughout the UL 9540A unit level fire test at distances of 3, 5, 8, 20 and 30 ft (0.91, 1.52, 2.44, 6.10, and 9.14 m). Since flames did not occur outside the initiating MP2 cabinet, predictably, these measurements were essentially 0.00 kW/m<sup>2</sup> throughout the entire test, as summarized in Table 6 and plotted in Figure 15. The maximum heat flux recorded was 0.0000016 W/m<sup>2</sup>, which was recorded at both the front target and at a distance of 20 ft from the initiating MP2. Note, these heat flux values, in W/m<sup>2</sup>, are essentially reading no heat flux values at all, as would be expected given no flaming was observed outside the MP2 cabinet nor was the cabinet itself warmed enough to impose a heat flux on the sensors. These heat flux measurements indicate an exposure surface 3-5 ft (0.91-1.52 m) to the side, an adjacent MP2 cabinet 8 ft (2.44 m) in front, and other exposures further away at 20-30 ft (6.10-9.14 m), were not affected by the thermal runaway of the seven cells within initiating battery module. Furthermore, the heat flux measurements in front of and to the side of the initiating MP2 cabinet

did not exceed 1.3 kW/m<sup>2</sup> at any time during the test, as required by UL 9540A. For individual plots of all seven heat flux sensors refer to Appendix 2, Heat Flux Plots.

*Table 6 Maximum Recorded Heat Fluxes*

Location	Maximum Heat Flux Recorded (W/m <sup>2</sup> )
HF1	0.0000013
HF2	0.0000013
HF3	0.0000014
HF4	0.0000016
HF5	0.0000014
HF6	0.0000016
HF7	0.0000013



*Figure 15 Heat flux measurements recorded during UL 9540A unit level fire testing.*





### External Fire Detection System

The MP2 does not have an internal fire detection system or one that is integral to its design/construction. During the UL 9540A unit level fire test, two multi-spectrum IR flame detectors and two thermal imagers from differing manufacturers were installed pointing directly at the front and top of the initiating MP2 cabinet. None of the detectors activated during the fire test. This result is expected, as no flames were observed out of the cabinet during the test.

### Fire Suppression System

The MP2 does not have an internal fire suppression system or one that is integral to its design/construction. The UL 9540A unit level fire test results demonstrate that a suppression system is not required to stop the spread of fire from cell to cell, module to module or MP2 cabinet to cabinet when a near simultaneous failure of up to six cells occurs within the same battery module.

The UL 9540A unit level fire test also demonstrated that manual fire suppression (hose lines) is not required to stop the spread of fire from a MP2 cabinet to adjacent MP2 cabinets installed 6 in (150 mm) behind and to the sides when a near simultaneous failure of up to six cells occurs within the same battery module.

### Explosion Control

UL 9540A unit level fire testing of the MP2 demonstrated that a failure event causing the near simultaneous thermal runaway of six cells will not cause a deflagration. During the test, pressure transducers were installed within the battery module bay to monitor overpressures within the MP2 cabinet. After the test, no pressure spikes were observed in the data, indicating no sudden increase in pressure occurred within the MP2 cabinet during the UL 9540A unit level test. In addition, the overpressure vents did not open, the MP2 cabinet doors were not forced open nor did the MP2 cabinet fail to hold containment. Meaning, no visual indications of an overpressure event occurring inside the MP2 cabinet were observed. Light smoking/off-gassing (i.e., not a pressurized discharge or deflagration) did escape the initiating MP2 during the test, likely through pathways created by the required instrumentation (thermocouples, film heaters, etc.) for the test; however, explosion hazards, including but not limited to, observations of a deflagration, projectiles, flying debris, detonation, hazardous pressure waves, shrapnel, or other explosive discharge of gases were not observed.

### Runoff/Products of Combustion

UL 9540A large-scale fire testing does not require the collection of runoff or products of combustion as part of an outdoor installation test. However, during the large-scale test, and



afterwards during cleanup, no liquid runoff (such as the water-glycol solution from the TMS) was observed. Internal cell components were observed after the test on the interior of the cabinet and around the Bay 7 door as would be expected after the failure of seven cells. However, no free-flowing liquid, or runoff was observed once the MP2 doors were opened. If necessary, should a failure event occur, internal cell components/electrolyte can be disposed of in an appropriate manner as specified by Tesla's ERG and Safety Data Sheets (SDS).

### **Performance Criteria**

UL 9540A, Table 9.1 outlines the performance criteria for outdoor, ground mounted BESS. If all these conditions are met, further testing (such as installation level tests) is not required. The performance criteria during the UL 9540A unit level fire test is as follows:

1. No flaming observed outside of the unit.
2. Surface temperatures of battery modules within the targets adjacent to the initiating unit cannot exceed the temperature at which thermally initiated cell venting occurs.
3. Surface temperatures on exposures 5 ft (1.52 m) to the side and 8 ft (2.44 m) in front of the initiating unit cannot exceed 97°C (175°F) above ambient.
4. No explosion hazards, including but not limited to, observations of a deflagration, projectiles, flying debris, detonation, or other explosive discharge of gases observed.
5. Heat flux in the center of the accessible means of egress cannot exceed 1.3 kW/m<sup>2</sup>.

As described above, no flaming was observed outside the MP2 cabinet during the unit level test. In addition, surface temperatures of the battery modules within the targets were below the temperature at which cell venting occurs (174°C or 345°F), and external surface temperatures on exposures 5 and 8 ft (1.52 and 2.44 m) away did not exceed 97°C (175°F) above ambient. Lastly, no explosion hazards were observed, and all heat fluxes remained below 1.3 kW/m<sup>2</sup>. Based on the above UL 9540A unit level fire test results, the MP2 meets all five of the above performance criteria. By meeting the unit level performance criteria, UL 9540A installation level testing is not required for a MP2 installation.

### **MP2XL UL 9540A Unit Level Testing**

The MP2XL design is almost identical to the MP2 other than being greater in length to accommodate the additional battery modules. It uses the exact same cells, battery modules, and power electronics (i.e., all the same internal components) that the MP2 utilizes in its design. In addition, the design of cabinet itself, enclosure strength, and fire safety features, such as the BMS, site controller, monitoring, electrical fault protections, and explosion control system are nearly identical for the two products. Given the limited module propagation observed during UL 9540A unit level testing of the MP2 (seven cells went into runaway) the test results are expected



to be no different for the MP2XL. As shown in Figure 16, if the test were run on the MP2XL, the same internal components (cells and battery modules) would be tested in the same location within the cabinet (i.e., surrounded by twelve battery modules until reaching the CIB). Furthermore, given the MP2XL is larger in volume, the deflagration risk in the test would be less as the flammable gas concentrations within the battery module bay would mixing with more ambient air, and thus would be lower.

Similarly, after reviewing the MP2 unit level fire test results and comparing the MP2 and MP2XL products to one another, TÜV determined the MP2 UL 9540A unit level fire test results can be applied to the MP2XL and an additional UL 9540A unit level fire test for the MP2XL was not required for its listing. As such, given all these factors, a stand-alone MP2XL unit level fire test was not performed, nor required. The UL 9540A unit level fire test results, described above for the MP2, can be applied to the MP2XL.

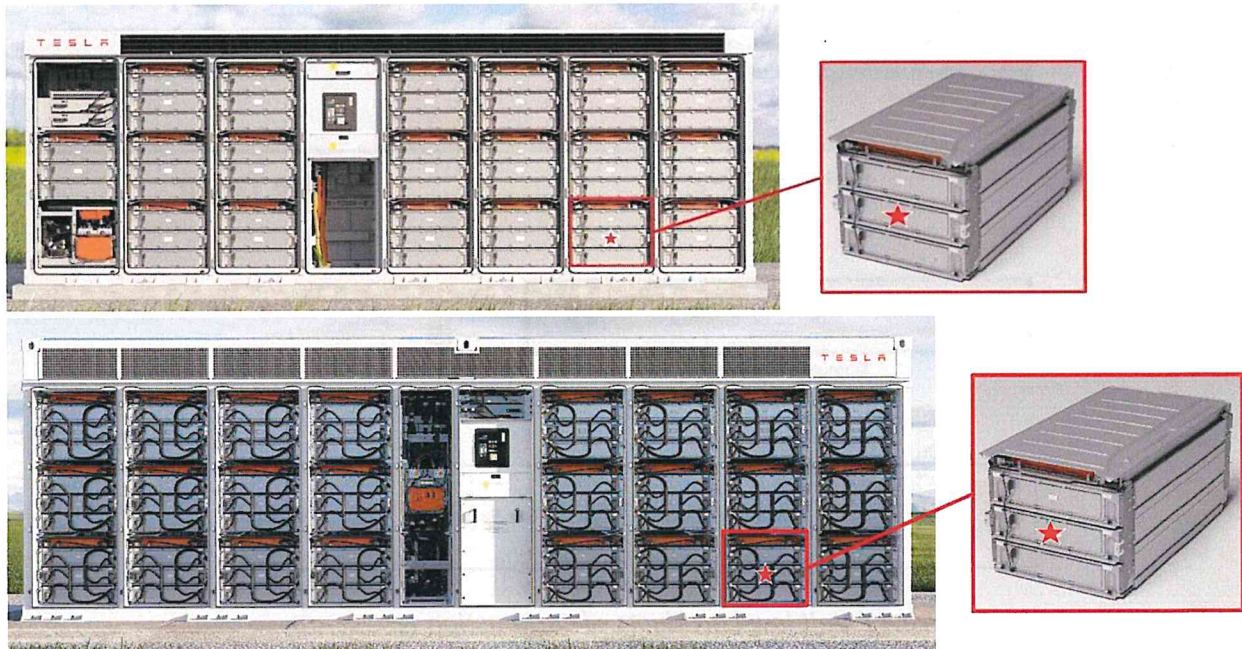


Figure 16 MP2 vs. MP2XL internal components comparison.

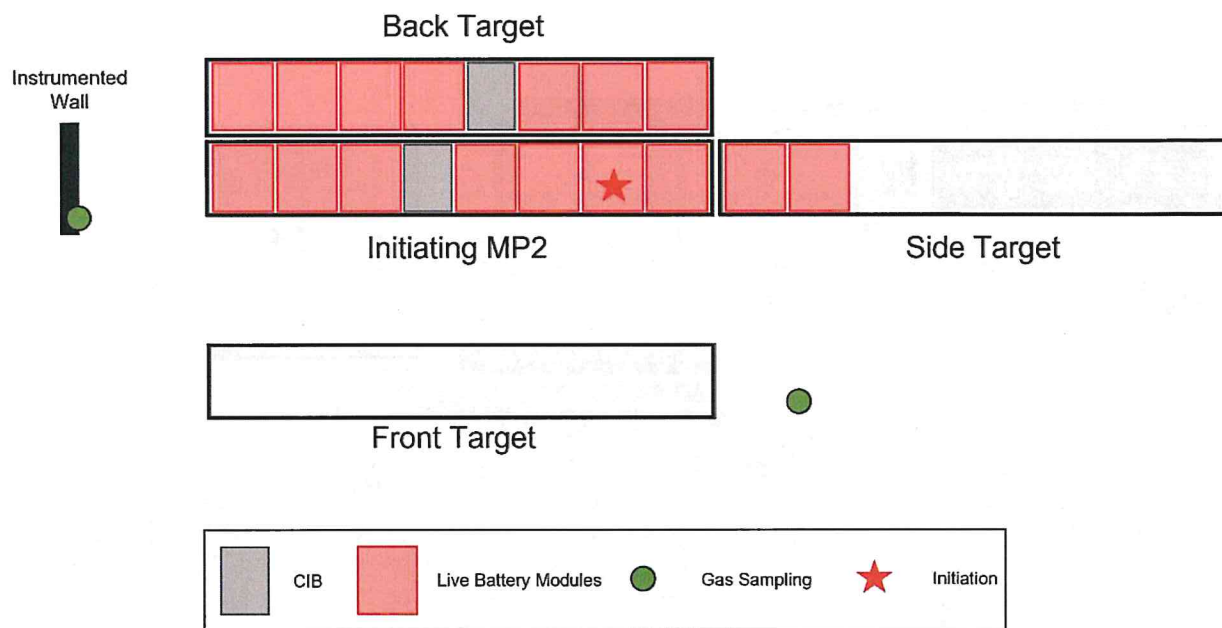
## INTERNAL TESTING AND ANALYSIS

In addition to cell, module, and unit level UL 9540A testing required for its UL 9540 listing and required to meet installation level codes and standards, such as the IFC and NFPA 855, Tesla also performed extensive internal product testing and fire modeling for the MP2/2XL. This included destructive product testing that is beyond what is required for UL product listing and is also in excess of MP2/2XL failure scenarios contemplated by Tesla. Below is a summary of some of these

fire tests and analyses, for information only. They include additional unit level products of combustion testing, destructive unit level testing and fire propagation modeling.

### Unit Level Products of Combustion Testing

Products of combustion are not required to be collected during the outdoor UL 9540A unit level fire test; however, they were collected during cell and module level testing, as summarized previously. To provide additional products of combustion data during a unit level test, gas samples were collected during an internal, unit level fire test performed by Tesla on the MP2. This test was performed just as described above for the UL 9540A unit level test with gas samples being collected at two different locations: approximately 20 ft upwind and 5 ft downwind from the initiating MP2, as shown in Figure 17.



*Figure 17 Unit level products of combustion test setup.*

These gas samples were collected to provide additional data to first responders of possible airborne contaminants during an emergency event involving a MP2/2XL.<sup>4</sup> During that test, six cells were forced into thermal runaway with propagation occurring to a seventh. Similarly, the test did not create a fire nor did thermal runaway spread to adjacent battery modules or target MP2 cabinets, as was observed during the UL 9540A unit level test. After the test, these gas samples were sent to an independent, third-party laboratory for analysis after the test was

<sup>4</sup> Given the similarities between the MP2 and MP2XL, as described previously, the results from this unit level products of combustion test can be applied to both the MP2 and MP2XL.





completed. The gas samples were analyzed for traces of twenty-seven different metals, including: Aluminum, Arsenic, Barium, Beryllium, Cadmium, Calcium, Chromium, Cobalt, Copper, Iron, Lead, Lithium, Magnesium, Manganese, Molybdenum, Nickel, Phosphorus, Selenium, Silver, Sodium, Tellurium, Thallium, Titanium, Vanadium, Yttrium, Zinc, Zirconium. The test results found no traces of these metals in the gas samples collected. The gas samples were also analyzed for traces of Mercury and Hydrogen Fluoride (HF), two byproducts that are commonly of concern when discussing a lithium-ion battery fire or thermal runaway event. The gas samples found no traces of Mercury over the entire 2½ hour test duration. HF was detected at values of 0.10 and 0.12 parts per million (ppm) in the two sampling locations. This trace quantity was detected over the entire 2½ hour test duration, meaning it was the cumulative quantity that was measured over the entire duration of the test. For reference, according to National Institute for Occupational Safety & Health (NIOSH), HF's Immediately Dangerous to Life or Health (IDLH) value is 30 ppm, indicating the quantity of HF detected during the unit level products of combustion fire test is well below, two orders of magnitude lower, than the IDLH value for HF.<sup>5</sup>

### **Destructive Unit Level Test**

Tesla performed a destructive unit level test to demonstrate how the MP2/2XL is capable of safely failing even in the extreme case of a catastrophic failure within one of its battery modules. This destructive test is well beyond what is required for UL product listing and is also in excess of any plausible MP2/2XL failure scenario contemplated by Tesla. In addition, the destructive unit level test also further validated the effectiveness of the explosion control system. It was conducted at the Northern Nevada Research Center on May 19, 2022.

### **Test Unit**

The test was performed on a fully populated MP2XL, consisting of twenty-four battery modules, with a capacity of 3,916.8 kWh, tested at 100% SOC. Of all the MP2/2XL variations, the unit tested during the unit level destructive test is the largest capacity variation Tesla manufactures.<sup>6</sup> During the test, the BMS and TMS were disabled; meaning, they are not actively operating to prevent thermal runaway in a cell or to prohibit the propagation of thermal runaway from cell to cell, or module to module. As such, this test can be considered a worst-case scenario where: (1) the unit tested was the largest variation in terms of energy capacity; (2) the unit tested was at the highest energy density possible (100% SOC); and (3) the BMS and TMS were disabled and, therefore, unable to actively respond to the thermal runaway condition. As such, any tests performed on a

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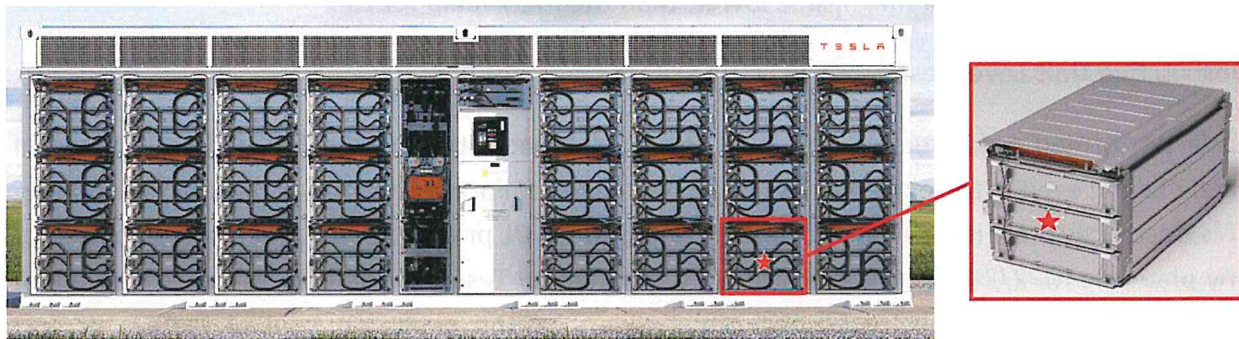
<sup>5</sup> [https://www.cdc.gov/niosh/ersbdb/emergencyresponsecard\\_29750030.html](https://www.cdc.gov/niosh/ersbdb/emergencyresponsecard_29750030.html)

<sup>6</sup> Given the similarities between the MP2 and MP2XL, the results from this unit level destructive test can be applied to both the MP2 and MP2XL.

smaller capacity MP2/2XL unit, at a lower SOC, or on an operating MP2/2XL (i.e., one with an active BMS and TMS) would be expected to perform similarly, if not better, than this worst-case scenario. Below is a summary of the unit level destructive test results as well as a description of the performance of key fire safety features/systems during the test.

### Test Setup and Initiation

The test was performed in the spirit of the UL 9540A unit level fire test method; however, it was not performed precisely to the test method given the objective of the test was to create a severe failure scenario, well beyond what is contemplated by the UL test methods. As such, one MP2XL cabinet was positioned on a concrete pad in the open air for testing. No additional target cabinets were installed around it. Identical to the UL 9540A unit level fire test described above, the initiating battery module was chosen to be the bottom battery module from Bay 9, in the middle battery tray (tray #2), as shown in Figure 18.



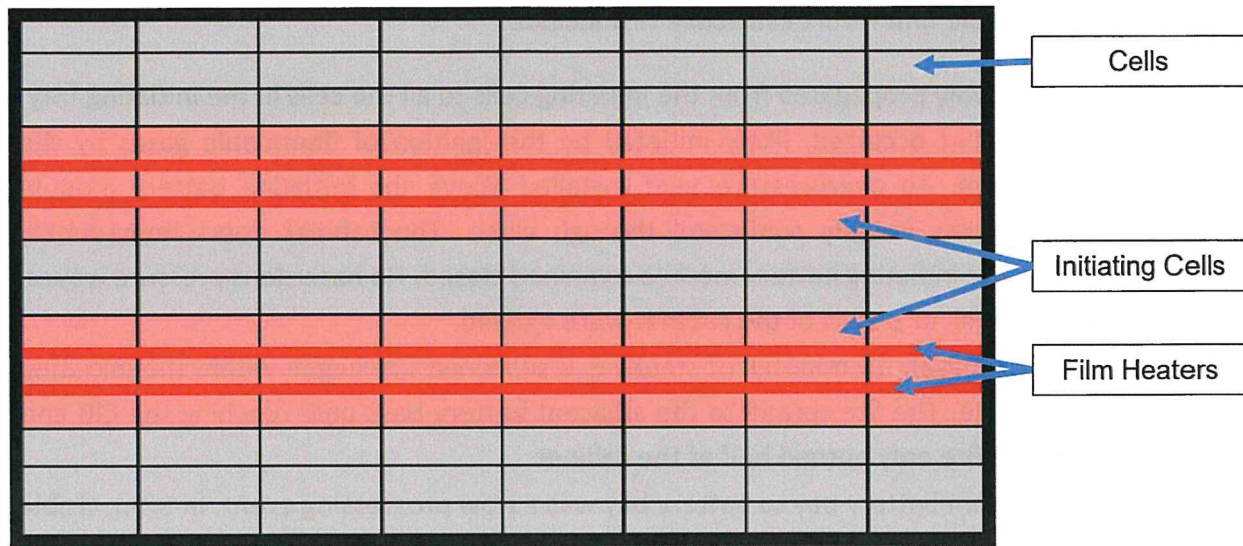
*Figure 18 Initiation location: Bay 9, bottom battery module, tray #2.*

Within the battery tray itself, forty-eight interior cells were simultaneously heated via thirty-two film heaters, as shown in Figure 19. The heaters were programed to provide a heating rate of 5°C (9°F) per minute, as specified by UL 9540A. The number of cells and the location were selected to provide the greatest thermal exposure to adjacent cells to ensure cell to cell propagation during the test. The objective of this initiation method is to simulate a mass failure of nearly half the tray in order to force a thermal event.

### Instrumentation

The test was documented with multiple cameras on the outside and within the thermal roof to document the test. The purpose of the cameras installed in the thermal roof was to visually capture the activation and opening of the overpressure vents. In addition, pressure transducers were installed within the battery module bay to monitor the pressure profile within the enclosure. Lastly, a thermal imaging camera was utilized during testing to monitor the external surface temperatures of the cabinet, if necessary.





*Figure 19 Film heater locations within the initiating tray.*

### Test Results

The test was performed starting around 2:15 pm on May 19, 2022. The ambient temperature was between 50°F and 75°F. It was a sunny, clear day with no precipitation and a relative humidity between 20% and 40%. Although not testing to UL 9540A, these outdoor environmental conditions met the requirements of UL 9540A, Section 9.1.2 for outdoor unit level fire testing. Table 7 provides a summary of key events from the destructive unit level fire test.

*Table 7 Destructive Unit Level Testing: Timeline of Key Events*

Approximate Elapsed Time hr:min:sec	Event
00:00:00	<b>Start of Test. Cameras, DAQ and heaters turned on.</b>
0:40:44	First thermal runaway confirmed.
1:14:08	An overpressure event occurred. An overpressure vent opened, and the cabinet doors remained closed. Smoking observed.
1:24:00	Flames observed predominantly coming out the front doors of the cabinet and out the front grill of the thermal roof (just above the doors).
2:30:00	Flames spread to the adjacent battery bays 8 and 10. Approximate peak flame intensity.
4:00:00	Flames spread to adjacent battery bay 7.
8:04:00	Flaming ceases. Flames did not spread to any other battery bays. <b>End of Test.</b>

Key takeaways from the unit level destructive test include:

- Thermal runaway propagated from the initiating cells to all the cells in the initiating tray.
- A thermal event occurred, likely initiated by the ignition of flammable gases by the sparker system. An overpressure vent installed above the initiating battery module opened and was visually confirmed through video. The cabinet doors immediately adjacent to the initiating battery module remained closed. No hazardous pressure waves, debris, shrapnel, or pieces of the cabinet were ejected.
- After approximately 10 minutes of smoking, a sustained fire began within the initiating battery module. The fire spread to the adjacent battery bays until reaching the CIB and stopped. The fire only burned half of the cabinet.
- Fire spread from battery bay to battery bay was a slow progressing event. In total, visible flames were observed for 6 hours and 40 minutes while the four battery bays (bays 7-10) burned, as shown in Figure 20.



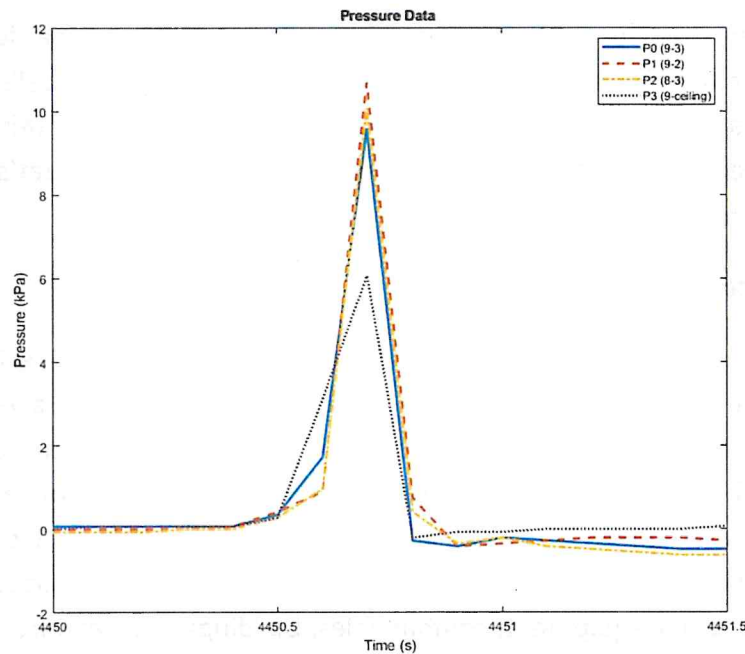
*Figure 20 Fire progression during unit level destructive testing (first three hours): images captured every 15 minutes moving left to right. Initial flaming (top left), peak flame intensity occurring 60-90 minutes after initial flaming (top right) before diminishing for the remainder of the test (bottom left to right).*

- Maximum flame heights were observed to be 11.5 ft (3.5 m) from ground to the top of the flame, 2.5 ft (0.75 m) above the top of the cabinet and had a base (a width) of 3.3 ft (1 m) during peak flame intensity. This peak flame intensity occurred approximately 60-90 minutes after initial flaming was observed.
- An analysis of the pressure profile inside the cabinet during the test demonstrated the operation of the explosion control system, as shown in Figure 21. Pressure inside the cabinet increased to nearly 11 kPa (1.60 psi) until the deflagration vent opened and the





pressure diminished. The overpressure vents are designed to operate at approximately 12 kPa (1.74 psi), or 2.5 times below the cabinet's strength of 30 kPa (4.35 psi).



*Figure 21 Pressure profile inside the MP2XL cabinet just before and after the thermal event.*

- After the test, the initiating MP2XL cabinet was observed for several hours afterwards and allowed to cool. No additional fire, thermal runaways, or signs of off-normal conditions were observed. The battery modules on the left side of the MP2XL cabinet (battery bays 1-4) did not go into thermal runaway.

The destructive unit level test demonstrated that the MP2/2XL cabinets are capable of safely failing in the extreme case of a catastrophic failure with one of its battery modules. During the test, forty-eight cells were simultaneously heated to thermal runaway to demonstrate how severe a failure must be to initiate a thermal event and subsequent fire. During this extreme failure scenario, the flammable gases safely ignited, leading to the operation of the overpressure vent in the ceiling of the battery module bay. This thermal event did not blow open the cabinet's doors (they remained shut) and no hazardous pressure waves, debris, shrapnel, or pieces of the cabinet were ejected. In addition, pressures measured inside the cabinet during the test remained below the strength of the enclosure by a factor of over 2.5 times, as designed. The unit level destructive test results further validated the explosion control system for the MP2/2XL. As described previously, the explosion control system is not designed to prescriptive NFPA 68 or NFPA 69 requirements. NFPA 855 permits this engineered (performance based) approach only if unit level testing is performed validating the engineered explosion control system can mitigate



the risks of explosions to ensure no hazardous pressure waves, debris, shrapnel, or pieces of the enclosure are ejected.<sup>7</sup> UL 9540A unit level fire testing demonstrated that the explosion control system can mitigate the deflagration hazard of the MP2/2XL and the destructive unit level test further demonstrated that the explosion control system can mitigate the deflagration hazard even with an extreme failure scenario (simultaneous failure of forty-eight cells). This destructive unit level test led to a slow progressing fire that burned for 6 hours and 40 minutes until flaming ceased. The fire failed to spread past the CIB and only half of the cabinet's battery modules became involved in the fire.

### **Fire Propagation Modeling**

Since a sustained fire did not occur during UL 9540A unit level fire testing, Tesla generated a fire propagation model to determine the expected heat flux emitting from a MP2/2XL to target MP2/2XL cabinets installed 8 ft in front, 6 inches behind and 6 inches to the side of the initiating MP2/2XL cabinet.<sup>8</sup> The effect of that heat flux on the battery modules of the target MP2/2XL cabinets was then determined to identify the fire propagation risk, or lack therefore, from MP2/2XL cabinets. In addition, the fire propagation model provides anticipated heat fluxes to other exposures (i.e., other equipment, combustibles, buildings, etc.) at varying distances up to 100 ft away from the MP2/2XL. Below is a summary of the model, its basis/validation, and findings. It consists of two separate analyses that are coupled together to determine the fire propagation potential of the MP2/2XL: a heat flux model and a thermal runaway model. The heat flux model was created to determine the estimated heat flux that a MP2/2XL fire could have on surrounding exposures and the thermal runaway model was created to calculate the temperature rise at the battery modules based on an external heat flux acting upon the MP2/2XL. The fire propagation model was created to provide additional information regarding the fire propagation potential of a MP2/2XL cabinet to a project designer, installer, FCO or an AHJ to assist in their design, installation, or review of a MP2/2XL installation.

#### **Heat Flux Model Basis and Validation – No Wind**

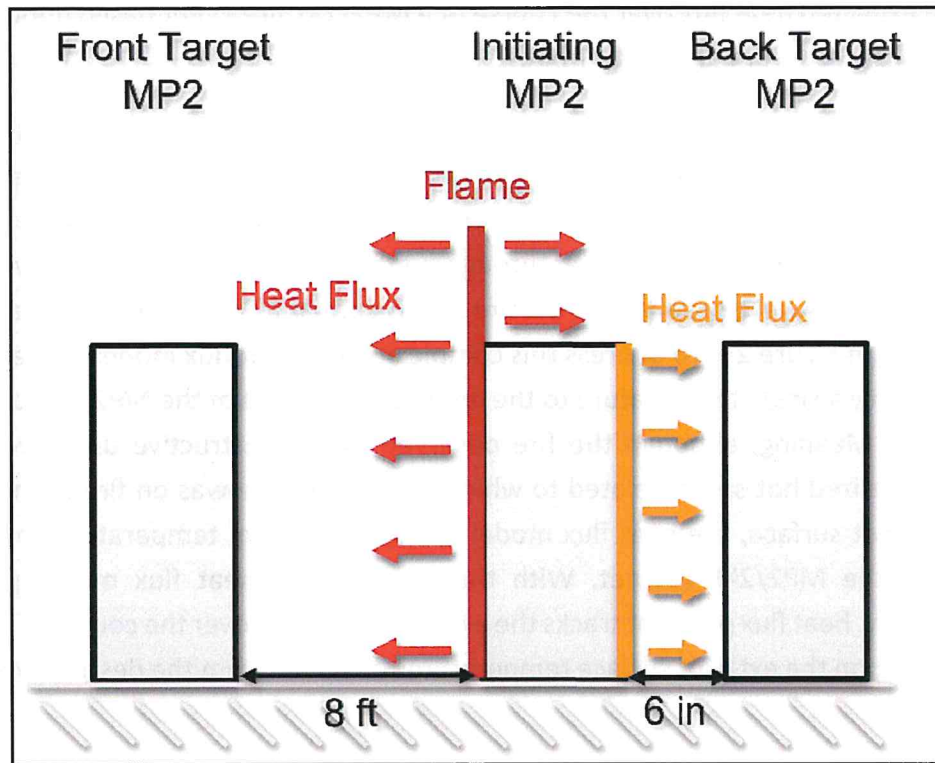
The heat flux model was based on heat being transferred to the target MP2/2XL cabinets in two dominant modes: heat flux emitted from the flames out the front of the MP2/2XL and heat flux emitted from the hot surface of the MP2/2XL cabinet itself, as shown in Figure 22. These modes of heat transfer were observed in the destructive unit level test where the fire in a MP2XL cabinet principally exited the cabinet through the front door and front grill of the thermal roof.

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<sup>7</sup> NFPA 855, Section 9.6.5.6.4.

<sup>8</sup> Tesla's MP2 and MP2XL DIM states cabinets can be installed within 6 inches to the sides and behind each other and 8 ft in front. The 8-foot distance in front of the cabinet is required for installation and maintenance activities.





*Figure 22 Heat flux model conditions: no wind condition.  
Note: the illustration is for demonstrational purposes only. Not to scale.*

In addition, the MP2XL cabinet radiated heat from its external surfaces to its surroundings as the fire inside the cabinet heated up the steel cabinet. These heat fluxes were calculated utilizing the solid flame radiation model formulas described by Hurley<sup>9</sup> and heat transfer formulas between parallel, rectangular plates (i.e., the exterior surfaces of adjacent MP2/2XL cabinets are two parallel, rectangular plates separated by 6 inches) outlined by Howell.<sup>10</sup>

For inputs, the flame radiation portion of the heat flux model required an estimated flame height, width, and temperature from a MP2/2XL fire. These values were obtained from the destructive unit level test described above, where flame heights and widths were determined throughout the test based on a review of the fire test videos, as shown in Figure 20. For the flame temperature, this input was assumed to be 1200 Kelvin (K) or 927°C, a typical flame temperature assumption for this type of fire. For the estimated flame heights and widths, the model was first analyzed with no wind (i.e., the flames emit directly vertical with little or no tilt in either direction). With these inputs the heat flux model can provide a conservative time v. heat flux plot

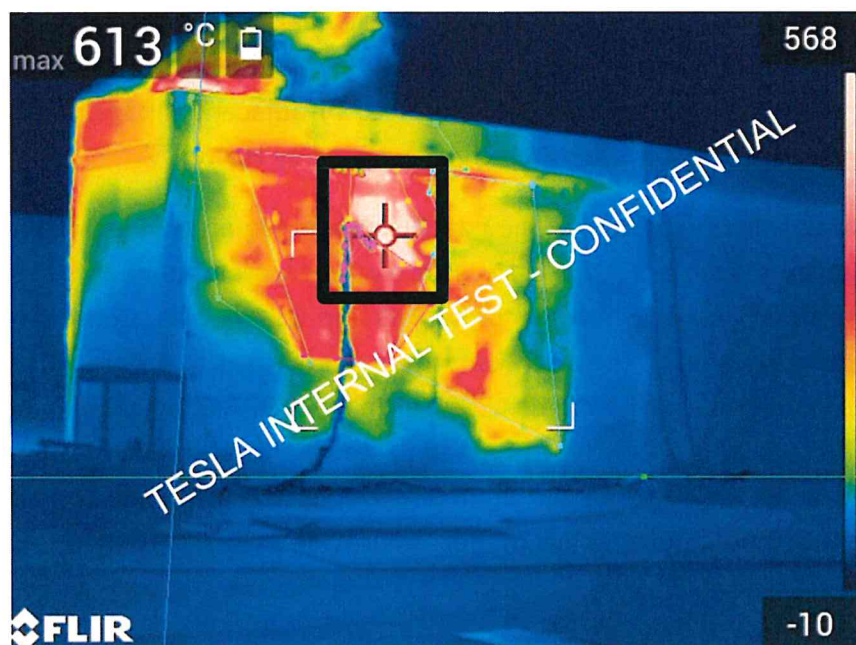
<sup>9</sup> Hurley, M.J., Gottuk, D.T., Hall Jr, J.R., Harada, K., Kuligowski, E.D., Puchovsky, M., & Wieczorek, C.J. (2015). SFPE handbook of fire protection engineering.

<sup>10</sup> Howell, J.R. (2010). A catalog of radiation heat transfer configuration factors.

that tracks the expected heat flux over the course of a MP2/2XL fire event based upon the flame characteristics observed from unit level fire tests.

The high temperature surface radiation portion of the heat flux model required an estimated external surface temperature of the MP2/2XL cabinet. These values were also obtained from the destructive unit level test described above, where a thermal imager was utilized to determine the external surface temperature of cabinet throughout the test. During the destructive unit level test, localized hot spots were observed as the fire slowly spread from battery module to battery module, as shown in Figure 23. To address this complexity, the heat flux model instead chose to conservatively apply a single temperature to the entire back surface of the MP2/2XL cabinet as a function of time. Meaning, although the fire observed in the destructive unit level fire test created small, localized hot spots (related to which battery module was on fire at the time) on the exterior cabinet surface, the heat flux model applied a uniform temperature to the entire back surface of the MP2/2XL cabinet. With these inputs the heat flux model provided a conservative time v. heat flux plot that tracks the expected heat flux over the course of a MP2/2XL fire event based upon the exterior surface temperatures observed from the destructive unit level fire test.

To validate the heat flux model, it was first applied to a fire test performed on the original Megapack (MP1). During unit level fire testing of the MP1, a fire event consumed the entire cabinet and external heat fluxes were collected by heat flux sensors. The inputs for the model were determined by reviewing the fire test videos and thermal imager data.



*Figure 23 Typical “hot spot” (see black box) observed during the destructive unit level test.*





The model generated the estimated heat fluxes emitting off the flames and when compared to the fire test data collected by the heat flux sensors, the model shows consistency in predicting the heat flux that was measured, typically within 20%. Given the heat flux model is being compared to an outdoor fire test, with its inherent unpredictability, this level of accuracy is more than acceptable. In addition, the model was also consistently conservative by overpredicting the heat flux compared to what was measured by the heat flux sensors. For instance, during one 30–40-minute window where there was limited wind interference (i.e., a no wind condition), the model predicted an average heat flux of 17.4 kW/m<sup>2</sup> at 8 ft in front of the MP1. The heat flux sensor installed 8 ft in front of the MP1 measured a heat flux, on average, of 15.0 kW/m<sup>2</sup> during this same 30–40-minute period.

In addition, the inputs for the external surface temperature utilized for the heat flux model were conservatively applied to the entire back surface of the MP2/2XL cabinet. Meaning, although the fire observed in the destructive unit level fire test created localized hot spots on the exterior cabinet surface, the heat flux model characterized the entire back of the MP2/2XL cabinet as a high temperature surface. This emits a heat flux from the external surface of the MP2/2XL cabinet over a much larger area than what was observed in the destructive unit level test (where the fire only created small localized hot spots, shown in Figure 23) as the fire slowly spread from battery module to battery module.

#### Heat Flux Model Basis and Validation – With Wind

With the model showing a good correlation between predicted heat fluxes and actual fire test data from the MP1 during no wind conditions, it was then adjusted to predict the heat flux imposed on target MP2/2XL cabinets with wind. By adjusting the tilt of the flames, worst-case wind conditions can be accounted for and added to the model. Based on the theoretical worst-case flame tilt, a sustained angle of 45 degrees,<sup>11</sup> as shown in Figure 24, would apply the largest heat flux onto the surfaces of neighboring MP2/2XL cabinets and would present the greatest risk of thermal runaway propagation. By accounting for the worst-case flame tilt (i.e., 45 degrees), the magnitude of the wind speed is not a concern. Meaning, if the wind speed is lower, then the flame tilt will be less than 45 degrees and the heat flux from that flame will be less than what the model is predicting. Similarly, if the wind speed creates a flame that has a tilt angle greater than 45 degrees, then the heat flux that flame will impose on the adjacent MP2/2XL cabinets will also be lower than the worst-case 45-degree scenario that the model is assuming.

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<sup>11</sup> Howell, J.R. (2010). A catalog of radiation heat transfer configuration factors.



Figure 24 Heat flux model conditions: with wind blowing towards the front target (left) and with wind blowing towards the back target with flames exiting the top of the MP2 cabinet (right). Note: the illustrations are not to scale.

This sustained, 45-degree flame tilt is conservative in that it is applied consistently over the entire duration of the heat flux model. In addition, for the flame tilt towards the front target, the flame was assumed to tilt from ground level to the top of the flame, which is another conservative assumption to the heat flux model. This creates a tilted flame that would not be expected in a fire event as the MP2/2XL cabinet itself would obstruct the wind from tilting the flames that low to the ground. Lastly, the wind condition for towards the back target MP2/2XL analyzes the flames exiting the top right corner of the MP2/2XL cabinet and emitting a sustained heat flux at a 45-degree angle directly to the top of the back target. This conservative approach results in a much shorter distance between the flame and the back target and thus a larger heat flux being imposed on the back target.

### Heat Flux Model Results

The heat flux model determined the anticipated heat flux emitted from a MP2/2XL fire as a function of time for each of the scenarios described above. Figure 25 provides the modeled heat fluxes emitting off the hot MP2/2XL cabinet surface only (i.e., excluding the flame heat flux) as a function of time, Figure 26 provides the modeled heat fluxes emitting off the flames for the three wind conditions described above, and Table 8 provides the peak heat fluxes determined by the models for each scenario.

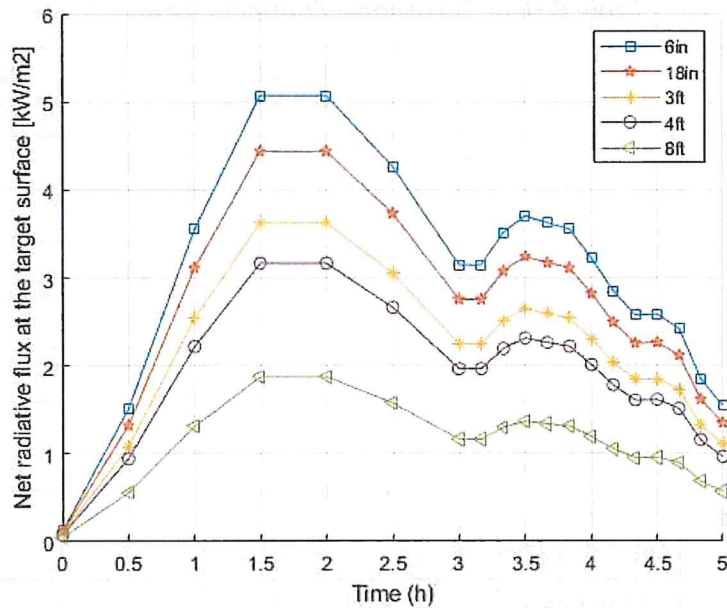


Figure 25 Heat flux emitting off the MP2 cabinet surface, as a function of time, at varying distances as determined by the heat flux model.

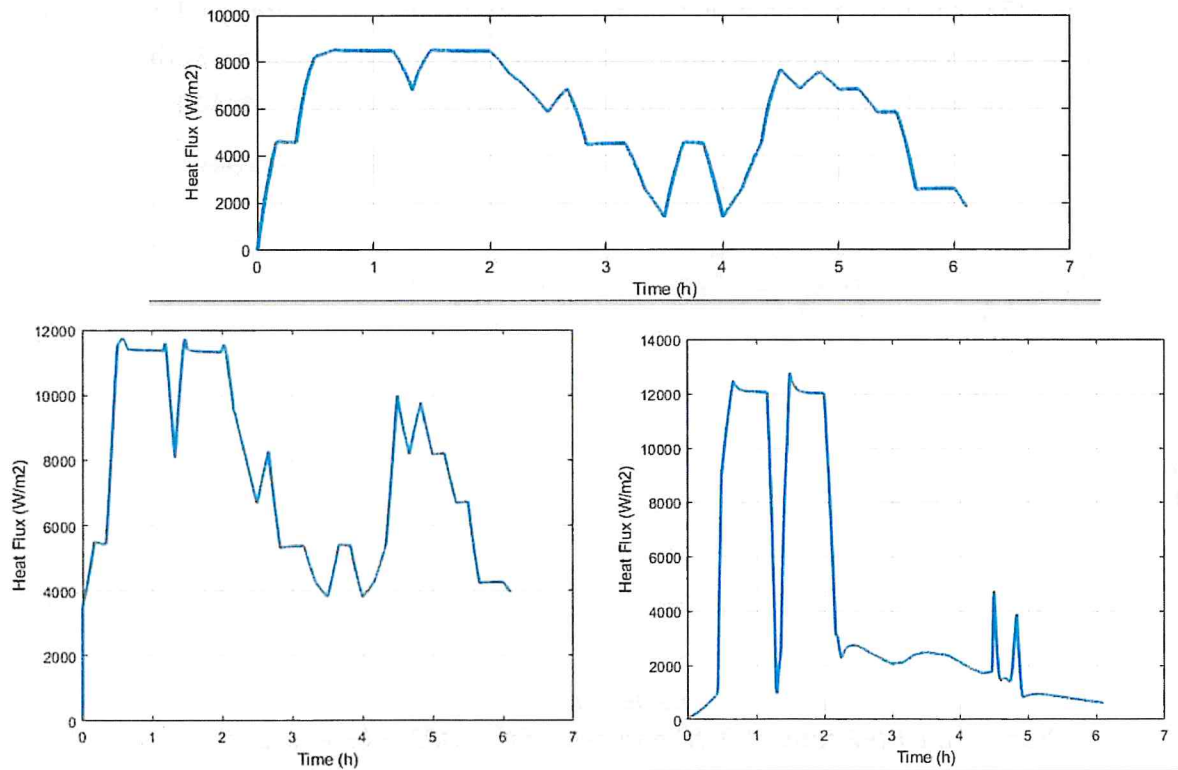


Figure 26 Heat flux emitting off the flames, as a function of time, as determined by the heat flux model: no wind condition (top); wind blowing towards the front target (bottom left); and wind blowing towards the back target (bottom right).



Table 8 Heat Flux Model Summary Results

Radiation Emitting From	Condition	Target Location and Distance	Maximum Predicted Heat Flux (W/m <sup>2</sup> )
MP2/2XL Cabinet (hot surface)	With or Without Wind	Back and Side Targets	6 in
			18 in
			3 ft
			4 ft
			8 ft
Flames: Front of the MP2/2XL Cabinet	No wind (vertical flames)	Front Target	8 ft
Flames: Front of the MP2/2XL Cabinet	Worst-case wind (45° tilted flames)		8 ft
Flames: Top of the MP2/2XL Cabinet	Worst-case wind (45° tilted flames)	Back and Side Targets	6 in

In addition to creating heat flux profiles for the purpose of analyzing the fire propagation risk to neighboring MP2/2XL cabinets, the heat flux model was also utilized to determine the estimated heat fluxes at distances further from the MP2/2XL cabinet, as shown in Figure 27. These values can be utilized, as necessary, to analyze the risk to other exposures in proximity to a MP2/2XL.

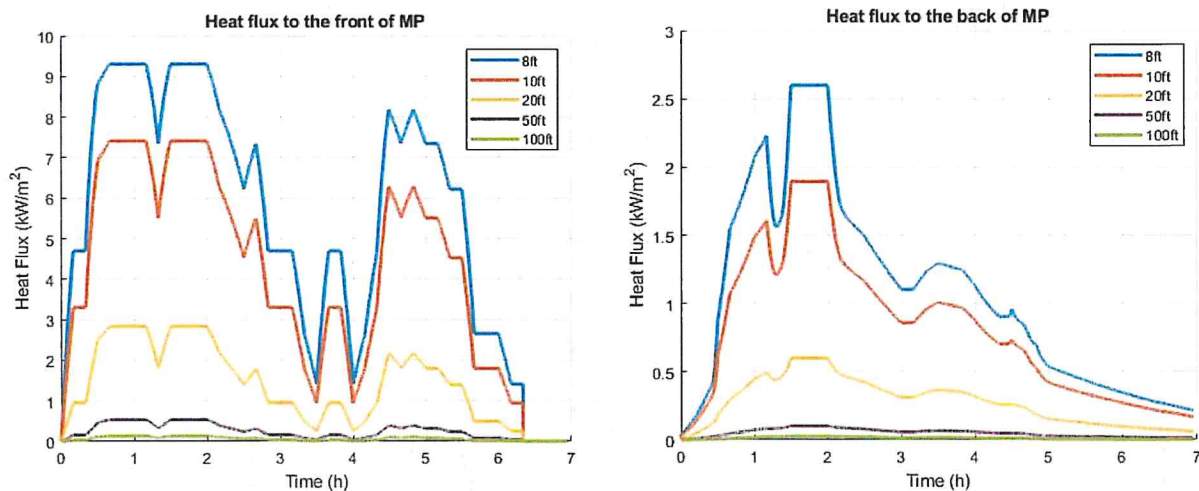


Figure 27 Heat flux versus time as determined by the heat flux model in front of the MP2 cabinet (left) and behind the MP2 cabinet (right).





### Thermal Runway Model Basis

The second step of the fire propagation model was the thermal runaway model. This model analyzes the heat transfer from the heat flux emitting off a MP2/2XL fire to the battery modules of adjacent MP2/2XL cabinets. For this analysis, the adjacent MP2/2XL cabinets were 8 ft in front, 6 inches behind and 6 inches to the side of the initiating MP2/2XL cabinet, just as they would be in a typical installation. The temperature rise at the battery modules of these adjacent MP2/2XL cabinets was calculated by determining the heat transfer across the 6-inch and 8-foot gaps and through the exterior surface of the MP2/2XL cabinet before reaching the battery modules. The heat transfer across these gaps was calculated utilizing a 1D transient heat transfer model as described by Bergman.<sup>12</sup> For inputs, the model required a heat flux as a function of time, as determined in the heat flux model described above. With those heat fluxes, the thermal runaway model can provide a temperature curve as a function of time. This curve tracks the expected temperature at the battery modules over the course of a MP2/2XL fire event based upon the heat flux acting upon the target MP2/2XL cabinet.

### Fire Propagation Model Results

Coupling the heat flux and thermal runaway models together creates the fire propagation model. Table 9 summarizes the results of the fire propagation model at target MP2/2XL cabinets 8 ft in front of the initiating MP2 as well as 6 inches behind and to the side.

*Table 9 Summary Results for the Fire Propagation Model*

Target Location	Condition	Maximum Predicted Battery Module Temperature	Cell Thermal Runaway Temperature
Back and Side Target Modules	No wind (vertical flames)	102°C (216°F)	239°C (462°F)
Back and Side Target Modules	Worst-case wind (45° tilted flames)	150°C (302°F)	239°C (462°F)
Front Target Modules	No wind (vertical flames)	129°C (264°F)	239°C (462°F)
Front Target Modules	Worst-case wind (45° tilted flames)	164°C (327°F)	239°C (462°F)

As shown, the fire propagation model predicts maximum temperatures at adjacent battery modules over the course of a 6 hour and 40-minute MP2/2XL fire (as was observed in the

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<sup>12</sup> Bergman, T.L., Bergman, T.L., Incropera, F.P., Dewitt, D.P., & Lavine, A.S. (2011). Fundamentals of heat and mass transfer.



destructive unit level fire test) below the threshold for cell thermal runaway (239°C or 462°F). As such, based on the fire propagation model, in the unlikely event of a MP2 fire, and accounting for worst-case wind conditions, thermal runaway would not propagate to a MP2/2XL installed 8 ft in front, 6 inches behind or 6 inches to the side of the initiating MP2/2XL cabinet.

## **MEGAPACK 1 VS. MEGAPACK 2 AND MEGAPACK 2XL**

From the exterior the original Megapack (the MP1) and the second generation Megapack (MP2/2XL) appear substantially similar: a lithium-ion battery cabinet with the similar dimensions. In addition, many of the same safety features incorporated into the MP1, including the layered BMS, TMS, and deflagration control system, are also included in the design of the MP2. The most significant difference between the two products is the change in the cells utilized within the battery modules. The MP1 utilized cylindrical 2170 lithium-ion nickel manganese cobalt oxide (NMC) cells whereas the MP2/2XL is utilizing prismatic, LFP cells. The LFP cells were found to require more energy to go into thermal runaway<sup>13</sup> and were less likely to propagate to adjacent cells. For instance, UL 9540A unit level fire testing of the MP1 resulted in the combustion of the entire cabinet as thermal runaway propagated from the initiator module to adjacent cells and ultimately, adjacent battery modules. This resulted in a fire (ignited by the sparker system) within the cabinet and flames exiting the cabinet through the thermal roof. As described above, thermal runaway during the UL 9540A unit level fire test in the MP2/2XL only propagated to a single additional cell (a seventh cell) beyond the initial six that were forced into runaway and no external flaming was observed. This result indicates a reduced propensity for fire spread both within the MP2/2XL cabinet (from battery module to battery module for instance) and externally from MP2/2XL cabinet to adjacent cabinets, then was observed in the MP1. For a side-by-side direct comparison between the Megapack products, refer to Appendix 1, MP1 vs. MP2/2XL Comparison.

## **CONCLUSIONS**

Based on our review of the available materials, our background, experience and training, and the analysis performed to date described above, the following conclusions are submitted within a reasonable degree of scientific and engineering certainty:

1. The MP2/2XL is listed to all product design standards (such as UL and IEC) required of a BESS and has been tested to UL 9540A at the cell, module, and unit level.

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<sup>13</sup> UL 9540A cell level testing indicates thermal runaway initiates at 139°C (282°F) for NMC cells vs. 239°C (462°F) for LFP cells.





2. Cell and module level UL 9540A testing demonstrated that the venting and combustion of the MP2/2XL cells releases flammable gases that are commonly detected in a vented lithium-ion cell; however, they do not release toxic gases sometimes associated with the failure of lithium-ion batteries, such as HCN, HCL and HF.
3. The largest variant of the MP2, a 3,100.8-kWh unit, was tested at a worst-case scenario (i.e., 100% SOC with the BMS and TMS disabled) to the UL 9540A unit level fire test method.
  - a. The UL 9540A unit level fire test was initiated through the simultaneous heating and subsequent failure of six cells within a single battery module of the initiating MP2 cabinet.
  - b. This resulted in thermal runaway propagating to a seventh cell within the battery module; however, thermal runaway did not propagate any further than the seventh cell, nor did thermal runaway propagate to adjacent battery modules within the initiating MP2 cabinet, or to the target MP2 cabinets installed at separation distances of 6 in (150 mm) behind and to the sides of the initiating MP2 cabinet.
  - c. The maximum surface temperature recorded at the target MP2 cabinets was 16.8°C (62.2°F) on the front target MP2 cabinet installed 8 ft (2.44 m) directly in front of the initiating MP2. Cell venting occurs at 174°C (345°F) and thermal runaway occurs at 239°C (462°F). These temperature measurements indicate propagation to the battery modules within a MP2 cabinet installed at clearances of 8 ft (2.44 m) is not possible.
4. Based on this failure scenario, a nearly simultaneous failure of six cells within the same battery module, the performance criteria outlined in UL 9540A, Table 9.1 for outdoor, ground mounted BESS were all met. Specifically, the performance criteria results were:
  - a. No flaming was observed outside of the unit.
  - b. Surface temperatures of battery modules within the target MP2 cabinets adjacent to the initiating MP2 cabinet did not exceed the temperature at which thermally initiated cell venting occurs. The maximum temperatures recorded at the battery modules of the adjacent MP2 cabinets were 13.8°C (56.4°F) and 13.2°C (55.8°F). These temperatures are significantly below the temperature at which cell venting occurs (174°C or 345°F).
  - c. Surface temperatures on exposures 5 ft (1.52 m) to the side and 8 ft (2.44 m) in front of the initiating MP2 cabinet did not exceed 97°C (175°F) above ambient. The maximum external surface temperatures recorded at the instrumented wall 5 ft (1.52 m) to the side was 25.9°C (78.6°F) with a temperature rise above ambient of 5.5°C (9.9°F). The maximum external surface temperatures recorded at the front target 8 ft (2.44 m) directly in front of the initiating MP2 was 16.8°C (62.2°F) with a temperature rise above ambient of 5.5°C (9.9°F). These temperatures are significantly below the maximum permitted temperature rise above ambient of 97°C (175°F).
  - d. Explosion hazards, including but not limited to, observations of a deflagration, projectiles, flying debris, detonation, or other explosive discharge of gases were not observed.



- e. Heat flux measurements did not exceed  $1.3 \text{ kW/m}^2$ . The maximum heat flux recorded was  $0.0000016 \text{ W/m}^2$ , which was the sensor installed on the front target MP2 cabinet and was the ambient heat flux the sensor was exposed to throughout the test.
- 5. Based on a review of the MP2, its fire safety features and the UL 9540A unit level fire test results, the MP2 meets or exceeds all the performance criteria of UL 9540A, Table 9.1 and UL 9540A installation level testing is not required for a MP2 installation.
- 6. The MP2XL design is almost identical to the MP2 other than being greater in length to accommodate the additional battery modules. Given the limited module propagation observed during UL 9540A unit level testing of the MP2 (seven cells went into runaway) the behavior is expected to be no different with the MP2XL. As such, a stand-alone UL9540A unit level fire test for the MP2XL was not performed. The UL 9540A unit level fire test results, described above for the MP2, can be applied to the MP2XL.
  - a. Similarly, after reviewing the MP2 unit level fire test results and comparing the MP2 and MP2XL to one another, TÜV determined the MP2 UL 9540A unit level fire test results can be applied to the MP2XL and an additional UL 9540A unit level fire test for the MP2XL was not required for its listing.
- 7. Smaller capacity MP2/2XL cabinets, populated with less battery modules, would be expected to perform similarly given they are designed and constructed substantially similar (with the same cells, battery modules, fire safety features, etc.) than the larger capacity MP2/2XL cabinets that were tested as described in this report.
- 8. Additional findings based on the UL 9540A unit level fire test results, are as follows:
  - a. None of the external fire detectors activated during the fire test (two multi-spectrum IR flame detectors and two thermal imagers). This result is expected, as no flaming was observed outside of the cabinet during the test; however, previous testing by Tesla on the MP1 has demonstrated that multi-spectrum IR flame detectors can detect a fire should flames exit the cabinet through the thermal roof.
  - b. An integral fire suppression system or an external fire suppression system is not required to stop the spread of fire from cell to cell, module to module or MP2/2XL cabinet to cabinet when a near simultaneous failure of up to six cells occurs within the same battery module.
  - c. Manual fire suppression (hose lines) is not required to stop the spread of fire from a MP2/2XL cabinet to adjacent MP2/2XL cabinets installed 6 in (150 mm) behind and to the sides when a near simultaneous failure of up to six cells occurs within the same battery module.
- 9. Additional findings based on internal testing and analysis performed by Tesla are as follows:
  - a. Unit level products of combustion testing demonstrated that HF was only detected at trace levels (0.10 and 0.12 ppm) in two sampling locations approximately 20 ft upwind





and 5 ft downwind from the initiating MP2. This trace quantity was detected over the entire 2½ hour test duration (i.e., is the cumulative quantity measured) and is well below the HF IDLH value of 30 ppm. Note HF was not detected in the UL 9540A cell or module level vent gas constituents. In addition, unit level products of combustion testing found no traces of twenty-seven different metals, including lithium and mercury.

- b. Destructive unit level testing demonstrated that the MP2/2XL is capable of safely failing in the extreme case of a catastrophic failure with one of its battery modules. The destructive unit level test results further validated the explosion control system and demonstrated that it can mitigate the deflagration hazard even with an extreme failure scenario (simultaneous failure of forty-eight cells). This destructive unit level test led to a slow progressing fire that burned for 6 hours and 40 minutes until flaming ceased. In addition, the fire failed to spread past the CIB and only half of the cabinet's battery modules became involved in the fire.
  - c. Fire modeling demonstrated that in the unlikely event of a fire, it would not propagate from one MP2/2XL cabinet to adjacent cabinets installed 6 inches behind, 6 inches to the side or 8 ft directly in front of the initiating MP2/2XL. This result was analyzed for both no wind and worst-case wind conditions where flames could tilt towards the MP2/2XL installed in front of the initiating MP2/2XL or could tilt towards the back MP2/2XL cabinet.
10. Based on a review of the MP2/2XL, its fire safety features, UL 9540A test results, additional internal MP2/2XL unit level fire testing and fire propagation modeling, the MP2/2XL can meet or exceed all the installation level codes and standards, such as the IFC and NFPA 855, required for outdoor, ground mounted BESS installations when installed in accordance with the MP2 and MP2XL DIM.

If you have any questions or comments, please do not hesitate to contact us.

Sincerely,  
Fisher Engineering Inc.

Andrew Blum, PE, CFEI, CVFI  
Senior Fire Protection Engineer

Reviewed by

Doug Fisher, PE, FSFPE  
Principal Fire Protection Engineer



## QUALIFICATIONS

Mr. Andrew Blum graduated from the University of Maryland with a Bachelor of Science and Master of Science degree in Fire Protection Engineering. His experience includes design, review, inspection, and analysis of fire protection system installations, fire hazard analysis, life safety/building code surveys, computer fire modeling, small and large-scale fire testing, interpretation and enforcement of fire/building codes, as well as fire/explosion investigations, and fire protection systems failure analysis/investigations.

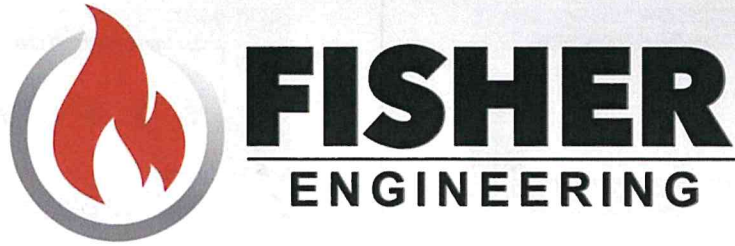
Mr. Blum is a registered professional fire protection engineer and has extensive experience utilizing the National Fire Protection Association (NFPA) codes, standards, and recommended practices, model building and fire codes from the International Code Council (ICC) and product safety standards, such as UL standards and listings in his analyses. He has experience in performing and supervising small- to large-scale fire tests. These tests include firsthand fire testing experience with nationally and internationally accepted standards published by the NFPA, ASTM, ISO, UL, FM, and CFR. He also has specific expertise in fire-testing lithium-ion batteries used in consumer electronics/products, electric drive vehicles, in storage configurations and in BESS. This experience includes performing, analyzing, or reviewing (as a technical panelist) fire tests of lithium-ion batteries for the NFPA's Fire Protection Research Foundation.

Mr. Blum is a principal member on the technical committee on NFPA 855, *Standard for the Installation of Stationary Energy Storage Systems* and is an active member of the NFPA, ICC, ASTM, and Society of Fire Protection Engineers (SFPE). He has presented many times on the topic of lithium-ion batteries as it relates to fire safety and has published numerous papers/reports on the same subject, including lithium-ion BESS.

## LIMITATIONS

At the request of Tesla, FEI performed an FPE analysis of their new BESS. The MP2/2XL is a ground mounted lithium-ion BESS with a storage capacity between approximately one and four MWh. It is meant for outdoor installations, mounted to the ground, for commercial and industrial applications. This FPE analysis included a review of the MP2/2XL, its construction, design, fire safety features, UL 9540A cell, module and unit level test data, additional internal unit level fire tests and fire propagation modeling. The scope of services performed during this analysis may not adequately address the needs of other users of this report, and any re-use of this report or its conclusions presented herein are at the sole risk of the user. The opinions and comments formulated during this assessment are based on observations and information available at the time of the analysis from the UL 9540A unit level fire test. No guarantee or warranty as to future life or performance of any reviewed condition is expressed or implied.

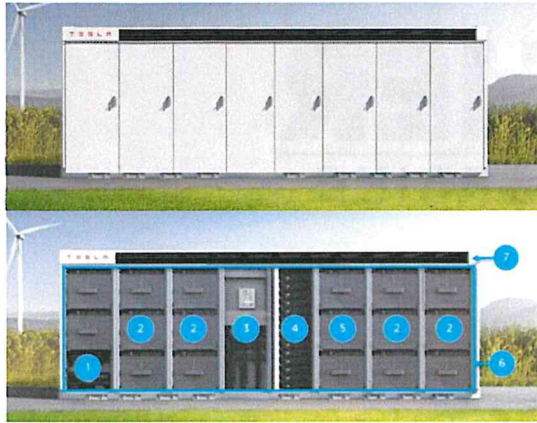




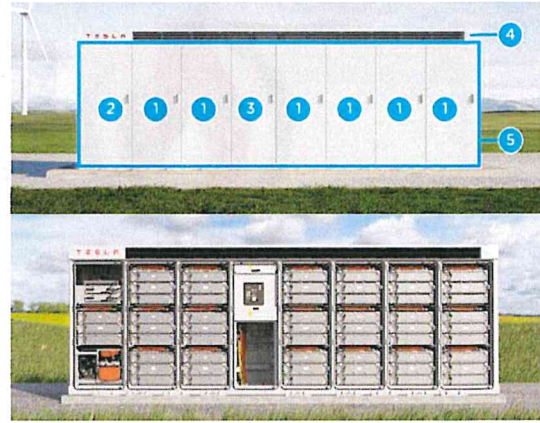
## APPENDIX 1

### Megapack 1 vs. Megapack 2/2XL Comparison

## Megapack 1



## Megapack 2



### Cells and Battery Modules:

#### Cylindrical 2170 NMC

1,000 Cells per Tray, 12 Cell Trays  
12,000 Cells per Battery Module

#### Prismatic LFP

112 Cells per Tray, 3 Cell Trays  
336 Cells per Battery Module

Each Module Equipped with an Integrated BMS

### Layout/Construction:

Modular Cabinet Design, Not Occupiable

Thermal Bay, Customer Interface Bay, IP66 Battery Module Bay, and Thermal Roof

23.5 x 5.4 x 8.3 ft

23.75 x 5.4 x 8.2 ft

Up to 17 Battery Modules

Up to 19 Battery Modules

### Safety Features:

#### Thermal Management System:

Closed Loop Liquid Coolant System and R-134A Refrigerant

#### Customer Interface Bay:

User-accessible Area Designed for Operation and Servicing

#### Electrical Fault Protection:

Passive and Active Safety Control Mechanisms (Fuses, Circuit Interrupters, Pyrotechnic Fuse)  
Installed within the Battery Module Circuits and Distribution Circuit

Autonomous BMS with 24/7 Remote Monitoring by Tesla Operation Facilities

No Integral Fire Detection or Fire Suppression System

Thermal Insulation

No Thermal Insulation<sup>1</sup>

#### Explosion Control System:

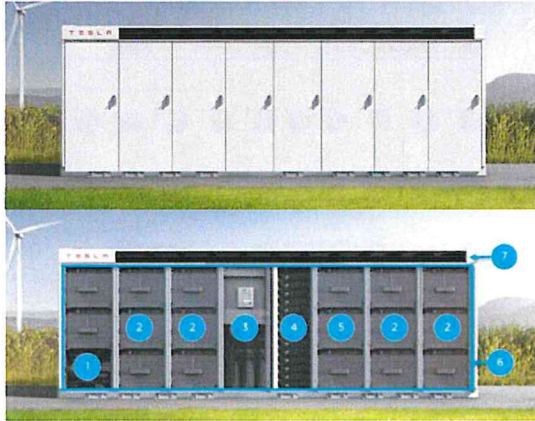
33 Overpressure Vents, 8 Sparkers

22 Overpressure Vents, 12 Sparkers<sup>1</sup>

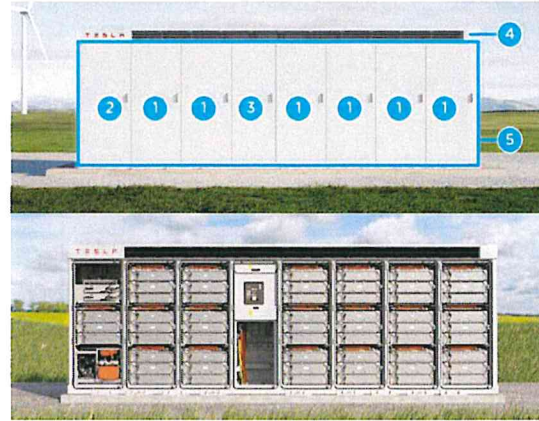
<sup>1</sup> Modified explosion control system and thermal insulation to account for the different cells (NMC vs. LFP) utilized in the MP2.



## Megapack 1



## Megapack 2



### Listings and Certifications

Component and BESS Design Certifications/Listings (UL9540 and IEC 62933-5-2)

Installation Level Codes and Standards (IFC and NFPA 855)

### UL 9540A Unit Level Test Results

**Internally Heated Cells:  
Led to Cascading Thermal Runaway of All Cells**

**Internally Heated Cells:  
Led to Thermal Runaway of One Additional Cell**

**Fire Propagation:  
Consumed the Entire Cabinet**

**No Fire Propagation:  
No Evidence of Sustained Flaming**

**Flames Observed Outside the Cabinet Exiting  
via the Thermal Roof**

**No Flames Observed Outside the Cabinet**

**Heat Fluxes Recorded at Distances of up to  
20-30 ft From the Cabinet**

**No Heat Fluxes Recorded at Distances of up to  
20-30 ft From the Cabinet**

**Explosion hazards, including but not limited to, observations of a deflagration, projectiles, flying debris, detonation, or other explosive discharge of gases were not observed.**

**No Fire Propagation to Adjacent Cabinets at 6-inch (150 mm) Spacing to the Sides and Behind**

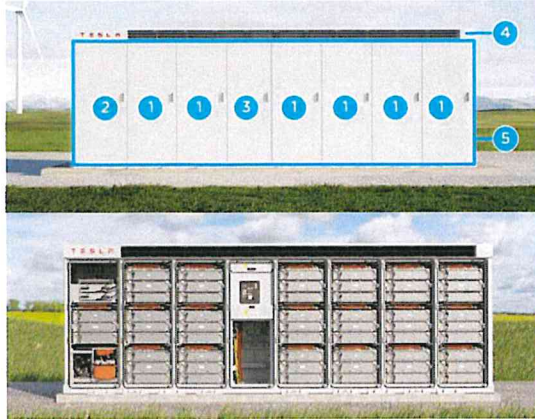
**No Fire Propagation to Adjacent Cabinets at 8 ft (2.44 m) Spacing Directly in Front**

**Integral Fire Suppression Not Required to Stop Cabinet to Cabinet Fire Spread**

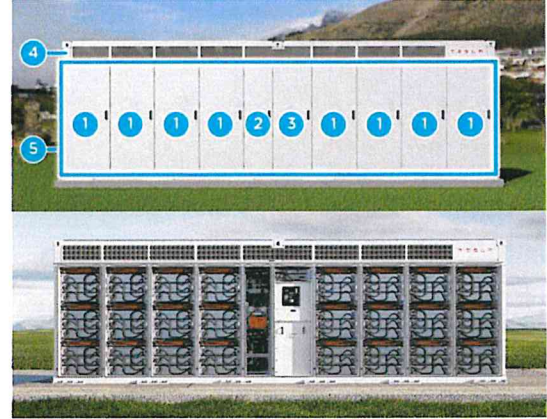
**Manual Fire Suppression (Hose Lines) Not Required to Stop Cabinet to Cabinet Fire Spread**

**No Free-Flowing Liquid Runoff Observed After the Test**

## Megapack 2



## Megapack 2XL



### Cells and Battery Modules:

Same Cells, Battery Modules and Integrated BMS

### Layout/Construction:

Same Modular Cabinet Design, Not Occupiable with the Same or Substantially Similar Thermal Bay, Customer Interface Bay, IP66 Battery Module Bay, and Thermal Roof

23.8 x 5.4 x 8.2 ft

28.9 x 5.4 x 9.2 ft

Up to 19 Battery Modules (3,100.8 kWh)

Up to 24 Battery Modules (3,916.8 kWh)

### Safety Features:

Same or Substantially Similar Thermal Management System, Customer Interface, Electrical Fault Protections and Autonomous BMS with 24/7 Remote Monitoring by Tesla Operation Facilities

No Integral Fire Detection or Fire Suppression System

### Explosion Control System:

22 Overpressure Vents, 12 Sparkers

26 Overpressure Vents, 12 Sparkers

### Listings and Certifications

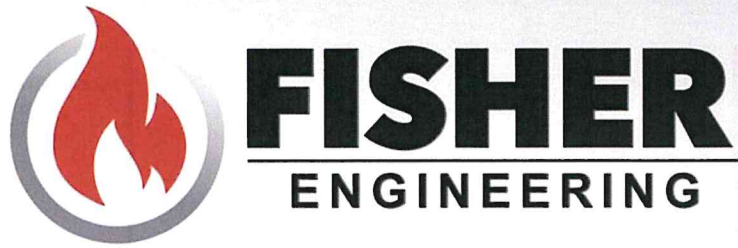
Has the Same Component and BESS Design Certifications/Listings (UL 9540 and IEC 62933-5-2)

Meets the Same Installation Level Codes and Standards (IFC and NFPA 855)

### UL 9540A Unit Level Test Results

Same UL 9540A Fire Test Results: No Fire Propagation or Evidence of Sustained Flaming, No Flames Observed Outside the Cabinet, No Fire Propagation to Adjacent Cabinets, Integral Fire Suppression or Manual Fire Suppression (Hose Lines) Not Required to Stop Cabinet to Cabinet Fire Spread, No Observations of Explosion Hazards, No Free-Flowing Liquid Runoff Observed After the Test





## APPENDIX 2

### Heat Flux Plots

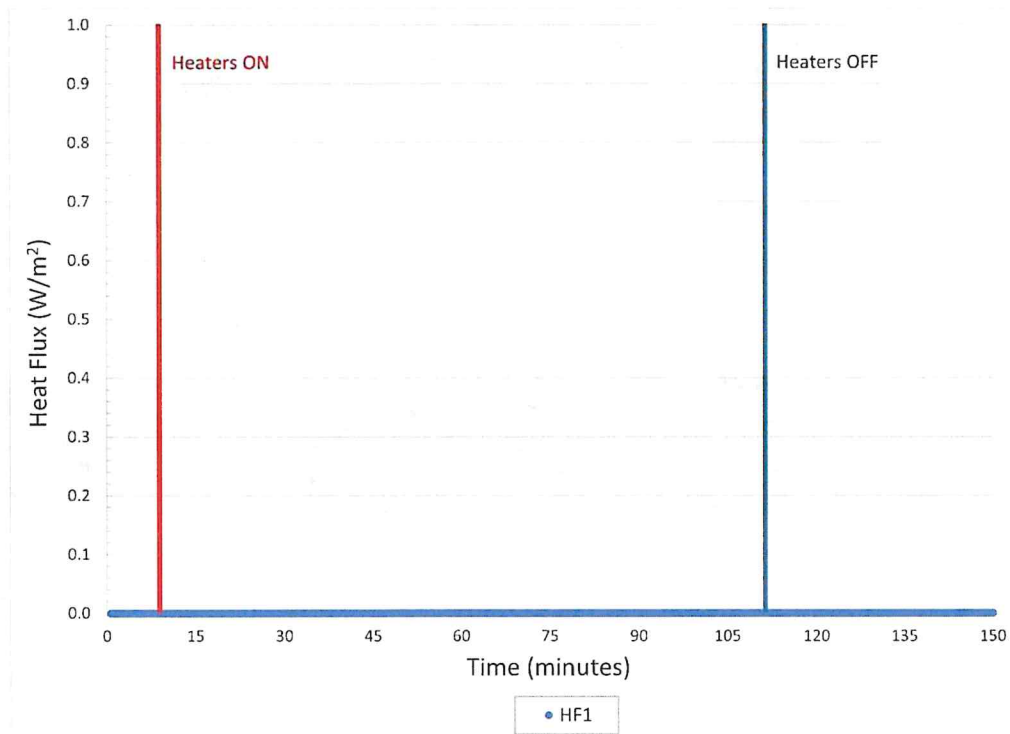


Figure 28 HF1 measurements recorded during UL 9540A unit level fire testing.

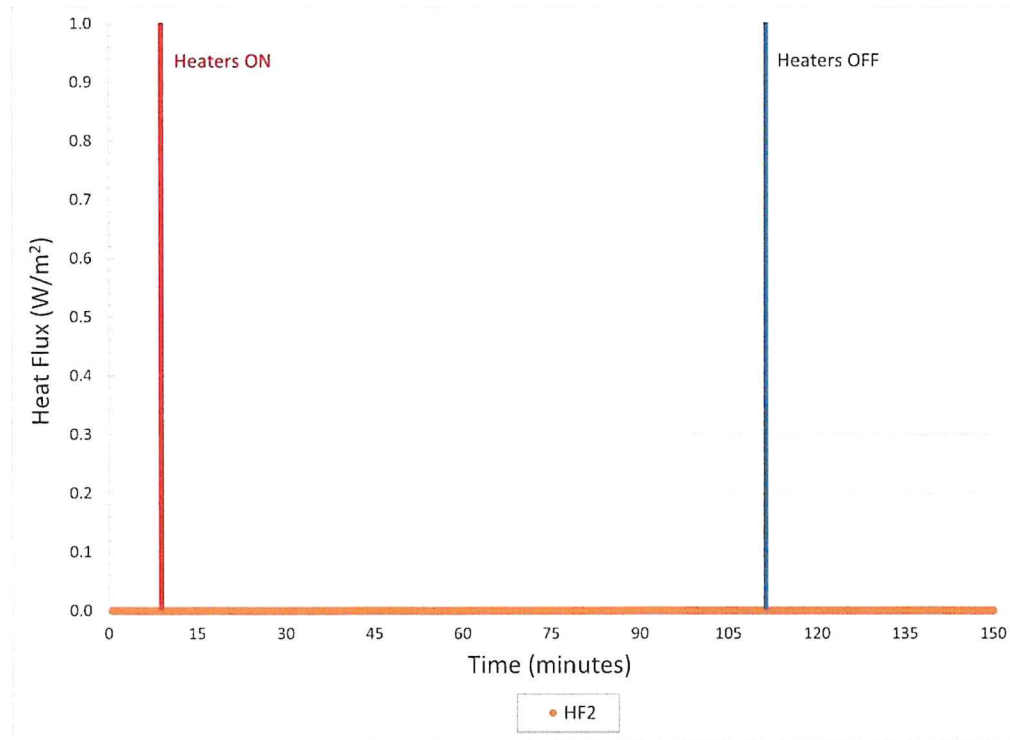


Figure 29 HF2 measurements recorded during UL 9540A unit level fire testing.



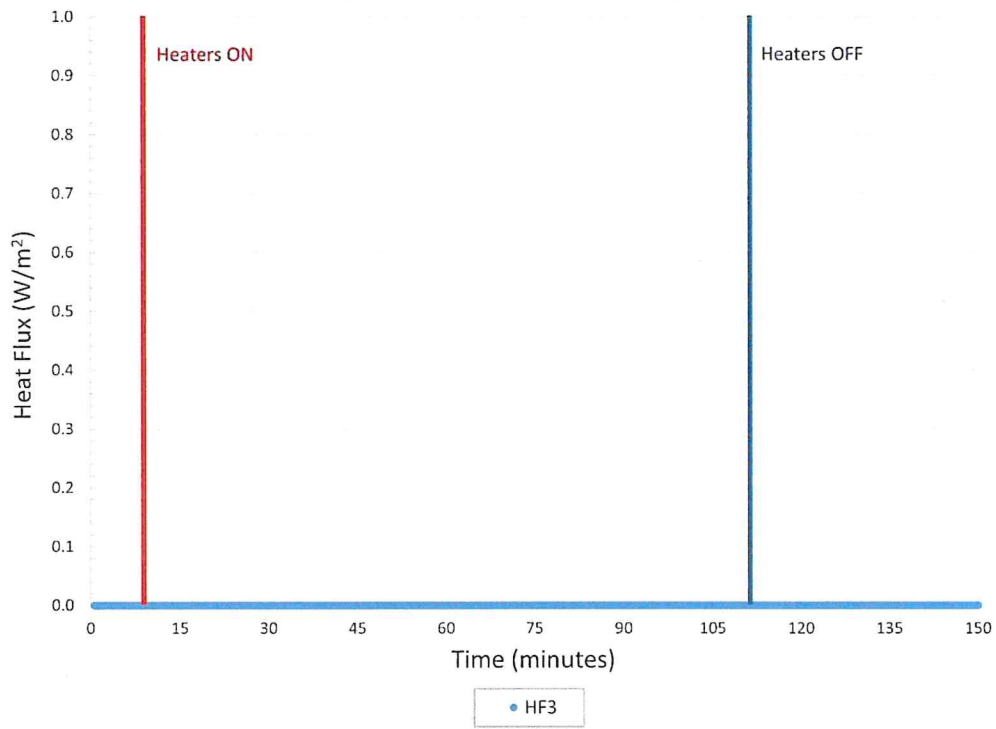


Figure 30 HF3 measurements recorded during UL 9540A unit level fire testing.

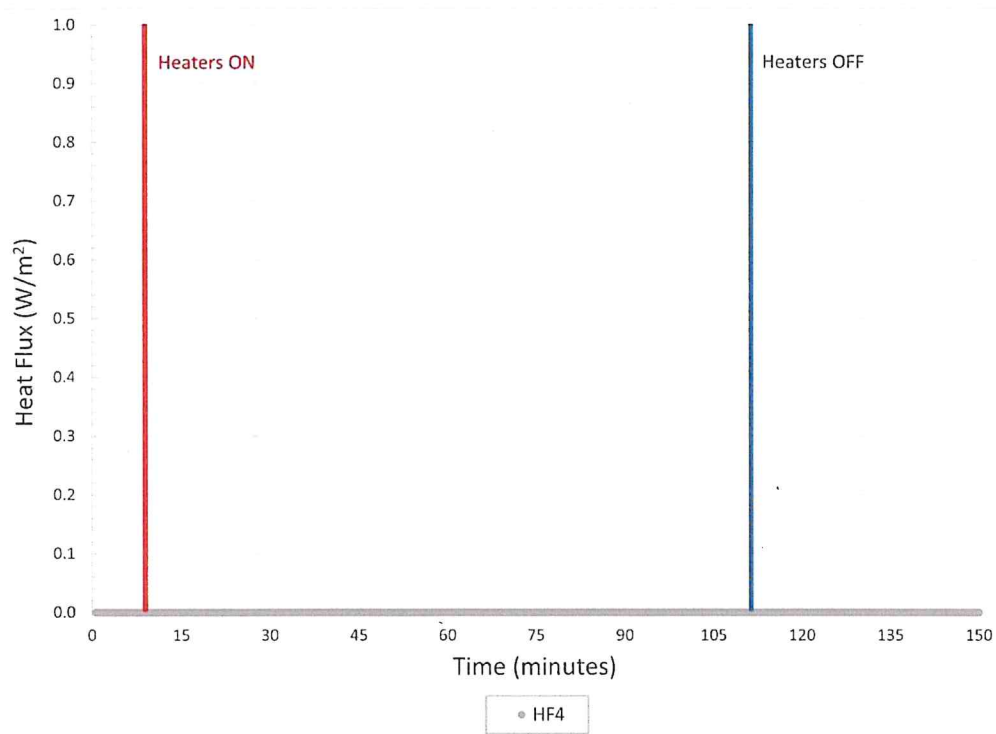


Figure 31 HF4 measurements recorded during UL 9540A unit level fire testing.

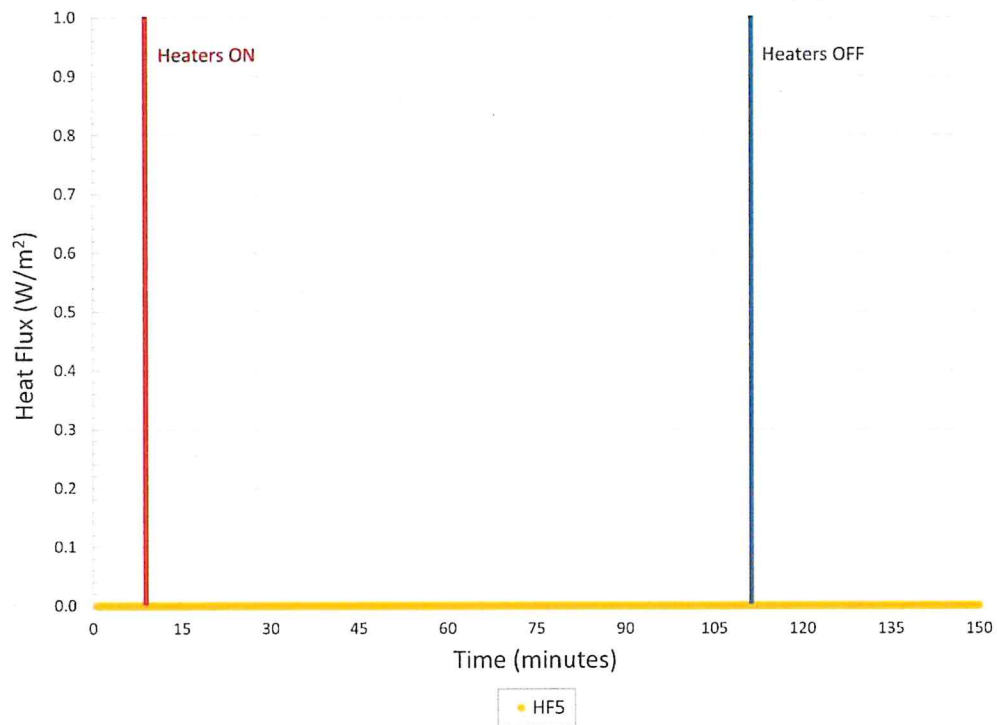


Figure 32 HF5 measurements recorded during UL 9540A unit level fire testing.

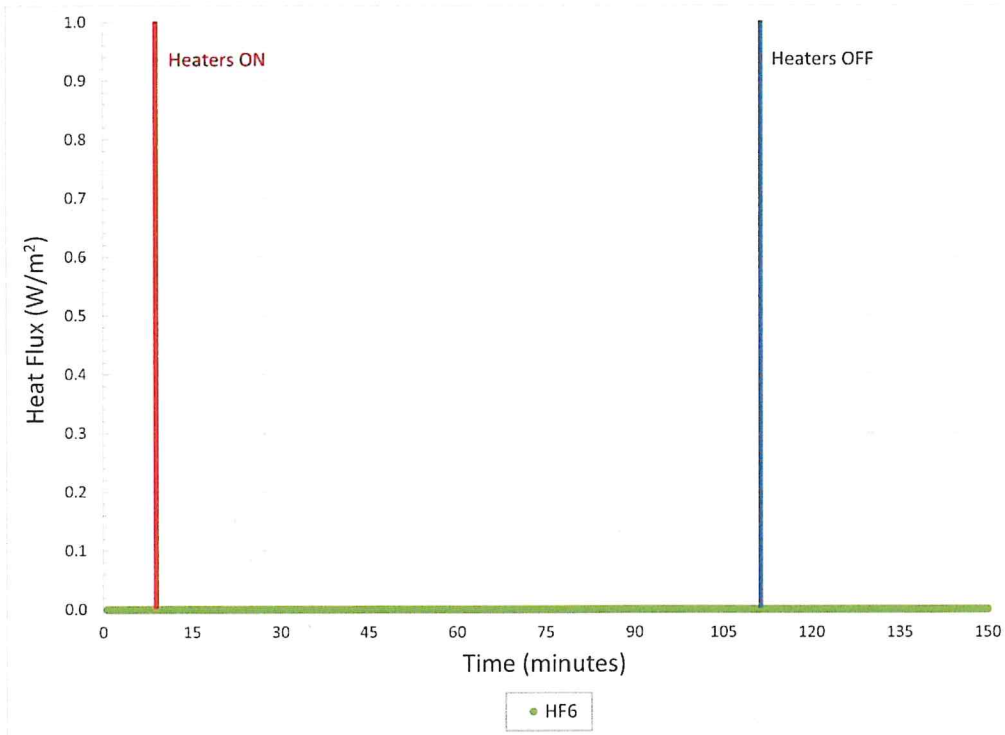


Figure 33 HF6 measurements recorded during UL 9540A unit level fire testing.

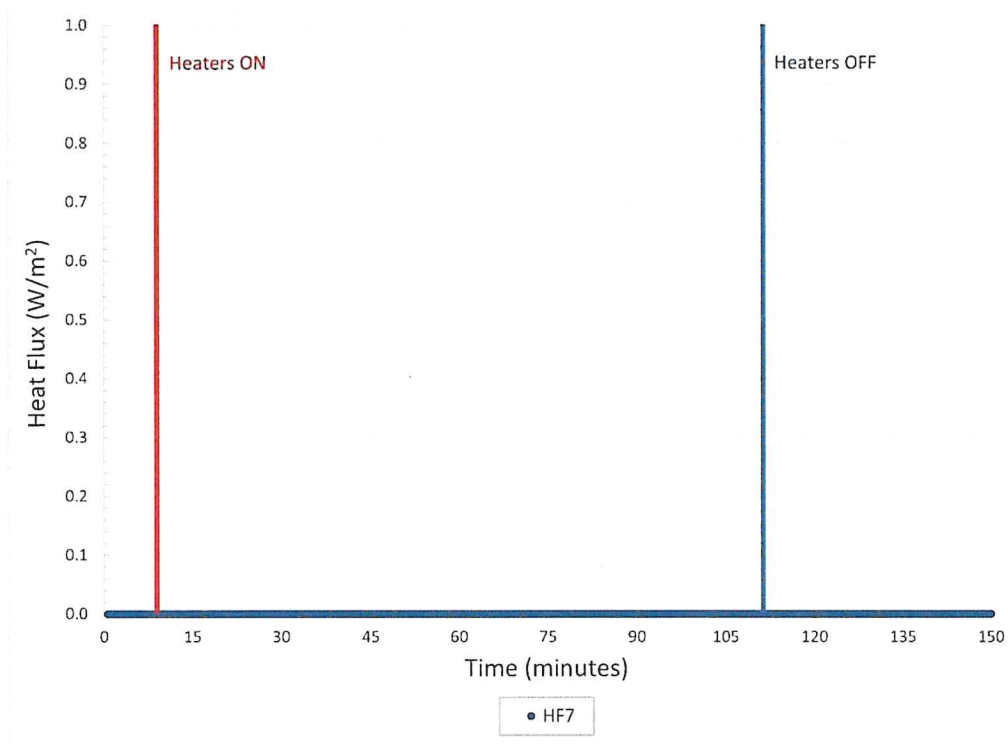


Figure 34 HF7 measurements recorded during UL 9540A unit level fire testing.



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Jon Wilson, Chief Building Official  
**SUBJECT:** New Building By-law

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### RECOMMENDATION:

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

### BACKGROUND:

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

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

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

## **DISCUSSION:**

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

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

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

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

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

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

## **OPTIONS:**

Option 1 – Approve the recommendation. Staff recommend this option to provide an updated Building By-law which will be in place prior to the bulk of the 2024 construction season.

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



Option 3 – Refer back to staff for modifications.

### **FINANCIAL IMPLICATIONS:**

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

### **STRATEGIC PLAN**

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

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

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

### **PUBLIC ENGAGEMENT**

Public engagement is not a requirement under the Act.

### **SUMMARY:**

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

Respectfully submitted by,



Jon Wilson  
Chief Building Official

Reviewed by:



Melanie Knight  
Director of Development Services and  
Engineering

### **ATTACHMENTS:**

1. Attachment A - Building By-law

## BY-LAW 24-xxx

### BEING A BY-LAW TO REGULATE THE CONSTRUCTION, DEMOLITION AND CHANGE OF USE OF BUILDINGS AND DESIGNATED STRUCTURES WITHIN THE MUNICIPLITY OF MISSISSIPPI MILLS.

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

**AND WHEREAS** Subsection 1.1(6) of the Building Code Act, 1992 (S.O. 1992, C.23), as amended, authorizes a Chief Building Official to establish operational policies for the enforcement of this Act and the Building Code;

**AND WHEREAS** Subsection 23.1(1) of the Municipal Act, 2001 (S.O. 2001, C.25), as amended, authorizes a Municipality to delegate its powers and duties to a person or body;

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

#### 1. SHORT TITLE

1.1. This By-Law may be cited as and referred to as the “Building By-Law”.

#### 2. DEFINITIONS

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

2.1.1. “**Act**” means the Building Code Act, 1992, (S.O. 1992, C.23), as amended.

2.1.2. “**Applicable Law**” means an applicable law listed in Division A, Article 1.4.1.3. of the Code.

2.1.3. “**Applicant**” means the Owner, or the person authorized by the Owner, who submits an application to the Chief Building Official.

2.1.4. “**Application**” means an application for a permit made to the Chief Building Official under Sections 8 or 10 of the Act.

- 2.1.5. **“Architect”** means the holder of a license, certificate of practice, or a temporary license issued under the Architects Act, (R.S.O. 1990, c. A.26).
- 2.1.6. **“As Constructed Plans”** means plans and drawings and other documents detailing how a building has been constructed.
- 2.1.7. **“Builder”** means any person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer and shall be held to the role of the Builder in the Act.
- 2.1.8. **“Building Staff”** means any person employed by the Municipality and working within the Building Department, including but not limited to a Building Clerk, a Building Inspector, a Deputy Chief Building Official/Plans Examiner, and the Chief Building Official.
- 2.1.9. **“Business Day”** means a day, and hours of the day, when the offices of the Municipality are open for the transaction of business with the public, and shall not include weekends, holidays, or other days as determined by the Municipality.
- 2.1.10. **“Change of Use Permit”** means a permit issued in accordance with Section 10 of the Act where no construction is proposed.
- 2.1.11. **“Chief Building Official”** means the person appointed by the Municipality under Subsection 3(2) of the Act.
- 2.1.12. **“Code”** means the in-effect version of the Ontario Building Code Regulation made under the Act, including all applicable amendments.
- 2.1.13. **“Conditional Permit”** means a permit issued under an agreement in accordance with Subsection 8(3) of the Act.
- 2.1.14. **“Digital Signature”** means cryptographically protected information in which the veracity of the certificate details is certified by a recognized digital signature certificate authority.
- 2.1.15. **“E-Permitting System”** means a software system for the electronic management of permit applications, issuance of permits, and building permit documents that has been implemented and deemed in use by the Chief Building Official.
- 2.1.16. **“Engineer”** means a person who holds a license or temporary license under the Professional Engineers Act, (R.S.O. 1990, c. P.28).

- 2.1.17. **“Fees and Charges By-Law”** means the current in effect fees and charges by-law passed by the Council of the Municipality prescribing the amount of fees under Clauses 7(c), 7(c.1), and 7(d) of the Act.
- 2.1.18. **“Minister”** means the Minister of Municipal Affairs and Housing.
- 2.1.19. **“Modular Homes”** means homes to which Article 9.1.1.9. of Division B of the Code applies.
- 2.1.20. **“Municipality”** means the Corporation of the Municipality of Mississippi Mills.
- 2.1.21. **“Occupancy Permit”** means permission or authorization from the Chief Building Official issued in accordance with Section 11 of the Act and Division C of the Code authorizing occupancy of a building or part of it.
- 2.1.22. **“OLMCBO Construction Value guide”** means the most recent version of the Ontario Large Municipalities Chief Building Officials Private Sector Price Construction Value guide or a successor of that document.
- 2.1.23. **“Owner”** means, in respect of the property in which the construction or demolition will take place, the registered owner of the property, or a lessee or mortgagee who is in possession of the property.
- 2.1.24. **“OLS”** means a professional member of the Association of Ontario Land Surveyors.
- 2.1.25. **“Permit”** means permission or authorization from the Chief Building Official issued in accordance with Section 8 of the Act to perform any work or action regulated by the Act and the Code, including all supporting documents & drawings, and “Building Permit” shall have the same meaning.
- 2.1.26. **“Project Value”** means the value of all materials, design work and labour, at reasonable industry rates, regardless of whether or not the items were actually paid for.
- 2.1.27. **“Property”** means a parcel of land within the Municipality capable of being conveyed in accordance with applicable land conveyancing laws.
- 2.1.28. **“Seriously Commenced”** means that the construction has commenced such that the first inspection relative to the project scope of work has been deemed complete or substantially complete.

- 2.1.29. **“Substantially Discontinued”** means the construction has been discontinued such that more than one year has elapsed since the last inspection has been deemed complete or substantially complete.
- 2.1.30. **“Substantially Suspended”** means the construction has been suspended such that more than one year has elapsed since the last inspection has been deemed complete or substantially complete.
- 2.1.31. **“Zoning By-law”** means the in-effect version of the Zoning By-law of the Municipality and any amendments thereto.

### **3. PERMIT APPLICATIONS**

#### **3.1. Classes of Permits**

- 3.1.1. Permits shall be classified as either a Building Permit, Demolition Permit, or combination of them, Conditional Permit, Occupancy Permit, or a Change of Use Permit.
- 3.1.2. Building Permits for signs shall be limited to signs that are classified as designated structures per Division A. of the Code and constructed on a permanent foundation. All other signs shall be regulated per the in-effect version of the Municipality’s sign by-law.

#### **3.2. Methods for Submitting an Application**

- 3.2.1. Permit applications, and the associated documents and forms, shall be submitted to the Chief Building Official by one or more of the following methods:
- 3.2.1.1. Digital submission by upload to an E-Permitting System if such system is implemented by the Chief Building Official.
- 3.2.1.2. Digital submission by e-mail to the Building Clerk at [building@mississippimills.ca](mailto:building@mississippimills.ca).
- 3.2.1.3. Digital submission by uploading to a secure and recognized online file sharing system or website, with access granted to Building Staff with prior approval by the Chief Building Official.
- 3.2.1.4. Subject to Subsection 3.2.3. of this By-Law, hard copy submission hand delivered or mailed to the attention of the Building Clerk at 14 Bridge Street, Mississippi Mills ON, K0A 1A0.

- 3.2.2. The Chief Building Official may refuse a digital submission if, after consultation with the Director of Corporate Services, the digital safety and security of the Municipality may be compromised by the submission.
- 3.2.3. The Chief Building Official may require that hard copy applications be accompanied by the same submission in digital format that meets the standards for digital submission and digital documents as specified by this By-Law.

### **3.3. Separate Permit Applications**

- 3.3.1. Where parts of the construction or demolition proposed in an application are to take place in separate phases, stages, different portions of a building or time frames, the Chief Building Official may require the Applicant to submit separate applications for each phase, stage, portion of building or time frame of the proposed project.
- 3.3.2. Where the construction or demolition proposed in an application contains multiple freehold units or multiple civic addresses for one building, the Chief Building Official may require the Applicant to submit separate applications for each freehold unit or civic address.

### **3.4. Documents and Forms Required for Permit Applications**

- 3.4.1. Applications for all classes of permits shall be submitted with the following minimum documents, as it relates to the proposed project:
  - 3.4.1.1. An "Application for a Permit to Construct or Demolish" form, as prescribed by the Minister, or the same information on that form entered into the E-Permitting System;
  - 3.4.1.2. Where the Applicant is not the Owner, a "Letter of Authorization" signed by the Owner authorizing the Applicant to apply for and obtain a permit with respect to their Property. The letter shall contain the Owner's name, email address, and phone number, the Applicant's name, the Property civic address, and the description of the proposed project;
  - 3.4.1.3. Where the Owner is a corporation, proof of signing authority that binds the corporation for the individual that is completing the Application or "Letter of Authorization";



- 3.4.1.4. A “Schedule 1: Designer Information” form, as prescribed by the Minister, for each individual who reviews and takes responsibility for design activities, unless the individual is an Engineer or Architect;
- 3.4.1.5. Where the project is of a type that requires general review in accordance with Division C, Subsection 1.2.2. of the Code, a “Commitment to General Review” form, as prescribed by the Ontario Association of Architects and the Professional Engineers of Ontario, for each Architect and Engineer who is to be retained to undertake the general review;
- 3.4.1.6. Plans, including but not limited to plan views, cross-sections, elevations, enlarged details, and schedules, containing sufficient notes, dimensions, details, and other relevant information as necessary to describe and illustrate the proposed project, and to demonstrate compliance with the Act and the Code, to the satisfaction of the Chief Building Official;
- 3.4.1.7. Where the proposed project will require evaluation of the site plan specific requirements of the Code or an Applicable Law, a site plan drawing containing sufficient information as deemed relevant by the Chief Building Official, including but not limited to the locations of existing buildings and structures, proposed buildings and structures, overhead electrical conductors, registered property lines and easements, property line setbacks, bodies of water, sewage system beds and tanks, wells, driveways, fire access routes, fire hydrants, water and sewer pipes below grade, and any other significant site features;
- 3.4.1.8. Where the proposed project is on a Property that fronts a private road, a forced road or is a waterfront property, the site plan shall be supported with the submission of a Plan of Survey and a surveyors real property report completed by an OLS, where the Property is developed, or by a reference plan where the Property is vacant.
- 3.4.1.9. Where the proposed project is on a site that has identifiable environmental hazards, including but not limited to wetlands, flood plain, erosion, or slope stability concerns, the site plan shall be supported with the submission of a Plan of Survey and a surveyors real

property report completed by an OLS identifying such hazards, including topographic elevations.

- 3.4.1.10. Plans for any proposed construction, alteration, and demolition of a plumbing system, except that for Part 9 buildings not requiring general review, the Chief Building Official may accept the license number of a qualified plumber in lieu of plumbing system plans;
- 3.4.1.11. Plans for any proposed construction, alteration, and demolition of a Heating Ventilation and Air Conditioning (HVAC) system, except that for Part 9 buildings not requiring general review, the Chief Building Official may accept an HRAI license number of a qualified HVAC contractor in lieu of HVAC system plans;
- 3.4.1.12. A building code matrix, providing all the information as prescribed by a "Building Code Matrix" form from the Ontario Association of Architects, for any project that is not a house, a building ancillary to a house, or a basic renovation under Division B, Article 11.3.3.1.;
- 3.4.1.13. Where the proposed project includes a renovation of a building, that has been in existence for at least five years, an evaluation of the requirements of Part 11 of the Code;
- 3.4.1.14. Where the design proposes using an alternative solution, any documentation that the Chief Building Official deems relevant in determining whether the proposed alternative solution will achieve the same level of performance that would be required by the applicable acceptable solution in Division B of the Code, including but not limited to the documentation listed in Division C, Section 2.1. of the Code;
- 3.4.1.15. Where a new civic number(s) is(are) required, documentation from Public Works confirming the new civic number(s) and all documents associated with the application shall reflect the new civic number(s).
- 3.4.1.16. Any document that demonstrates to the Chief Building Official that the proposed project will comply with an Applicable Law;

- 3.4.1.17. Any documents and forms that demonstrate to the Chief Building Official compliance with Part 12 of the Code and the standards referenced in that Part; and,
- 3.4.1.18. Notwithstanding the above, the Chief Building Official may require any other plans, documents, or information, and may prescribe any other form that they deem necessary in determining whether the proposed project will comply with the Act or the Code.
- 3.4.2. Notwithstanding Subsection 3.4.1. of this By-Law, a Change of Use permit application shall be accompanied by as-constructed plans of the existing building or the part of the building where Change of Use is proposed, as well as an analysis of the requirements of Part 10 of the Code.
- 3.4.3. Notwithstanding Subsection 3.4.1. of this By-Law, a Demolition permit application shall be accompanied by an as-constructed site plan of the property identifying the building or part of the building that is proposed to be demolished, and the site plan shall include the location of the registered property lines, the location of all buildings, including buildings not being demolished, and shall indicate with dimensions the location of the building(s) relative to the property lines.
- 3.4.4. Where the scope of the project includes, or may include, disturbance of any designated substance regulated by the Occupational Health and Safety Act, R.S.O. 1990, C1, or amendments thereof, and requires Building Staff to be on-site prior to the completion of the project, one of the following documents shall be provided to the Chief Building Official, prior to any site visits or inspections being conducted. For clarity, this generally applies to any renovation or demolition on buildings that existed prior to 1990:
  - 3.4.4.1. Prior to construction commencing, a designated substance report from a suitably qualified agency confirming that designated substances are not present, or
  - 3.4.4.2. After construction commences, an air quality report from a suitably qualified agency confirming that there are no designates substances present that could pose a health or safety risk to Building Staff.
- 3.4.5. Where the Applicant is requesting that the Chief Building Official issue a Conditional Permit, the Applicant shall provide in writing all the reasons, including how the construction would be unreasonably

delayed if the conditional permit were not granted, to the satisfaction of the Chief Building Official, that they are requesting the Conditional Permit.

- 3.4.6. Forms prescribed by this By-Law shall be made available to the public by Building Staff, either in the Building Department office, on the Municipality's website, or within the E-Permitting System.
- 3.4.7. All documents submitted to the Chief Building Official shall include on the document a date, such as a date of issuance or date of revision.
- 3.4.8. A document submitted to the Chief Building Official shall only contain the information that is relevant to the proposed construction or demolition in the application, and any information that is not relevant shall be clearly identified on the document as such or be removed from the document prior to submission to the Chief Building Official.
- 3.4.9. Any document submitted to the Chief Building Official that is not required by this By-Law to be submitted with an application, and that has been deemed by the Chief Building Official as not relevant in the review of the application, shall be deemed to not form part of the application or the permit issuance.
- 3.4.10. A document or plan that specifies options or optional work shall clearly identify which option is being proposed in the application.
- 3.4.11. A document or plan that forms part of the design of a building submitted to the Chief Building Official shall, in the case of an Architect or Engineer who takes responsibility for the design, be stamped with the seal of the Architect or Engineer and signed by that person, and in the case of any other person required to be a registered designer in accordance with Division C, Section 3.2. of the Code, contain the information prescribed by Division C, Articles 3.2.4.7. and 3.2.5.6. of the Code and be signed by that person.
- 3.4.12. On completion of the construction of a building, or part of a building, the Chief Building Official may require a set of As Constructed Plans, including a plan of survey showing the location and confirming the elevation of the building.

### **3.5. Document Standards and Formats**

- 3.5.1. All wording, linework, details, notes, dimensions, and other information contained on or within a document shall be legible and clear.

- 3.5.2. All drawings shall be to scale.
- 3.5.3. All wording contained on or within a document shall be in English and legible.
- 3.5.4. Digital documents shall be separated into individual files for each document type, such as plans, application form, and Schedule 1, and each file shall be named and labelled accordingly to describe its contents.
- 3.5.5. Individual digital documents shall be provided in any combination of .PDF, .JPG, .DOCX, or .XLSX file format, shall have a document size not less than 8.5"x11" and not exceeding 36"x48", and any individual electronic file size shall not exceed 100 megabytes.
- 3.5.6. Combined files in a .ZIP folder shall be in compliance with the requirements of this By-Law.
- 3.5.7. The Chief Building Official may require digital documents to be provided by an Applicant with optical character recognition (OCR) and saved in a searchable format for Building Staff review.
- 3.5.8. Where a document is a scanned copy or photographed copy, the document shall be formatted to be centered, aligned, and cropped to only display relevant information.
- 3.5.9. Hard copy documents shall be provided on paper stock, shall have a document size not less than 8.5"x11" and not exceeding 11"x17". Any hard copy documents exceeding this size may be accepted only where the documents are accompanied by a submission of the same document in digital format that meets the standards for digital documents specified by this By-Law.
- 3.5.10. Where a form, document, or plan is required by this By-Law to be signed by a person, in the case of a digital document, the signature shall be a digital signature, and in the case of a hard copy document, the signature shall be the original wet ink signature.

#### **4. APPLICATION COMPLETENESS AND REVIEW**

##### **4.1. Payment of Fees**

- 4.1.1. An application shall be accompanied by the full payment of permit fees prescribed by the Fees and Charges By-Law, calculated on the date the application is made.

- 4.1.2. Where the permit fee is based on the value of construction, the fee shall be based on the higher of the "Project value est. \$" from the application form or the most applicable average value as reported in the most recent version of the OLMCBO Construction Value guide.
- 4.1.3. The OLMCBO Construction Value guide shall be made available on the municipal website.
- 4.1.4. Where a building contains multiple dwelling units, the fees shall be based on a per-unit price.
- 4.1.5. Where the scope of the proposed construction is such that the inspections applicable to the project exceed the permit cost when calculating each of the inspections at the rate of additional inspections as per the Fees and Charges By-Law, the Chief Building Official may add additional inspection fees as applicable.
  - 4.1.5.1. For the purposes of Subsection 4.1.5., the combination of administrative functions and the plans review shall be considered as one required inspection.
- 4.1.6. The fees for Modular Homes are applicable to situations where there are reduced inspections required due to typically on-grade foundation and the building above the foundation being delivered to the site in a predominantly finished condition. Required inspections for these types of buildings are simplified with only service connections and occupancy of the supported structure and limited other required inspections. Accordingly, only the following components & inspections are included in the reduced price:
  - 4.1.6.1. Readiness to construct footings
  - 4.1.6.2. Substantial completion of footings and foundations prior to commencement of backfilling
  - 4.1.6.3. Readiness for inspection and testing of building sewers, building drains, water service pipes, and drainage systems
  - 4.1.6.4. Substantial completion of framing (foundation skirting and one entry stair/landing only)
  - 4.1.6.5. Occupancy
- 4.1.7. Construction exceeding Subsection 4.1.6. will be evaluated by the Chief Building Official and may be subject to additional fees or



classified as a Detached Dwelling if the scope of the project warrants as such.

- 4.1.8. Where the permit fee for an application exceeds \$10,000, the Chief Building Official may permit a deposit to be paid of not less than 35% of the estimated value of the permit. The final permit value shall be based on the applicable fees at the time of permit issuance. The balance shall be due at permit issuance less any deposit amounts paid.
- 4.1.9. Notwithstanding anything in this Subsection, if the Chief Building Official determines that additional fees are required, the applicant shall be notified, and no permit shall be issued until the total fee has been paid.

#### **4.2. Complete Application**

- 4.2.1. For an application to be deemed a complete application, the application shall meet the requirements of Division C, Sentence 1.3.1.3.(5) of the Code.
- 4.2.2. For the purposes of Division C, Clause 1.3.1.3.(5)(c) of the Code the minimum required fields on the application form and schedules shall be the highlighted fields in *“Appendix A – Required Application Fields”* and *“Appendix B – Required Schedule 1 Fields”*.
- 4.2.3. Where an application has been deemed complete, and the Chief Building Official has provided notice to the Applicant of any reason that a permit cannot be issued, including but not limited to a request for further documents, plans, or other information, or that part of the design does not appear to comply with the Act, the Code, or an Applicable Law, the notice shall be deemed as refusal to issue a permit in accordance with Division C, Clause 1.3.1.3.(1)(b) of the Code.
- 4.2.4. Where there are substantial changes to the design of the project, during the review process, that are not otherwise necessary for addressing any of the reasons that a permit cannot be issued, additional fees may be applied at the discretion of the Chief Building Official in accordance with the Fees and Charges By-Law.

#### **4.3. Incomplete Application**

- 4.3.1. An application that is not deemed a complete application, shall be deemed an incomplete application.

- 4.3.2. Where an Applicant is notified that an application is incomplete, the notice shall be deemed as a refusal to issue a permit in accordance with Division C, Clause 1.3.1.3.(1)(b) of the Code.

#### **4.4. Time Periods for Applications**

- 4.4.1. Where a notice of refusal to issue a permit in accordance with Subsections 4.2.4. or 4.3.2. of this By-Law has been provided to an Applicant, the time periods prescribed by the Code do not recommence unless the Applicant submits a new application.

#### **4.5. Cancelled Applications**

- 4.5.1. If an incomplete application remains in an incomplete state for longer than the time period prescribed in Table 4.5. in this By-Law, from the date the application is made, the application may be cancelled.
- 4.5.2. Where an application has been deemed complete, notice of refusal to issue permit in accordance with Division C, Clause 1.3.1.3.(1)(b) of the Code has been provided to the Applicant, and all reasons for refusal have not been appropriately addressed by the Applicant that would otherwise allow the Chief Building Official to issue a permit, the application may be cancelled if the time period prescribed in Table 4.5. in this By-Law has lapsed from the date the original notice of refusal was provided.
- 4.5.3. Where an application meets all the requirements that allow the Chief Building Official to issue the permit, but where the total amount of fees required by the Fees and Charges By-Law for the issuance of the permit, including any applicable development charges, have not been paid by the Applicant, the application may be cancelled if the time period prescribed in Table 4.5. in this By-Law has lapsed from the date the Applicant was notified of the amount of unpaid fees.

**Table 4.5. – Time Period for Cancellation of Application**

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

Post disaster buildings, high buildings, and buildings with an interconnected floor space	60 business days
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- 4.5.4. Where more than one time period is applicable in Table 4.5, the greater time period shall apply.
- 4.5.5. Prior to cancelling an application, the Chief Building Official shall serve notice to the Applicant, either by personal service or email service to the address or email declared on the application form, that the Application will be cancelled.
- 4.5.6. Where notice is served by email, the Applicant shall be conclusively deemed for all purposes to have been served.
- 4.5.7. An Applicant may, within five (5) business days from the date served of a notice of application cancellation, request in writing that the Chief Building Official defer the cancellation by stating reasons why the application should not be cancelled.
- 4.5.8. The Chief Building Official, having regard to any changes to the Act, the Code, or an Applicable Law, may defer the cancellation request under Subsection 4.5.7. for a time period of not more than ten (10) business days from the original time period as determined by Table 4.5.
- 4.5.9. An Applicant may, by written notice to the Chief Building Official, request cancellation of the application at any time.
- 4.5.10. An Owner who has authorized an Applicant to apply for a permit for their property may, by written notice to the Chief Building Official, withdraw their authorization of the application at any time prior to the permit being issued, and upon receipt of the notice, the Chief Building Official shall cancel the application in accordance with Subsection 4.5.5. of this By-Law.

## **5. PERMIT ISSUANCE, TRANSFER, AND DOCUMENT RETENTION**

### **5.1. Permit Issuance**

- 5.1.1. Notwithstanding any other provision of this By-Law, all permits issued shall be issued in the name of the legal owner of the property.
- 5.1.2. If an E-Permitting System is in use in the Municipality, all permits shall be provided through the system to the Applicant, the Owner, and if known at the time of the application, the Builder.

- 5.1.3. If an E-Permitting System is not in use in the Municipality, the permit and all documents that form part of the permit will be emailed to the Applicant, the Owner, and if known at the time of application, the Builder.
- 5.1.4. Every person to whom a permit has been provided shall be responsible to download from the E-Permitting System, or email as applicable, the permit and all documents that form the permit, and shall retain a copy on the site of the construction.
- 5.1.5. Only the documents that have been certified by the Chief Building Official or Building Staff shall be deemed as the documents that form the permit.
- 5.1.6. Notwithstanding any request made under Subsection 3.4.5., there is no obligation on the Chief Building Official to issue a Conditional Permit. The decision of the Chief Building Official to issue or refuse a Conditional Permit is final and not appealable.

## **5.2. Transfer of Permit**

- 5.2.1. When land ownership changes, a permit may be transferred to another person after the permit has been issued by submitting the following information and documents to the Chief Building Official:
  - 5.2.1.1. Proof of ownership, such as land transfer or title documents;
  - 5.2.1.2. The documents identified in Subsections 3.4.1.1. to 3.4.1.5. of this By-Law.
  - 5.2.1.3. Payment of the permit transfer fee prescribed by the Fees and Charges By-Law.
- 5.2.2. When a permit is transferred, a new file shall be created, a new permit issued, including a new permit number, and the original permit file closed. Both the new and original files shall contain a reference to the other file.
- 5.2.3. The transfer of a permit does not constitute a reason for refunding of fees previously paid by the original permit Applicant.
- 5.2.4. The transfer of a permit does not absolve the new permit holder from compliance with the Act or the Code or correction of any deficiencies related to the project prior to their ownership.

### **5.3. Material Changes**

- 5.3.1. Where there are material changes to the proposed construction after the permit has been issued, the designer shall submit revised designs, sufficient to determine compliance with the Code, to the Chief Building Official for review and authorization of the material change. Additional fees may be applicable at the discretion of the Chief Building Official in accordance with the Fees and Charges By-Law.

### **5.4. Revoking of Permits**

- 5.4.1. Permits may be revoked by the Chief Building Official in accordance with Section 8(10) of the Act.
- 5.4.2. For the purposes of interpreting 8(10)(b) of the Act, the meaning of Seriously Commenced shall be as defined in Section 2 of this By-Law.
- 5.4.3. For the purposes of interpreting 8(10)(c) of the Act, the meanings of Substantially Suspended and Substantially Discontinued shall be as defined in Section 2 of this By-Law.
- 5.4.4. In the event a Permit is revoked, refund fees shall be applicable as per Subsection 4.7, except if a permit is revoked due to being issued on false information provided by the Applicant, in such event, no refund shall be issued.

### **5.5. Occupancy Permits**

- 5.5.1. Where the project requires an occupancy permit, the fee for the occupancy permit is deemed to be included with the original permit fee except as per this Subsection.
- 5.5.2. Where the occupancy permit is requested prior to completion of the project such that occupancy may be granted but there are items remaining that require further inspections, a fee for the occupancy permit equal to the minimum permit fee shall be paid prior to issuance of the occupancy permit.
- 5.5.3. Where a project is scheduled such that there are multiple partial occupancies requested prior to completion of the project, a fee equal to the to the minimum permit fee shall be paid for each occupancy permit prior to issuance of the respective occupancy permit.

- 5.5.4. Where the occupancy permit is requested and it is determined at the time of inspection by the Building Inspector that occupancy has already taken place, a fee for the occupancy permit equal to double the minimum permit fee shall be paid prior to issuance of the occupancy permit.

## **6. THIRD-PARTY REVIEWS AND REFUNDS**

### **6.1. Third-Party Review**

- 6.1.1. Where an Applicant or designer proposes an alternative solution, or the use of innovative materials, systems or building designs that are not approved through a ruling by the Minister, or where the proposed design cannot reasonably be determined by the Chief Building Official as compliant with the Act or the Code, the Chief Building Official may utilize a third party review by a person possessing special or expert knowledge with respect to the proposed design or part of the design that is in question.
- 6.1.2. All fees and costs associated with a third-party review shall be paid by the Applicant in accordance with the Fees and Charges By-Law.

### **6.2. Refunds**

- 6.2.1. Refunds of application and permit fees, where applicable, shall be made in accordance with Appendix C of this By-Law.
- 6.2.2. Any third-party review fees incurred related to a project are not applicable for refund.
- 6.2.3. No refund shall be made where the amount of refund payable is less than one hundred dollars (\$100)
- 6.2.4. No refund shall be made for any permit that exceeds three (3) years old.

## **7. PERMIT RENEWALS**

### **7.1. Conditions for Renewal**

- 7.1.1. Permits are considered valid for one calendar year from the date of issuance.
- 7.1.2. Permits where the proposed construction has not been Seriously Commenced, has been Substantially Discontinued or Substantially



Suspended, may be renewed with the approval of the Chief Building Official.

- 7.1.3. Permits may be renewed by the original applicant or owner for periods not exceeding one year per renewal. The renewal date shall coincide with the original date of Permit issuance.
- 7.1.4. Where the Applicant initiates the renewal of the Permit, they shall make the request in writing, including providing a projected timeline for completion of the project.
- 7.1.5. Where a Permit is renewed and there have been changes to the Code or Act since the original date of Permit issuance, the Code or Act in effect at the time of issuance shall prevail, subject to any transitional rules within the Act or Code.
- 7.1.6. Where a Permit is renewed, all components of this By-Law shall be applicable to the renewed Permit, except for Sections 3 and 4.

## **7.2. Renewal Fees**

- 7.2.1. Permit renewal fees shall be in accordance with the Fees and Charges By-Law.
- 7.2.2. Where the applicant initiates the renewal of the Permit the renewal fees shall be according to the Fees and Charges By-Law.
- 7.2.3. Where the applicant does not initiate the renewal of the Permit prior to its expiry and the Permit is required to remain valid due to incomplete construction, the renewal fees may be increased by an additional 25%.
- 7.2.4. The Chief Building Official may, with regard to staff involvement for the completion of a project, reduce or waive renewal fees at their discretion.

## **8. DOCUMENTATION**

### **8.1. Document Retention**

- 8.1.1. Except as required in this By-Law, documents related to applications and permits shall be retained in accordance with the records management and document retention by-laws and policies enacted by the Municipality.

- 8.1.2. All hard copy documents shall be scanned and converted to digital documents to be retained by the Municipality, the hard copy documents shall be destroyed thereafter, and the digital version of the documents shall be deemed to be true copies of the original for all purposes.
- 8.1.3. All permits that have been issued by the Chief Building Official, and all documents that form the permit, shall be retained by the Municipality permanently in digital format.
- 8.1.4. Where an application has been cancelled, permit refused, or otherwise and no permit has been issued, documents and forms submitted with the application shall be retained by the Municipality, in accordance with this section as a record of the cancelled application or refused permit.
- 8.1.5. Any documents deemed to be not part of the application as per Subsection 3.4.8., shall not be retained and shall be destroyed or deleted.

## **9. INSPECTIONS**

### **9.1. Prescribed and Additional Inspection Notices**

- 9.1.1. All prescribed inspection notices listed in Division C, Article 1.3.5.1. of the Code shall be required with respect to the construction proposed in the permit.
- 9.1.2. The Chief Building Official may require any of the additional inspection notices listed in Division C, Article 1.3.5.2. of the Code where the Chief Building Official has communicated to the person(s) to whom a permit has been provided that the additional inspection notice is required.
- 9.1.3. The required prescribed and additional inspection notices that relate to the type of construction proposed in the permit shall be noted on the permit.
- 9.1.4. Notwithstanding Subsection 9.1.3. of this By-Law, inspection notices noted on the permit shall be deemed for convenience only, and it shall be the responsibility of the person(s) to whom the permit has been provided to ensure that all inspection notices that relate to the construction are provided as required by the Act and the Code.

### **9.2. Request for Inspection**

- 9.2.1. The person(s) to whom the permit has been issued shall provide notice to the Chief Building Official for each required prescribed and additional inspection notice by one of the following methods:
  - 9.2.1.1. E-Permitting System inspection request process, if such system exists;
  - 9.2.1.2. Phone call or voicemail to the Building Clerk at (613)-256-2064 ext 508; or,
  - 9.2.1.3. Email to the Building Clerk at [building@mississippimills.ca](mailto:building@mississippimills.ca).
  - 9.2.1.4. On a case-by-case basis, the Chief Building Official may approve other methods of booking inspections.
- 9.2.2. The person providing the inspection notice to the Chief Building Official shall ensure that the construction relevant to the requested inspection is ready for such inspection and that all required documentation to conduct the inspection is available on site.
- 9.2.3. Every inspection notice shall contain the following information:
  - 9.2.3.1. The name of the prescribed or additional inspection notice and stage of construction that the inspection relates to;
  - 9.2.3.2. The permit number or civic address that relates to the project; and,
  - 9.2.3.3. Contact information for the individual making the request.
- 9.2.4. A notice or request for inspection that does not meet the criteria of Subsections 9.2.1. and 9.2.2. of this By-Law may be deemed invalid.
- 9.2.5. Where an inspector has deemed that a stage of construction does not meet the criteria for the prescribed or additional inspection notice, as it is described in Division C, Articles 1.3.5.1. and 1.3.5.2. of the Code, the permit holder shall provide a new notice for inspection when the criteria for that stage of construction has been met and shall not cover any portion of the work that will require inspection for that stage of construction.
- 9.2.6. In the event that re-inspection is required for any stage of construction, additional inspection fees may be added as per the Fees and Charges By-law.

- 9.2.7. If additional site visits, beyond the inspection stages outlined in Section 9.1, are required by Building Department staff to discuss or evaluate challenges imposed by site conditions, those site visits shall only be conducted with the prior approval of the Chief Building Official and additional inspection fees may be added as per the Fees and Charges By-law.
- 9.2.8. Inspections shall be conducted within two (2) business days of the date of making the request with the first day being the day after the request was made unless agreed to otherwise by the person making the request and the Chief Building Official.

### **9.3. Inspection Policy**

- 9.3.1. Matters related to inspections, including but not limited to requirements for notice, readiness, condition of the construction site, access for inspector, and results of the inspection, shall comply with any Inspection Policy that has been established by the Chief Building Official.

## **10. FENCING**

### **10.1. Fencing Requirements**

- 10.1.1. Where in the opinion of the Chief Building Official, a construction or demolition site presents a hazard to the public, the Chief Building Official may, under Subsection 7(1) of the Act, require such fencing as they deem necessary to limit the hazard.
- 10.1.2. The height of the fence shall be a minimum of 1.2 meters (4 feet) to be measured from the highest adjacent grade or higher, if in the opinion of the Chief Building Official, it is deemed necessary to ensure public safety. The Chief Building Official may prescribe the height of the required fence as they deem appropriate to ensure public safety.
- 10.1.3. The fence construction shall be of sufficient construction that in the opinion of the Chief Building Official, it is sufficient to ensure public safety.

## **11. DELEGATION OF AUTHORITY**

### **11.1. Conditional Permit Agreements**

- 11.1.1. The Chief Building Official is hereby delegated the power to enter into and execute on behalf of the Municipality agreements described

in Clause 8(3)(c) of the Act.

## **11.2. Emergency Appointment Provisions**

11.2.1. Upon receiving notice of a declared state of emergency, the Chief Administrative Officer may authorize the Chief Building Official to appoint inspectors under Section 3 of the Act, including the function of revoking such appointments, subject to the following conditions:

11.2.1.1. The Chief Administrative Officer has determined the state of emergency has overwhelmed the Building Department's resources;

11.2.1.2. Prior to appointment, each inspector shall have the qualifications set out in the Code, as it relates to the position and the duties they will perform; and,

11.2.1.3. Any appointments made may be revoked at any time by the Chief Administrative Officer or the Chief Building Official, and all appointments shall be considered automatically revoked when the state of emergency is no longer in effect.

## **11.3. Delegation to Building Staff**

11.3.1. Where notice or action is required by this By-Law by the Chief Building Official, with respect only to Applications, Permits, and Fees, the Chief Building Official may delegate the ability to provide or serve the notice to any Building Staff as they see fit, with the exception of Conditional Permits which may not be delegated

## **12. OFFICIAL COMPLAINTS**

12.1. Complaints related to Building Code matters and enforcement, except for matters related to the Building Official Code of Conduct, shall be submitted to Building Staff by either email, written submission, or through the Municipality's website complaint form, and shall contain the civic address of the alleged contravention, the complainant's name, phone number, home address, email address, and sufficient information to describe the alleged contravention.

12.2. Complaints that do not contain all the information from Subsection 11.1. may be deemed by the Chief Building Official to not be valid complaints and not investigated.

12.3. Complaints related to refusal to issue a Permit in accordance with Division C of the Code may be deemed by the Chief Building Official to not be valid complaints and not investigated.

12.4. Complaints related to the Building Official Code of Conduct shall be submitted in accordance with the procedures described in that document which is attached as Appendix 'D' to this By-Law.

### **13. SEVERABILITY**

13.1. If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this By-law and it is hereby declared that the remainder of this By-law shall be valid and shall remain in force.

### **14. REPEAL**

14.1. By-law No. 18-23 as amended is hereby repealed in its entirety upon the day of passing of this by-law

### **15. EFFECTIVE DATE**

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

**READ A FIRST TIME, SECOND TIME, AND A THIRD TIME, AND FINALLY PASSED THIS XX DAY OF XXXX.**

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk



## APPENDIX A to By-Law 24-xxx REQUIRED APPLICATION FIELDS

### Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <span style="border: 1px solid black; display: inline-block; width: 400px; height: 20px;"></span> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>				
<b>A. Project information</b>				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit				
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

<b>E. Builder (optional)</b>				
Last name		First name		Corporation or partnership (if applicable)
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax	Cell number	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b> <small>New Construction ONLY - Developers fill out</small>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

## APPENDIX B to By-Law 24-xxx REQUIRED SCHEDULE 1 FIELDS

### Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number	Cell number	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House  <input type="checkbox"/> Small Buildings  <input type="checkbox"/> Large Buildings  <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House  <input type="checkbox"/> Building Services  <input type="checkbox"/> Detection, Lighting and Power  <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural  <input type="checkbox"/> Plumbing – House  <input type="checkbox"/> Plumbing – All Buildings  <input type="checkbox"/> On-site Sewage Systems </div> </div>			
Description of designer's work <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> <p style="color: red; font-size: small; text-align: center;">Include a description of the proposed work</p>			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate): <div style="text-align: center; margin-top: 5px;">(print name)</div>			
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
OR			
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
OR			
The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <span style="background-color: #ffff00;">If you are the homeowner - list homeowner here</span>			
I certify that: 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.			
_____ Date		_____ Signature of Designer	

Select those that are applicable

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**APPENDIX C to By-Law 24-xxx**  
**REFUND PERCENTAGES**

- a) Eighty percent (80%) if application is filed, reviewed for completeness and applicable law reviewed but no plans examination functions have been performed;
- b) Sixty-five percent (65%) if administrative, applicable law, and plan examination functions have been performed;
- c) Fifty percent (50%) if the permit has been issued or made available, and no field inspections have been performed; and
- d) No refund if any field inspections have been performed.

**APPENDIX D to By-Law 24-xxx  
BUILDING OFFICIAL'S CODE OF CONDUCT**

(insert document from other file)

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Jon Wilson, CBO  
Robert Lamarre, Deputy CBO  
**SUBJECT:** New Building Officials Code of Conduct

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### RECOMMENDATION:

**THAT Committee of the Whole recommend to Council that the Building Officials Code of Conduct to be included as Appendix D to the 2024 Building By-law be approved, similar in effect to Attachment A.**

### BACKGROUND:

Section 7.1 of the Building Code Act prescribes that “A principal authority shall establish a code of conduct for the chief building official and inspectors”. The Act broadly prescribes what is to be included in the Code of Conduct. The purpose of a code of conduct is to promote appropriate standards of behaviour and enforcement actions, to prevent practices which may constitute an abuse of power and promote standards of honesty and integrity amongst Building staff. In addition to describing the purpose of the document, the Act also prescribes that the document is to provide for its enforcement and include policies and guidelines to be used when responding to allegations of breaches of the code of conduct.

The current version of the Code of Conduct is from 2018 and is part of the 2018 Building By-law. Staff have also rewritten the current Building By-law to account for changes to the underlying legislation and the construction industry since its passage in 2018. The report and proposed new Building By-law are also contained on the April 23, 2024, Committee of the Whole agenda. The development of a new Building By-law provides an opportunity to improve the Code of Conduct to better reflect current trends, best practices and meet legislated requirements.

Since each “principal authority” (typically municipalities) is required to establish a code of conduct, there is a wealth of existing examples from which to draw inspiration and comparison. Staff reviewed existing codes of conduct from Beckwith, Carleton Place, Loyalist, North Bay, North Grenville, South Frontenac as well as results from key-word web searches. The best pieces of each have been combined in a document for Council’s consideration, which includes the most appropriate policies and processes which provide the best framework for accountability and transparency for Mississippi Mills.



The proposed Building Official's Code of Conduct is a comprehensive document that clearly outlines standards of behaviour for Department staff, provides comprehensive standards of enforcement and policies intended to prevent unethical and illegal practices. In addition, the document outlines a process for the public to bring forward allegations of breaches of the Code of Conduct and outlines the process of managing any allegations of breaches of the Code which includes how investigations are to be conducted.

The proposed document meets the purpose and intent of the Building Code Act legislation.

### **OPTIONS:**

Option 1 – Approve the recommendation. Staff recommend this option to provide an updated Building Official's Code of Conduct which will be in place prior to the start of the summer construction season.

Option 2 – Deny the recommendation. If denied, the 2018 version of the Building Official's Code of Conduct will remain in place.

Option 3 – Refer back to staff for modifications.

### **FINANCIAL IMPLICATIONS:**

The Building Official's Code of Conduct is not appealable under the Act and so there are no anticipated financial impacts to adopting the proposed Code of Conduct.

### **STRATEGIC PLAN**

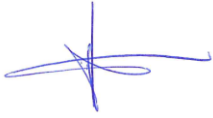


The proposed Code of Conduct is related to the following strategic plan initiatives:

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

The proposed Code of Conduct provides Building staff with a very detailed description of the Municipality's expectations related to their conduct and provides the industry and public with a detailed process to address complaints related to the provision of Building Department services.

### **SUMMARY**

In summary, the proposed Building Official's Code of Conduct will provide an up-to-date framework which addresses key issues and changes to the Building Department since the previous Code of Conduct was passed in 2018. The proposed Code of Conduct provides the entire Department with clear and concise direction to carry out their day-to-day duties.

Respectfully submitted by:	Respectfully reviewed by:
	
Robert Lamarre MAATO, CBCO Deputy Chief Building Official	Jon Wilson Chief Building Official
Respectfully reviewed by:	
	
Melanie Knight MCIP, RPP Director of Development Services and Engineering	

## ATTACHMENTS

1. Attachment A - Building Official's Code of Conduct



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## **BUILDING OFFICIAL'S CODE OF CONDUCT**

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### **1. PURPOSE**

The Municipality of Mississippi Mills has created this Code of Conduct in accordance with the provisions of The Building Code Act.

Building Officials conduct functions that ensure the quality, structural integrity, and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers granted to them. The conduct and behaviour of the Municipality of Mississippi Mills Building Officials reflect the Municipality of Mississippi Mills Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness, and independence. Building Officials observe both the letter and the spirit of this Code of Conduct as it pertains to situations that bear on their responsibilities.

This Code of Conduct shall not be construed to replace the Code of Conduct for the Corporation of the Municipality of Mississippi Mills, rather, it is a supplemental Code of Conduct for the Chief Building Official and Building Inspectors. Compliance with this Code of Conduct shall constitute a condition of employment as the Chief Building Official or a Building Inspector appointed under the Building Code Act.

The purpose of this Code of Conduct is threefold:

- 1.1 To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Building Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Ontario Building Code.
- 1.2 To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Building Inspectors in the exercise of power or the performance of duty under the Building Code Act or the Ontario Building Code.
- 1.3 To promote appropriate standards of honesty and integrity in the exercise of power or the performance of duty under the Building Code Act or the Ontario Building Code by the Chief Building Official and Building Inspectors.

### **2. RESPONSIBILITIES**

#### **2.1 Standards of Behaviour**

To ensure appropriate standards of behaviour, the Chief Building Official and Building

Inspectors **shall**:

- 2.1.1 Strive to behave in a professional, courteous, and objective manner when dealing with all persons.
- 2.1.2 Treat all people with respect, integrity, and honesty.
- 2.1.3 Treat all people in a fair manner regardless of past interactions, personal feelings, or opinions.
- 2.1.4 Always attempt to resolve any violation of the Ontario Building Code in a co-operative manner.
- 2.1.5 Process complete permit applications in an efficient and effective manner whenever possible, which typically includes the order in which they were received.
- 2.1.6 Manage confidential and sensitive information according to the Municipality's guidelines and relevant legislation, and ensure that no information that is collected, produced, or obtained in the course of their duties, regardless of the method of which it is collected, produced, or obtained, is disclosed without proper approval.
- 2.1.7 Declare in writing, any construction work on their own property subject to the Ontario Building Code, if located within the Municipality.

## **2.2 Standards of Enforcement**

To ensure appropriate standards of enforcement the Chief Building Official and Building Inspectors **shall**:

- 2.2.1 Always act in the interest of the health and safety of the public.
- 2.2.2 Be committed to continuous learning including keeping up to date with any changes to the Ontario Building Code and completing any training required by the Ministry of Municipal Affairs and Housing.
- 2.2.3 Only conduct application reviews/inspections for which they are qualified to do so, unless otherwise approved by the Chief Building Official.
- 2.2.4 Hold all persons to the same set of standards as outlined in the Ontario Building Code.
- 2.2.5 **Not** ignore a violation of the Ontario Building Code and shall act to enforce compliance.
- 2.2.6 Consult with the Chief Building Official before issuing any orders against any projects.

## **2.3 Prevention of Unethical/Illegal Practices**

To prevent unethical/illegal practices the Chief Building Official and Building Inspectors **shall not**:

- 2.3.1 Accept any gifts, favours, hospitality, or entertainment from any persons and avoid all circumstances that could compromise professional integrity.

- 2.3.2 Perform any service or employment, paid or otherwise, for a local builder, contractor or developer operating within the Municipality, which may be construed as creating a conflict of interest. If any doubt does exist regarding conflict-of-interest, approval from the Chief Building Official or Director of Development Services and Engineering must be granted in writing before performing the service.
- 2.3.3 Perform any construction work, for profit or for which a building permit is required within the Municipality. Notwithstanding this provision, this does not prohibit an employee for volunteering their time with a not-for-profit organization or agency as long as the employee has declared this with their supervisor in writing.

### **3. BREACH OF CODE OF CONDUCT**

#### **3.1 Allegations**

In the event of an allegation of breach of the Code of Conduct:

- 3.1.1 The party making the allegation, shall do so in writing, including identifying the component of the Code of Conduct that has been breached, the individual who allegedly made the breach and sufficient information for the allegation to be investigated.
- 3.1.2 The written allegation shall be submitted to:
  - i. the Chief Building Official and Clerk in the event the allegation is against a Building Inspector, or
  - ii. to the Director of Development Services and Engineering and Clerk in the event the allegation is against the Chief Building Official.
- 3.1.3 All allegations shall be investigated thoroughly by an investigating official identified as follows:
  - i. If the allegation is against a Building Inspector, the Chief Building Official shall investigate.
  - ii. If the allegation is against the Chief Building Official, the Director of Development Services and Engineering and Clerk shall investigate.
- 3.1.4 For clarity, refusal to issue a building permit for any of the reasons identified in Division C – Administrative Provisions of the Ontario Building Code does not constitute a breach of this Code of Conduct.

#### **3.2 Investigations**

During the investigation of alleged breach of the Code of Conduct:

- 3.2.1 The party making the allegation shall be given the opportunity to present their interpretation of events.
- 3.2.2 The party being investigated shall be given the opportunity to review all documents submitted by the party making the allegation.
- 3.2.3 The party being investigated shall be given the opportunity to present their interpretation of events.
- 3.2.4 The investigating official may seek input from any relevant third party.

- 3.2.5 The investigating official shall take into account the employment record of the alleged offending party.

### **3.3 Disciplinary Action**

If a breach of the Code of Conduct has occurred, the party found to be in breach may be subjected to any of the following disciplinary action, as per the Municipality's Disciplinary Policy:

- 3.3.1 Verbal and written reprimand
- 3.3.2 Suspension with or without pay; or
- 3.3.3 Termination of employment

Any complaints received under this Code of Conduct shall be reported by the Clerk to Council in the same manner as other formal complaints are reported to Council.

## **4. PUBLICATION OF CODE**

This Code of Conduct shall be brought to the attention of the public in the following manner:

- 4.1 Posting on the municipal website.
- 4.2 Posting at the customer service counter for the Building Department.



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Jon Wilson, CBO  
Robert Lamarre, Deputy CBO  
**SUBJECT:** Building Permit Fee Update

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### RECOMMENDATION

**THAT Committee of the Whole recommend to Council that Building Department Fees and Charges in the Fees and Charges By-law be amended and replaced with the Building By-law, similar in effect to Attachment A.**

### BACKGROUND

Section 7 of the Building Code Act (the Act), provides the authority for municipalities to impose fees through the passage of a by-law. The last internal review of the building permit fee structure was conducted in 2023, which resulted in small modifications as well as an increase using the same % increase as the Planning Application fees and the Development Charge fees which is tied to Statistics Canada Q3 (2023) Non-Residential Building Construction Price Index (5.9%). A further detailed review has been conducted by staff which has determined that some items are not covered by the current fee structure and that the current ICI rates are disproportionately low.

The Building Code Act requires that before passing a by-law or resolution to introduce or change a fee imposed under the Act, the municipality shall hold a public meeting having provided 21 days notice as prescribed. The prescribed Public Notice was provided by way of an advertisement placed in the Village Voice dated March 13, 2024, as well as through the municipal website. No comments have been received at the time of writing this report.

Staff will consider any comments received, prior to and during the public meeting, in the formulation of the final version of the permit fee schedule. The final version of the Building Permit Fee By-law will be presented to Committee of the Whole on April 23 and, if approved, the new fees would be applicable as of May 7, 2024, after Council has formally passed the By-law.

The statutory public meeting was held on April 9, 2024. No comments have been received from the public at the time of writing this report. The staff report from this public meeting is appended to this report. At the request of Council during the public meeting, Arnprior has been added to the comparison tables below. It must be noted that the fees

compared for Arnprior are significantly below the average of the other municipalities compared.

**Table 1 – Permit Fee Comparison (Single Detached Dwelling)**

<b>Description of project:</b>  Single detached dwelling (SDD) with attached garage – 2200 square feet of conditioned space with an unfinished basement, 600 ft <sup>2</sup> of covered porch and 700 ft <sup>2</sup> attached garage.  Declared project value of \$620,000.00.			
<b>Municipality</b>	<b>Fee Methodology and rate</b>	<b>Fee calculation</b>	<b>Total Fee</b>
Mississippi Mills – current fee	Flat rate for SDD's up to 3200 ft <sup>2</sup>	1 – SDD at \$3,524.00 per unit	<b>\$3,524.00</b>
Mississippi Mills – proposed fee	No Change proposed		
Loyalist Township	\$17.88 per \$1,000.00 of project value – Plus Plumbing at \$10.00 per fixture.	\$17.88 x 620 = \$11,085.60 \$10.00 x 14 fixtures = \$140.00 <i>(this figure also represents 1.788% of project value)</i>	<b>\$11,225.60</b>
Carleton Place	Flat rate for dwellings between 2,158 ft <sup>2</sup> and 2,363 ft <sup>2</sup>	2,200 ft <sup>2</sup> dwelling = \$3,743.00	<b>\$3,743.00</b>
North Grenville	Flat rate for SDD's up to 1,500 ft <sup>2</sup> plus \$0.75/ ft <sup>2</sup> thereafter (1300 ft <sup>2</sup> )	\$2,600.00 flat rate plus \$0.75 x 1300 ft <sup>2</sup> = \$ 975.00	<b>\$3,575.00</b>
South Frontenac	\$17.00 per \$1,000.00 of project value.	\$17.00 x 620 = \$10,540.00 <i>(this figure also represents 1.7% of project value)</i>	<b>\$10,540.00</b>
Port Hope	\$1.51 per ft <sup>2</sup>	\$1.51 per ft <sup>2</sup> x 2800 ft <sup>2</sup>	<b>\$4,228.00</b>
Arnprior	\$0.95 per ft <sup>2</sup> Living space \$0.42 per ft <sup>2</sup> Non-living space	\$0.95 x 2200 ft <sup>2</sup> = \$2,090.00 \$0.42 x 1300 ft <sup>2</sup> = \$ 546.00	<b>\$2,636.00</b>

**Table 2 - Permit Fee Comparison (Commercial)**

<b>Description of project:</b>  8,800 ft <sup>2</sup> - 5 Unit Commercial Plaza (Group D and Group E Occupancies)  Declared project value of \$1,800,000.00.			
<b>Municipality</b>	<b>Fee Methodology and rate</b>	<b>Fee calculation</b>	<b>Total Fee</b>
Mississippi Mills – current fee	\$1.06 per ft <sup>2</sup>	8,800 x \$1.06 = \$9,328.00	<b>\$9,328.00</b>
Mississippi Mills – proposed fee	2% of project value up to \$1,000,000.00 and 1% thereafter	\$1,000,000.00 x 2% = \$20,000.00 plus \$800,000.00 x 1% = \$8,000.00	<b>\$28,000.00</b>
Loyalist Township	\$17.88 per \$1,000.00 of project value up to \$1,000,000.00 and \$7.15 per \$1,000.00 thereafter	\$17.88 x 1,000 = \$17,880.00 \$7.15 x 800 = \$5,720.00 <i>(These figures also represent 1.788% and 0.715% of project value)</i>	<b>\$23,600.00</b>
Carleton Place	2.54% of project value for first \$500,000.00 plus 1.27% thereafter.	\$500,000.00 x 2.54% = \$12,700.00 plus \$1,300,000.00 x 1.27% = \$16,510.00	<b>\$29,210.00</b>
North Grenville	Flat rate for Group D and E up to 6,459 ft <sup>2</sup> plus \$0.75/sf thereafter (2341 ft <sup>2</sup> )	\$5,544.00 flat rate plus \$0.75 x 2,341 ft <sup>2</sup> = \$1,755.75	<b>\$7,299.75</b>
South Frontenac	\$17.00 per \$1,000.00 of project value.	\$17.00 x 1,800 = \$30,600.00 <i>(this figure also represents 1.7% of project value)</i>	<b>\$30,600.00</b>
Port Hope	\$1.58 per ft <sup>2</sup> for buildings over 2,200 ft <sup>2</sup>	\$1.58 per ft <sup>2</sup> x 8800 ft <sup>2</sup>	<b>\$13,904.00</b>
Arnprior	\$0.75 per ft <sup>2</sup> Plumbing minimum fee \$100.00	\$0.75 x 8800 ft <sup>2</sup> = \$6,600.00 Plumbing \$100.00	<b>\$6,700.00</b>

## **OPTIONS**

Option 1 – Approve the recommendation. Staff recommend this option to provide an updated Building Official's Code of Conduct to be in effect prior to the bulk of the 2024 construction season.

Option 2 – Deny the recommendation. If denied, the current Building Department Fees and Charges will remain in place.

Option 3 – Refer back to staff for modifications.

## **FINANCIAL IMPLICATIONS**

An increase in permit fees is necessary to cover the estimated total operational and capital costs of the Building Department and to maintain a reasonable deferred revenue fund required to sustain operations and service capacity for those years when building permit revenue may not align with the Department's annual budget.

The proposed updates to the Building Fees By-Law will help to promote sustainability over the long-term within the Building Department.

## **STRATEGIC PLAN**

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

- Modern Efficient and Effective Municipal Operations

The proposed fee changes will ensure that the costs associated with delivering the services mandated by the Building Code Act are based on a user-fee approach not subsidised by municipal tax dollars. In addition, it will allow the Municipality to retain professional staff when the annual Building Department budget does not align with the annual budget.

Respectfully submitted by:



Respectfully reviewed by:



Robert Lamarre MAATO, CBCO  
Deputy Chief Building Official

Jon Wilson  
Chief Building Official

Respectfully reviewed by:

A handwritten signature in dark ink, appearing to be 'MK' followed by a horizontal line.

Melanie Knight MCIP, RPP  
Director of Development Services and  
Engineering

ATTACHMENTS:

1. Attachment A – Draft Building Department Fees and Charges

## BUILDING FEES & CHARGES 2024

### Amendment to By-law 23-073

<b>Minimum Permit Fee</b>  <i>*Development Charges and/or Zoning Certificate fee may apply.  See Planning Fees &amp; Charges.</i>	• .....\$250.00
<b>RESIDENTIAL BUILDING FEES</b>	
<b>New Dwellings – per dwelling unit</b> Includes all finished areas above the basement up to the size limits identified, all finished basement areas, all plumbing fixtures, rear deck $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ ) front porch and up to 3-bay attached garage (approx $296 \text{ ft}^2$ ( $27.5 \text{ m}^2$ ) per garage bay) <i>*All items must be included at the time of initial application.</i>	
Detached dwelling $\leq 3,200 \text{ ft}^2$ ( $297 \text{ m}^2$ )	• .....\$3,524.00
Semi-detached/Townhome/Rowhouse $\leq 2,500 \text{ ft}^2$ ( $232 \text{ m}^2$ )	• .....\$2,753.00
Apartment dwelling, additional dwelling unit within a detached/semi-detached/town/row house, or Modular Home per Subsection 4.1.6 of the Building Bylaw. $\leq 1,500 \text{ ft}^2$ ( $139 \text{ m}^2$ )	• .....\$1,652.00
Shed/Garage $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ ) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> in <i>Other</i> below.	• .....\$500.00
Uncovered decks $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ )	• .....\$250.00
Covered decks or unenclosed porches $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ )	• .....\$500.00
Additions $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ ) Does not include plumbing / woodstove inspections. See <i>Miscellaneous Fees</i> below.	• .....\$1,090.00
Basement Finishing $\leq 592 \text{ ft}^2$ ( $55 \text{ m}^2$ ) Does not include plumbing / woodstove inspections. See <i>Miscellaneous Fees</i> below.	• .....\$500.00
Additional charge for building areas over the prescribed maximums listed above.	• .....\$0.53/ft <sup>2</sup>
Renovation or repairs to existing dwelling	• .....2.0% of the Value of Construction to a maximum fee of 150% of a permit for the comparable new dwelling
Residential Demolition – per structure	• .....\$125.00



<b>FARM BUILDINGS as defined by the OBC</b>	
Farm Building as defined by the OBC ≤ 6,458 ft <sup>2</sup> (600 m <sup>2</sup> ) and up to 3-storeys Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> below.	• .....\$500.00
Engineered Farm Buildings > 6,458 ft <sup>2</sup> (600 m <sup>2</sup> ) (OBC Part 4/NFBC) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> below.	• .....\$750.00
Manure Nutrient Storage Structure	• .....\$300.00
Fabric Covered Building, Grain Bin	• .....\$250.00
<b>ALL BUILDINGS NOT COVERED ABOVE</b>	
New Building, Additions, Interior Fit-Up, Renovation, etc.	• .....2.0% of the first \$1,000,000 of the Value of Construction and 1.0% thereafter.
Demolition for Commercial, Industrial, or Institutional building	• .....\$250.00
<b>MISCELLANEOUS BUILDING FEES &amp; CHARGES – Applicable to all buildings</b>	
<b>Additional Fees</b> Plumbing / Insulation / HVAC / Woodstove Inspection	• ..... \$125.00 per inspection
Additional progress inspections, re- inspection (per inspection, where previous inspection failed or was deemed not complete or not ready), non-typical construction details, etc. Added at discretion of CBO	• ..... \$125.00 per inspection
Private pool or hot tub enclosure	• .....\$125.00
Woodstove	• .....\$125.00
Conditional Building Permit Agreement <i>As defined in the Ontario Building Code.</i> Only issued at the discretion of the CBO	• .....\$500.00
Change of Use Permit - no construction	• ..... Minimum Permit Fee
<b>Renewal of Permit</b> At discretion of CBO. Re-inspection fees extra. 1 <sup>st</sup> Renewal 2 <sup>nd</sup> Renewal 3 <sup>rd</sup> Renewal 4 <sup>th</sup> Renewal and all subsequent renewals	• .....\$250.00 • .....\$250.00 • .....\$375.00 • .....\$500.00
Alterations/revisions to Issued Building Permits or Applications at discretion of CBO	• ..... Minimum Permit Fee
Limiting Distance Agreement	• ..... Minimum Permit Fee
Permit transfer to new owner	• ..... Minimum Permit Fee
<b>Construction Without a Permit</b>	

Surcharge applied in addition to the primary permit fee, issued at the discretion of the CBO	
No Order to Comply issued	<ul style="list-style-type: none"> <li>• ..... Maximum 50% of permit fee as applicable for the scope of the project.</li> </ul>
With Order to Comply issued	<ul style="list-style-type: none"> <li>• .....Maximum 100% of permit fee as applicable for the scope of the project.</li> </ul>
Registration and/or removal of an Order or Agreement on the property title	<ul style="list-style-type: none"> <li>• .....at cost and supported by invoices, plus a 25% surcharge</li> </ul>
<b>Alternative Solution Application</b> To be evaluated by the CBO	<ul style="list-style-type: none"> <li>• ..... \$800.00 maximum</li> </ul>
<b>Third party evaluation fees</b> As required at the discretion of the CBO	<ul style="list-style-type: none"> <li>• ..... at cost and supported by invoices</li> </ul>
<b>Record Retrieval</b>	
Archived Building Permit Record Per property single record search	<ul style="list-style-type: none"> <li>• .....\$175.00</li> </ul>
Each additional record	<ul style="list-style-type: none"> <li>• .....\$75.00</li> </ul>
Reproduction of record	<ul style="list-style-type: none"> <li>• .....at cost and supported by invoices</li> </ul>
Building Fees added to property tax roll	<ul style="list-style-type: none"> <li>• .....outstanding fees plus 25% surcharge</li> </ul>
Administrative penalty as per Section 18.1 of the Act at the discretion of the CBO	<ul style="list-style-type: none"> <li>• .....Maximum of double the minimum permit fee per order</li> </ul>
<b>OCCUPANCY PERMIT FEES</b>	
Occupancy with project complete	<ul style="list-style-type: none"> <li>• .....Included with base permit</li> </ul>
Partial occupancy or project not complete	<ul style="list-style-type: none"> <li>• .....Minimum permit fee</li> </ul>
Occupancy permit after move-in	<ul style="list-style-type: none"> <li>• .....Double minimum permit fee</li> </ul>

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT:** Council Vacancy – Follow up Report

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### RECOMMENDATION:

**THAT the Committee of the Whole recommend Council approve the Council Vacancy Policy.**

### BACKGROUND:

As part of the governance review process Council directed staff to review the current Council Vacancy Policy. In March, staff brought forward an information report introducing changes to the policy as well as appointment procedures. Staff requested feedback from members prior to the follow-up report being presented.

### DISCUSSION:

The Municipal Act as well as the Municipal Elections Act provides timelines and regulations that must be adhered to when filling a vacancy on Council. Neither Act dictate however, how a vacancy on Council is filled. It is entirely up to the municipality to determine policies and procedures to fill a vacancy with the mandated timeline.

To summarize the previous report the following amendments were proposed to the policy:

- Introduction of timing when a by-election is preferred and when appointment is preferred.
- Requirement of 2/3 majority vote to waive the policy
- Procedures for a by-election and the method of voting will be the same as the previous regular election.
- Two different appointment procedures – one for Head and Deputy Head of Council and one for other Councillors.

Following the presentation of the staff report in March, members of Council provided comments directly to staff. Comments received included:

- Consideration for who chairs special appointment meetings. For example, if the vacancy is for the Head of Council and both the Deputy Mayor and COW Chair are candidates who will be selected as Chair for the meeting.
- Remove specific dates from the policy.
- During appointments, procedural portions should be read by the Clerk and not a Member of Council.

Staff agree with the suggested recommendations provided by Members of Council and have amended the policy and procedures accordingly.

### **OPTIONS:**

Option 1: Approve the Council Vacancy Policy as presented including the two attached Appointment Procedures.

Option 2: Do nothing and keep appointment procedures as they are.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications with this report, however, should a vacancy occur on Council there will be a cost and the cost will vary depending on how the vacancy is filled. Each year, the municipal budget allocates a certain amount to reserves for the regular election. Should Council wish, the amount allocated in future years could be increased to offset any costs associated with a vacancy.

To provide context, on the high end a by-election for the Head or Deputy Head of Council may cost up to \$60,000 whereas appointments would be significantly less and likely only include moderate advertising and administrative costs less than \$10,000.

If a vacancy occurs, staff will prepare a report which will include the estimated cost of holding a by-election.

### **STRATEGIC PLAN**

This report falls under pillar 6 of the Strategic Plan “Accountable and Transparent Governance.” The Vacancy Policy and the appointment procedures outline a clear and transparent method that Council will take if and when a vacancy occurs on Council.

### **PUBLIC ENGAGEMENT**

The public will be informed of the new policy and procedures.

## SUMMARY:

The report is a follow up to the previously presented [Council Vacancy report](#) presented to Committee of the Whole in March. Staff received feedback from Members of Council and have incorporated the feedback into the updated policy and procedures. Staff are seeking a recommendation from Committee of the Whole to Council to approve the Council Vacancy Policy and procedure documents as presented.

Respectfully submitted by,

Jeanne Harfield,  
Clerk & Deputy CAO

Reviewed by:

Ken Kelly,  
CAO

## ATTACHMENTS:

1. Council Vacancy Policy
2. Appointment Procedure to fill a Vacancy on Council – Office of the Mayor and Deputy Mayor
3. Appointment Procedure to fill a Vacancy on Council – Councillor



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## COUNCIL VACANCY POLICY

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### 1. PURPOSE

In accordance with section 263 of the Municipal Act, S.O. 2001, c.25, when the seat of a member of Council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a by-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c.32

The purpose of this policy is to provide for an accountable and transparent process for the filling of Council vacancies which occur during a term of office.

### 2. DEFINITIONS

“Act” means the Municipal Act, S.O. 2001, c. 25 as amended.

“Appointment” means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

“By-Election” means an election, other than a regular election, held to fill a vacancy on Council and that is conducted in accordance with the Municipal Elections Act, 1996, as amended.

“Candidate” means an individual seeking to be appointed to fill a vacancy, having met the eligibility requirements and who has completed the requisite documentation as required by this policy.

“Clerk” means the Clerk or his/her designate of the Municipality of Mississippi Mills as appointed by Council.

“Council” means the Council of the Municipality of Mississippi Mills.

“Eligible Elector” has the same meaning as defined by the Act, namely a person:

- a. Who is a resident of the Municipality of Mississippi Mills, or an owner or tenant of land in the Municipality or a spouse of such owner or tenant;



- b. Who is Canadian Citizen;
- c. Who is at least 18 years old; and
- d. Who is not prohibited from voting under any other Act or from holding municipal office.

“Municipal Elections Act” means the Municipal Elections Act, S.O. 1996, c.32, as amended.

“Regular Election Year” means the year established for a regular municipal election in accordance with the Municipal Elections Act, 1996, as amended.

“Term of Office” means the period of time a Member is elected to hold office for which he/she is elected in accordance with the Municipal Elections Act, 1996, as amended.

“Vacancy” means when a seat on Council has become vacant in a manner described by the Act.

### **3. GENERAL**

3.1. Council is required to declare a seat vacant in accordance with Section 262(1) of the Act.

3.2. Council shall determine the method to fill the vacancy in accordance with Section 263 of the Act, by either:

- a. appointing a person who has consented to accept the office if appointed; or
  - b. passing a by-law requiring a by-election be held to fill the vacancy.
- Exceptions to Section 263 include:

Section 65 (2) of the Municipal Elections Act that no by-election shall be held to fill an office if the vacancy occurs after March 31 in the year of a regular election; and

Section 263(5)(b) if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy.

3.3. The following guidelines shall be taken into consideration when a vacancy is declared on or:

- a. prior to December 31 of the second year after a regular election the preferred process is that the vacancy be filled through the conduct of a by-election.
- b. The amount of time remaining in the term and the cost efficiency of filling the position by appointment shall be considered when determining how the position will be filled

- c. after January 1 of a regular election year and 90 days prior to voting day, the position shall be filled by appointment only.

3.4. The vote to select a method to fill a vacancy shall occur at an open meeting of Council.

3.5. Council may waive the Policy to Fill Council Vacancies at any time, requiring a two-thirds majority vote.

#### **4. BY-ELECTION**

4.1. In accordance with Section 263(5) of the Act, Council shall pass a by-law calling for a by-election within 60 days of declaring a vacancy of Council.

4.2. All other procedures regarding a by-election shall be administered by the Clerk in accordance with Section 64 of the Act.

#### **5. APPOINTMENT REQUIREMENTS**

5.1. In accordance with Section 263(5)(1)(i) of the *Municipal Act*, if a vacancy is to be filled by appointment, the vacancy shall be filled within 60 days of declaring the vacancy. Council shall declare by resolution that the vacancy will be filled via an appointment process at the meeting where the vacancy is declared or at its next regular meeting.

5.2. For an appointment to the office of the Mayor or Deputy Mayor Council shall pass a resolution selecting the appointment option as described in the Appointment Procedure to Fill a Council Vacancy – Office of the Mayor or Deputy Mayor.

5.3. Appointment process shall follow the vacancy procedures attached as the following schedules:

Schedule 1 - Appointment Procedure to Fill Council Vacancy Office of the Mayor or Deputy Mayor;

Schedule 2 - Appointment Procedure to Fill Council Vacancy Office of Councillor.

## **6. ELIGIBILITY REQUIREMENTS**

- 6.1. Any individual filling a vacancy must meet the eligibility requirements of office as outlined in the Act and the *Municipal Elections Act* as an eligible elector.
- 6.2. If an employee of the Municipality of Mississippi Mills seeks appointment or by-election to Council, the employee shall give written notice, in advance, of his or her intention to take unpaid leave. If the employee is appointed to office, they will be deemed to have resigned from their position with the Municipality immediately before making the declaration of office.

## **7. RESPONSIBILITIES**

- 7.1. Members of Council are responsible for the adoption and application of this policy.
- 7.2. The Clerk or his/her designate shall be responsible for the administration and interpretation of this policy and where appropriate administering the Council Vacancies Procedures.
- 7.3. The Clerk or his/her designate shall be responsible for conducting any by-election in accordance with the *Municipal Elections Act* and all applicable policies and procedures.

## **8. REVIEW**

- 8.1. This policy shall be reviewed every term of Council.



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## **APPOINTMENT PROCEDURE TO FILL VACANCY OFFICE OF THE MAYOR OR DEPUTY MAYOR**

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### **1. GENERAL**

- 1.1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
- 1.2. Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.
- 1.3. The Clerk will post a Council Vacancy notice as per the Municipal Public Notice By-law.

### **2. APPOINTMENT PROCEDURE – OPTION 1**

- 2.1. If a vacancy in the Office of the Mayor or Deputy Mayor is to be filled by appointment, Council may choose to fill the vacancy by appointing a current member of Council in accordance with the Act.
- 2.2. Any member of Council wishing to be considered for appointment to the vacancy shall advise the Clerk in writing by 12:00 noon, five business days prior to the Special Council meeting.
- 2.3. If there are no members of Council who advise that they wished to be considered for appointment to the vacancy, Council shall fill the vacancy by appointment and follow the procedures as outlined in section 3 of this procedure.
- 2.4. At the special meeting, the following shall take place:
  - 2.4.1. The Clerk shall make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
  - 2.4.2. Council shall appoint a Chair for the special meeting, the Chair may not be a candidate for appointment.
  - 2.4.3. The Clerk will read a list of the names of those Members of Council who have indicated in writing their interest in being appointed to the vacancy and the Chair will call for a motion from Council in the

following form:

“That the following candidates, who have signified in writing their interest in being appointed to the office of Mayor/Deputy Mayor, be considered for appointment to fill such vacancy.”

- 2.4.4. Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five minutes. The order of speaking will be determined by lot.
- 2.4.5. Each Member of Council not being considered for the appointment will be allowed no more than one question to each candidate.
- 2.4.6. Upon hearing all the submissions of the candidates, Council will proceed to vote as follows:
  - a. Members of Council will vote by way of public vote;
  - b. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting Members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who received the fewest number of votes. This shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting Members of Council;
  - c. Where the votes cast are equal for candidates:
    - i. If there is a three or more-way tie, the Clerk shall by lot select one such candidate to be excluded from the subsequent voting;
    - ii. If there is a two-way tie, the tie shall be broken and the vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk.
  - d. If there is only one person placing their name forward to fill the vacancy or upon conclusion of the voting and drawing of lots, the Clerk will declare the successful candidate.
  - e. A by-law confirming the appointment shall be enacted by Council appointing the successful candidate to the office for the remainder of the term of the present Council.

### **3. APPOINTMENT PROCEDURE – OPTION 2**

- 3.1. If a vacancy in the Office of the Mayor or Deputy Mayor is to be filled by appointment, Council may choose to fill the vacancy by appointing an

eligible elector as outlined by the Act.

#### **4. Application**

- 4.1. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.
- 4.2. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.
- 4.3. Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.
- 4.4. It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.
- 4.5. The Clerk will create a list of all candidates.

#### **5. Council Meeting – Part 1: Interviews**

- 5.1. A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.
- 5.2. Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.
- 5.3. At the meeting, the Clerk will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.
- 5.4. The Clerk will read a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
- 5.5. Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency



purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.

5.6. Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.

5.7. Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

## **6. Council Meeting – Part 2: Selection**

6.1. At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:

- 6.1.1. Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type;
- 6.1.2. Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots;
- 6.1.3. Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size, paper quality and colour and shall be pre-printed with the member's name and a place to be signed by the member;
- 6.1.4. The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
- 6.1.5. The first round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
- 6.1.6. The top three (3) candidates, or top two (2) as the case may be, who receive greatest number of votes cast will continue to the next round of voting. If the candidates receiving the greatest number of votes cast results in a tie, all candidates receiving the greatest number of votes cast will continue to the next round of voting. All other candidates will be removed from further consideration.
- 6.1.7. Any round one ballot marked with more than the prescribed "X" as

provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally;

- 6.1.8. All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format;
- 6.1.9. The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate;
- 6.1.10. The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes;
- 6.1.11. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration;
- 6.1.12. The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
- 6.1.13. Where the votes cast are equal for candidates:
  - a. If there is a three or more-way tie, the Clerk shall by lot select one such candidate to be excluded from the subsequent voting;
  - b. If there is a two-way tie, the tie shall be broken and the vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk.
- 6.1.14. Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 13(m);
- 6.1.15. A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate;
- 6.1.16. The minutes of the Council meeting shall include a full disclosure of all voting results.



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## **APPOINTMENT PROCEDURE TO FILL VACANCY COUNCILLOR**

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### **1. GENERAL**

- 1.1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
- 1.2. Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.
- 1.3. The Clerk will post a Council Vacancy notice as per the Municipal Public Notice By-law.

### **2. APPOINTMENT PROCEDURE**

#### **2.1. Application**

- 2.1.1. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk
- 2.1.2. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.
- 2.1.3. Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.
- 2.1.4. It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.

2.1.5. The Clerk will create a list of all candidates.

## **2.2. Council Meeting – Part 1: Interviews**

2.2.1. A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.

2.2.2. Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.

2.2.3. At the meeting, the Clerk will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.

2.2.4. The Clerk will read a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”

2.2.5. Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.

2.2.6. Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.

2.2.7. Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

## **2.3. Council Meeting – Part 2: Selection**

2.3.1. At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:

- a. Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type;
- b. Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots;

- c. Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size, paper quality and colour and shall be pre-printed with the member's name and a place to be signed by the member;
- d. The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
- e. The first round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
- f. The top three (3) candidates, or top two (2) as the case may be, who receive greatest number of votes cast will continue to the next round of voting. If the candidates receiving the greatest number of votes cast results in a tie, all candidates receiving the greatest number of votes cast will continue to the next round of voting. All other candidates will be removed from further consideration.
- g. Any round one ballot marked with more than the prescribed "X" as provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally;
- h. All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format;
- i. The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate;
- j. The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes;
- k. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration;
- l. The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;

- m. Where the votes cast are equal for candidates:
  - i. If there is a three or more-way tie, the Clerk shall by lot select one such candidate to be exclude from the subsequent voting;
  - ii. If there is a two-way tie, the tie shall be broken and the vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk.
- n. Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 13(m);
- o. A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate;
- p. The minutes of the Council meeting shall include a full disclosure of all voting results.



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** April 23, 2024

**TO:** Committee of the Whole

**FROM:** Kathy Davis, Director of Corporate Services, Treasurer; Andrew Hodge, Deputy Treasurer; Cyndy Woods, Human Resources Business Partner; Dan Cousineau, Facilities and Project Manager

**SUBJECT:** Corporate Services Quarterly Report – Q#1

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#### DEPARTMENT HIGHLIGHTS:

The Corporate Services Team met on March 21 to review the Municipality's Strategic Plan and Digital Strategy, and were updated on the Project Management Office and upcoming initiatives. The team worked together to identify priorities, timelines, and risks related to implementation of the various projects and work plans, and created a plan for 2024 to 2026 to help inform learning and development opportunities, technology needs, and budgetary items. We were also thankful that 6 staff from the Corporate Services team were able to attend the Blanket Exercise in March.

#### 2023 PROJECT UPDATES/PENDING ITEMS:

**Corporate Services:** The grant management project is complete; an evaluation is attached to this report for review. The team continues to fine-tune its filing system in Sharepoint, and update processes to ensure data is stored in an intuitive and accessible manner. Consultations with Watson and Associates to complete the next phase of the Asset Management Plan are under way, and all Asset Retirement Obligations have been identified, quantified, and calculated for inclusion in the Municipality's 2023 Audited Financial Statements.

**Finance:** The Finance Team with IT has relocated its current financial software to a cloud location and gone live in that environment. The Finance Team has been assessing the outstanding property taxes and projecting a 2024 timeline and ongoing policy-based strategy to communicate and address tax arrears issues with property owners. The Finance Team has been adapting to the ongoing technological updates in a collaborative manner with the goal of streamlining the monthly finance cycle.

**Human Resources:** Payroll has been busy with year-end reporting/remittance requirements and issuing of T4's. The team has also started exploring possible solutions for the management of our people resources inclusive of a payroll component.

With the approval of several new positions and the upcoming summer season there has been a strong focus on recruitment to ensure we have the needed resources in place. Union negotiations have also commenced, with bargaining occurring on March 27, 2024 and April 11, 2024, a third date will be required.

**Facilities:** As a result of ongoing Emergency Management Planning, facilities worked with the Canadian Red Cross to establish the capabilities of our recreation facilities to act as emergency shelters. Lighting retrofit projects have been completed at the Almonte Library, Municipal Office, and the Almonte Curling Club. A contract for the John Levi Community Centre Chiller replacement was awarded. The procurement process for the Childcare Centre and Almonte Old Town Hall renovation projects is ongoing. Seasonal maintenance of facilities is underway.

**Information Technology:** The Municipality's transfer to Cloud based services was completed in the first quarter. Attached to this report is an update from IC360. The Clerk and Director of Corporate Services meet regularly with IC360 to review tickets, identify opportunities for improvement, and discuss next steps with respect to technology infrastructure. In Q1, we hosted two 'Tech Coffee Breaks' for staff to learn more about Sharepoint and Microsoft Teams.

#### **KPIs:**

**Corporate Services:** The planning meeting in March will help the team identify KPIs that will support the Municipality's overall strategy.

**Finance:** The new fee schedule came into effect on January 1<sup>st</sup>. The Interim Tax Billing was processed in February. Transfers for the first instalment to schoolboards and the county are occurring. The 2024 budget is uploaded into the financial system. The Temporary Borrowing bylaw, Interim Tax bylaw, and Water and Sewer Rates bylaw were prepared and passed. The new childcare platform switchover for invoicing and payments is fully active.

**Human Resources:** We have successfully recruited our part-time Communications Assistant, Full-time Programs and Events Coordinator, full-time Policy Planner and the casual Development and Capital Projects Engineer. Interviews for Summer Students are well under way with several departments successfully filling their positions.

#### **LOOKING AHEAD:**

**Corporate Services:** Projects planned for Q2 include completion of the Asset Management Plan, and the initiation of updates to the Development Charges Study to incorporate MM2048 Master Plans. The Procurement By-Law and the Debt Policy are under review and proposed revisions will be presented in Q2. The 2025 budget schedule has been completed in draft and will be presented for review in May. Staff will begin work on capital forecasts in June. The project related to enhancement of online services through our website will have a great impact for staff and residents, and

planning will begin to complete the project charter and include the foundation for this work in the 2025 budget. We will also be issuing RFPs for the Long Term Financial Plan and upgrading of our Financial Information System.

Finance: The Finance Team continues to promote and convert property owners to the preauthorized payment plans and to electronic tax notices to allow for more efficient processing and delivery. The Tax Rate Levy and the Waste Levy bylaw will be prepared. The PSAB budget presentation, Council Remuneration and DC Reserve reports will be brought to COW. The 2023 yearend audit for the financial statements is currently ongoing. The Finance Team will be preparing for the Final Tax billing which is planned to occur in June.

Human Resources: Summer student new hire orientation will be booked for late May. An RFP is in development for the HRIS/Payroll system and the Human Resources Plan is well underway.

Facilities: Involvement in the Asset Management Plan will continue into Q2. The framework for the Municipal Space Needs Assessment will be presented to Council in May. Office renovations will be complete at the Almonte Old Town Hall. The award of the Childcare Centre cupboard and shelving project will be awarded in Q2 to be eligible to apply for grants from Lanark County. RFQ's for roofing projects will be published and contracts awarded.

Information Technology: The next project involves upgrading network hardware, access points, and firewalls. Additionally, the Municipality's Information Technology Service Provider has been contracted to create a Disaster Recovery Plan for the Municipality, which will include comprehensive data gathering and the creation and maintenance of a service catalogue to document all software and applications in use by different departments within the Municipality.

Respectfully submitted by,

Kathy Davis,  
Director of Corporate Services, Treasurer

Andrew Hodge,  
Deputy Treasurer

Cyndy Woods,  
Human Resources Business Partner

Dan Cousineau,  
Facilities and Project Manager

ATTACHMENTS (if applicable):

1. Grant Management Project Evaluation
2. Information Technology Status Update (IC360)

# GRANT MANAGEMENT PROJECT EVALUATION

Included with Corporate Services Quarterly Report, April 2024

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## INTRODUCTION & BACKGROUND

In 2023, the Corporate Services Team along with the Senior Management Team (SMT) undertook a project aimed at increasing grant funding available for use for Municipal projects. The project charter is attached. The deliverable was to create an efficient and transparent procedure and system to support grant applications, reporting, and tracking.

The system was intended to support the following functions:

- a. Identify funding needs that could be supported in whole or in part by grant funding
- b. Identify sources of available grant funding that could meet our needs
- c. Support the completion and submission of grant applications for identified projects
- d. Document management of forms and other related documents for grant applications
- e. Track whether grants are approved, the amount of funding, and receipt of funds
- f. Track reports due, send reminders and ensure they are completed and submitted on time

Follow an initial kick-off meeting with the Senior Management Team, a list of system requirements and success criteria was created and agreed upon. The success criteria were:

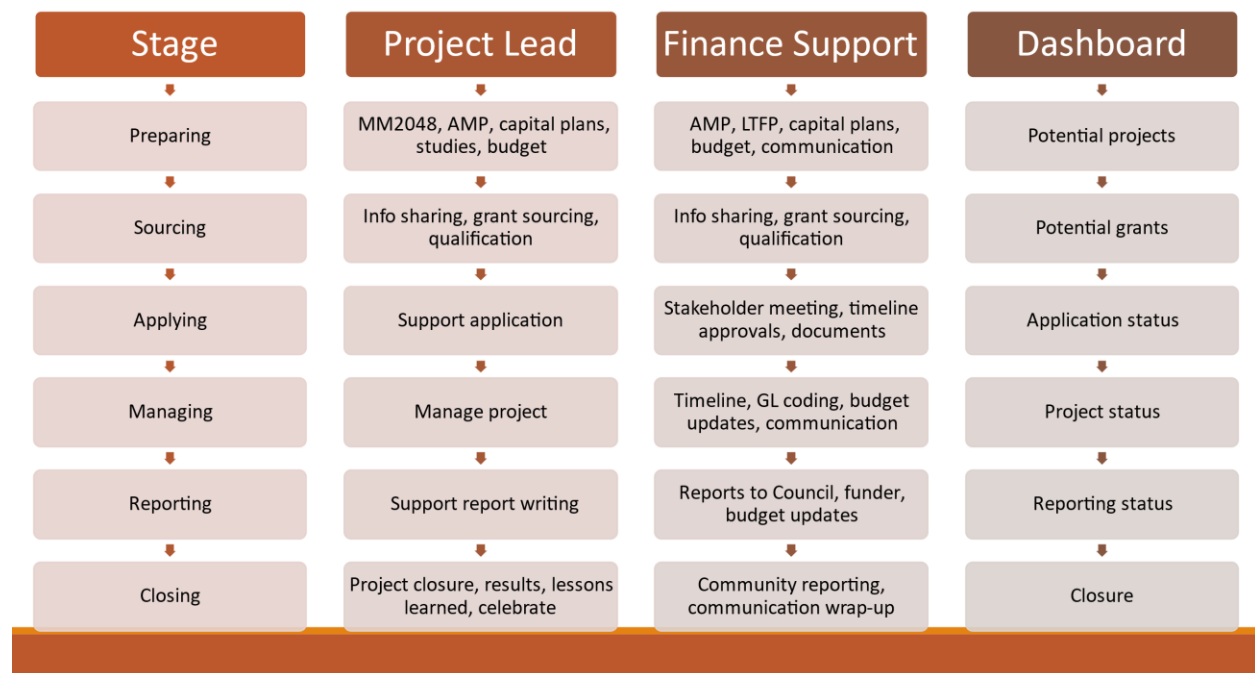
- Queue of shovel-ready / application-ready projects
- At-a-glance reporting / dashboard showing applications in progress, success rates, funding
- MM2048, asset management plan, long term financial plan are aligned and planned projects are noted and on the list for grant applications and we can report back against them
- Grant story doesn't have to be re-told - it's easily accessible
- Everyone who needs to know, knows
- Lessons learned documented and incorporated
- Annual increase in grant funding year over year
- We don't forego or miss grant opportunities that would be beneficial to the community
- All stakeholders involved in inaugural meeting where a realistic timeline and communication plan are clarified

- Central point of contact so everyone knows who to go to and responsibilities and deadlines are clear
- Funders recognized
- Council informed

A tracking mechanism was drafted and a procedure established to ensure that open communication related to projects, grant opportunities, application status, and reporting would be facilitated in an ongoing manner. Grants were made a standing agenda item at SMT meetings to ensure that the team is always aware of opportunities and can share information with the whole group.

## PROCEDURE

Following the kick-off meeting and a subsequent presentation at SMT, a procedure was developed to support a work flow for all grants. For each grant opportunity, a project lead and finance support person are designated to ensure that the application and if approved, any subsequent reporting, are completed accurately and in a timely manner.



## SOLUTION

Staff agreed that the new Sharepoint system would be the best place to house all documentation, and that the system did not need to be complicated but rather simple and accessible for everyone. While work was being done to convert all document storage to Sharepoint, the project was put on hold for a short time. When document conversion had been completed, the consultants built in two Grant related libraries that were meant to facilitate the process and deliverables.



One Library, called “Grants – Administration”, houses a grant continuity schedule (live, maintained as information is available) which details all funding received and/or expected through grant funders. The information includes the date of receipt, the project and grant to which the funds apply, the account number the deposit is coded to, and whether more funds are expected. This sheet can be used in the Municipality’s annual audit to provide detail related to all grant funding to the auditor. This library also contains all project documentation and procedural information for reference purposes.

The second library, called “Grants”, houses all documentation kept on file for each grant. It is sorted into categories such as Grant Opportunities, Applications in Progress, Approved and Current Grants, and Closed Grants. As a grant progresses through the different stages the file is moved to the appropriate category. This means that at any given point in time, a current record of all applications in progress and approved and current grants can be accessed.

The tracking mechanism that was developed is an Excel sheet with tabs for each stage of the grant process, including shovel-ready projects, grant opportunities, grant applications, approved grants, and closed grants. A dashboard on the first tab links to the information in the workbook, and provides at-a-glance updates (table below is from March 13, 2024):

A.	Application-Ready Projects	3
B.	Grant Opportunities	14
C.	Applications	7
C. 1	Value of Applications	\$ 10,365,636
D.	Approved Applications	5
D.1	Value of Approvals	\$ 1,932,488
E.	Reports Submitted	0
F.	Completed Projects	0
F. 1	Total Funding Received	0

## FINANCIAL IMPLICATIONS

The project’s objective was to generate more funding to support projects that benefit the community and align with strategic directions. Over time, the data collected will help us see if there is an upward trend in approved applications and funding. At the time of the writing of this report, staff worked on applications for 50% of the grant opportunities that were presented. 71% of the applications were approved, but only 19% of the funding applied for was approved. This indicates that at the time of writing this evaluation, smaller dollar value applications are more likely to be approved. There is a very small time sample at the time of this report, and we expect the data will change over time.

## FUTURE CONSIDERATIONS

Following the first months after implementation, a number of concerns were identified:

- Tracking the receipt of the grants and the coding/ recording of the funds in the General Ledger was not aligned with the process
- Staff who had received funding were having difficulty knowing where the funds were recorded or how the expenditures were tracked
- Some grants were being referred to by multiple names (funder / project / grant name, etc). which made communication challenging
- Not everyone was familiar with or using the tracking sheet or referring to the continuity schedule

Measures to ensure that information and communication was transparent and easily accessed to address these concerns include:

1. Every grant, upon approval, is entered into the Grant Tracker and the Grant Continuity Schedule, with all known and applicable data as well as the project lead (manager assigned to the grant).
2. Each grant is assigned a specific ID # at the time the application is approved. All staff should reference the ID number in correspondence to ensure that the correct funding is being tracked, reported, and applied to the applicable expenditures. The grant ID #s are recorded in the Grant Continuity Schedule AND in the Grant tracker. The Grant ID #s have also been added to the file name in Sharepoint.
3. Upon receipt of grant funding, the A/R clerk will check the Grant tracker to determine which account to deposit the funds to. The A/R clerk will also update the Grant Continuity schedule with the amount received and the applicable account number.
4. A refresher video was prepared showing staff where the information is stored, what is in each sheet, and how and when to update them.
5. The procedure document was updated to reflect these new steps.

After the grant management procedure has been in place for a year, it is recommended that it be re-evaluated to consider the following questions:

- Is the procedure working? What changes would make it more effective?
- Are the identified roles applicable and supportive of streamlining the grant administration process within the Municipality?
- Does the technological solution (excel spreadsheet) work for the data capture we would like to see?
- Does the data tell us anything to help with future grant applications or administration?
- Is the document storage mechanism accessible and easy to maintain?
- Have we been successful at obtaining more grant funding?
- Has the amount of staff time invested in grant applications and administration had a positive return on investment?

## CONCLUSION AND SUMMARY

In an effort to increase the amount of grant funds available for use, staff have designed a procedure, document management process, and tracking mechanism for grants. The flow of information from

shovel-ready projects to grant opportunities to applications to approvals to reporting and closure are all considered in the procedure an accompanying tools. The procedure emphasizes the necessary collaboration and communication among staff to ensure that all grant opportunities are followed up.

The tracking mechanism facilitates consolidated data gathering for the Municipality, and the data can be prepared and reported to Council and management on a regular basis. It is suggested that this be presented quarterly for Council's information and review.

Because the life span of grants vary, opportunities are not always consistent, and approvals depend on many different factors, it is recommended that the procedure, document management, and tracking mechanism and reporting frequency be revisited in a year to evaluate and make changes and updates.

The objective of the project was to generate more funding to support projects that benefit the community and align with strategic directions. Over time, the procedure and tools put in place should help us evaluate and improve our approach and increase grant funding available.

# IT STATUS UPDATE

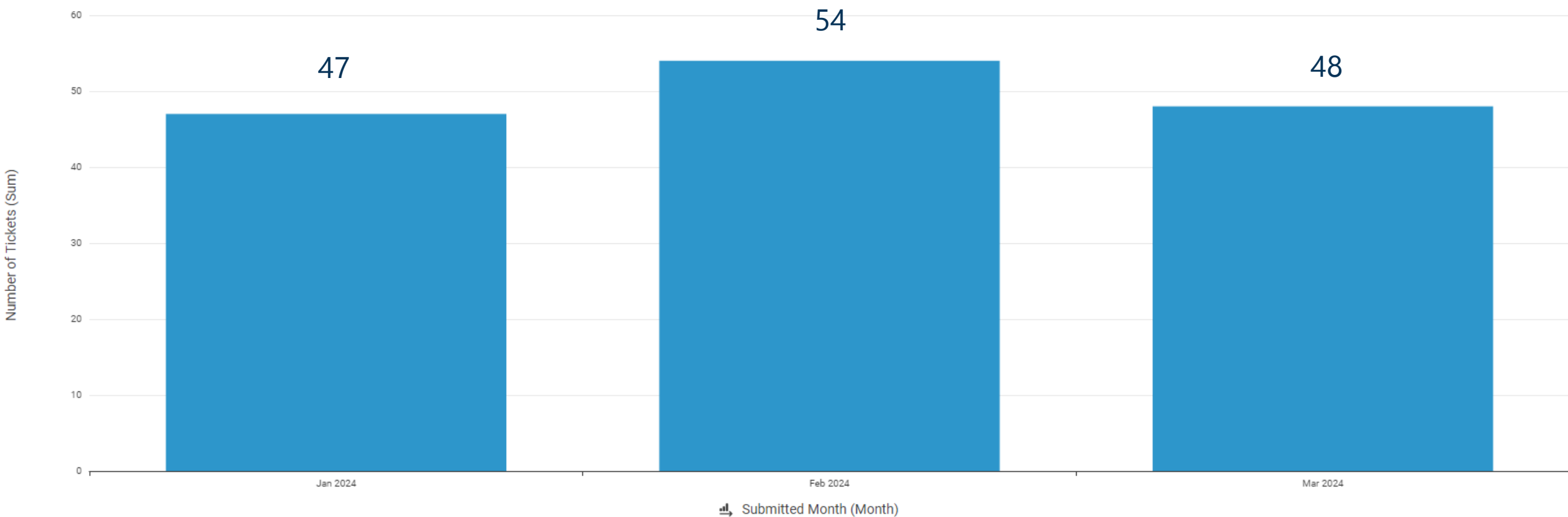


IC 360

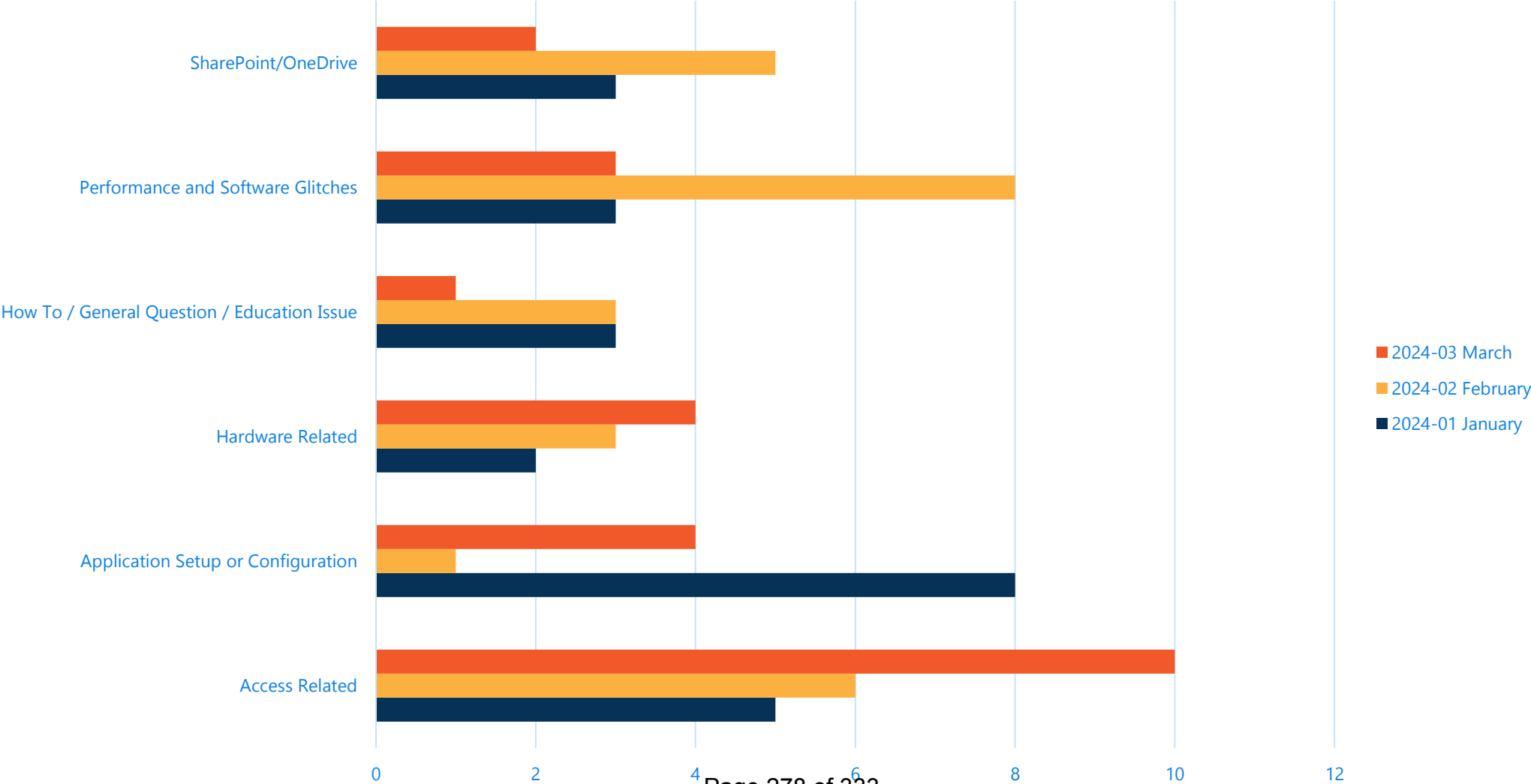


# NUMBER OF TICKETS

Tickets by Date Submitted and Client



# TOP CLASSES TRENDS



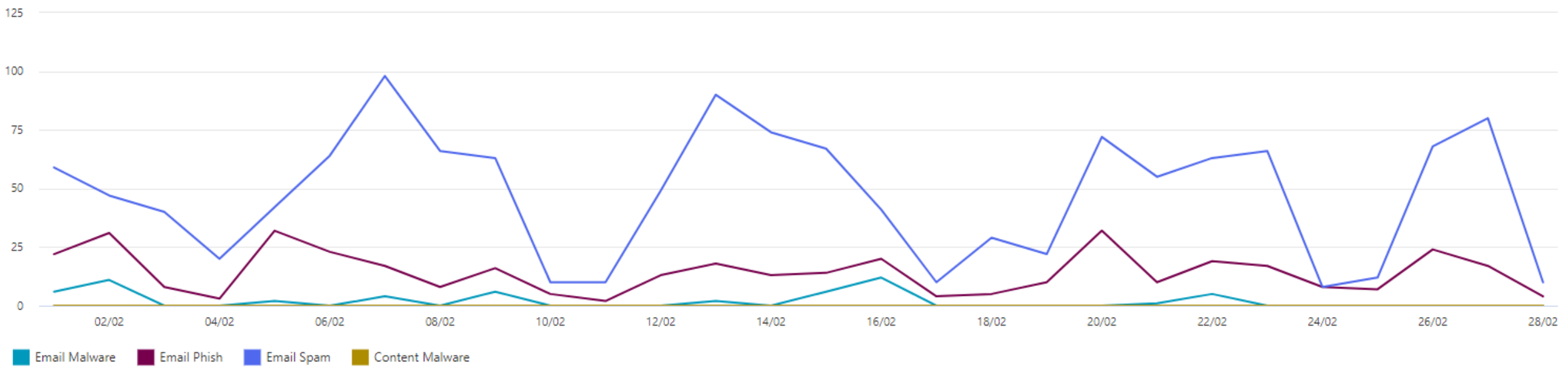


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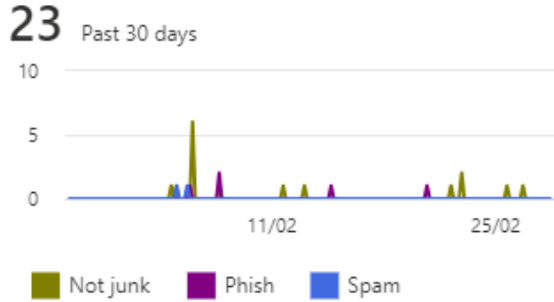
## EMPLOYEE FEEDBACK

Month	Negative (1)	Neutral (2-3)	Positive (4)	Total Tickets	Response Rate
December	0	0	0	28	0%
January	0	0	4	47	8.5%
February	0	0	4	54	7.3%
March	0	0	1	48	0.2%

# EMAIL THREAT PROTECTION



## User reported messages



[View details](#) Page 280 of 333 [to 5333](#)

# DEVICE COMPLIANCE

Device compliance



Device compliance status

Status	Devices
Compliant	
Compliant	43
In grace period	0
Noncompliant	
Not compliant	0
Not evaluated	0
Other	
Managed by Configuration Manager	0

# PROJECT SUMMARY – ONBOARDING

Legend	On Plan	Delay	Behind Plan
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Report Date	Feb 22	Reporting Period	Jan 25 – Feb 22
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Overall Status	Last Period	This Period	Trend
	G	G	

### Milestones

Milestone	Due Date*	Status
User Migration	Oct 25	100%
M365 Backup Configuration	Oct 16	100%
Computer Migration	Nov 17	100%
Teams Voice (Optional)	Nov 30	0%
On-premises Servers decommissioned	Jan 19	90%
Network Updates	Nov 30	To be transferred to other sheet
Printer Management	Dec 15	100%
Managed SOC	Dec 29	100%

Decision	Owner	Date

Client Tasks

### Key Events Completed

- Continuation of Computer Migrations
- GP Azure Migrated – testing ongoing
- Access Card server migration Planning
- StoneShare’s Shared Content migration**
- Complete Access Card server migration**

### Upcoming Tasks and Events

- Domain Transfer

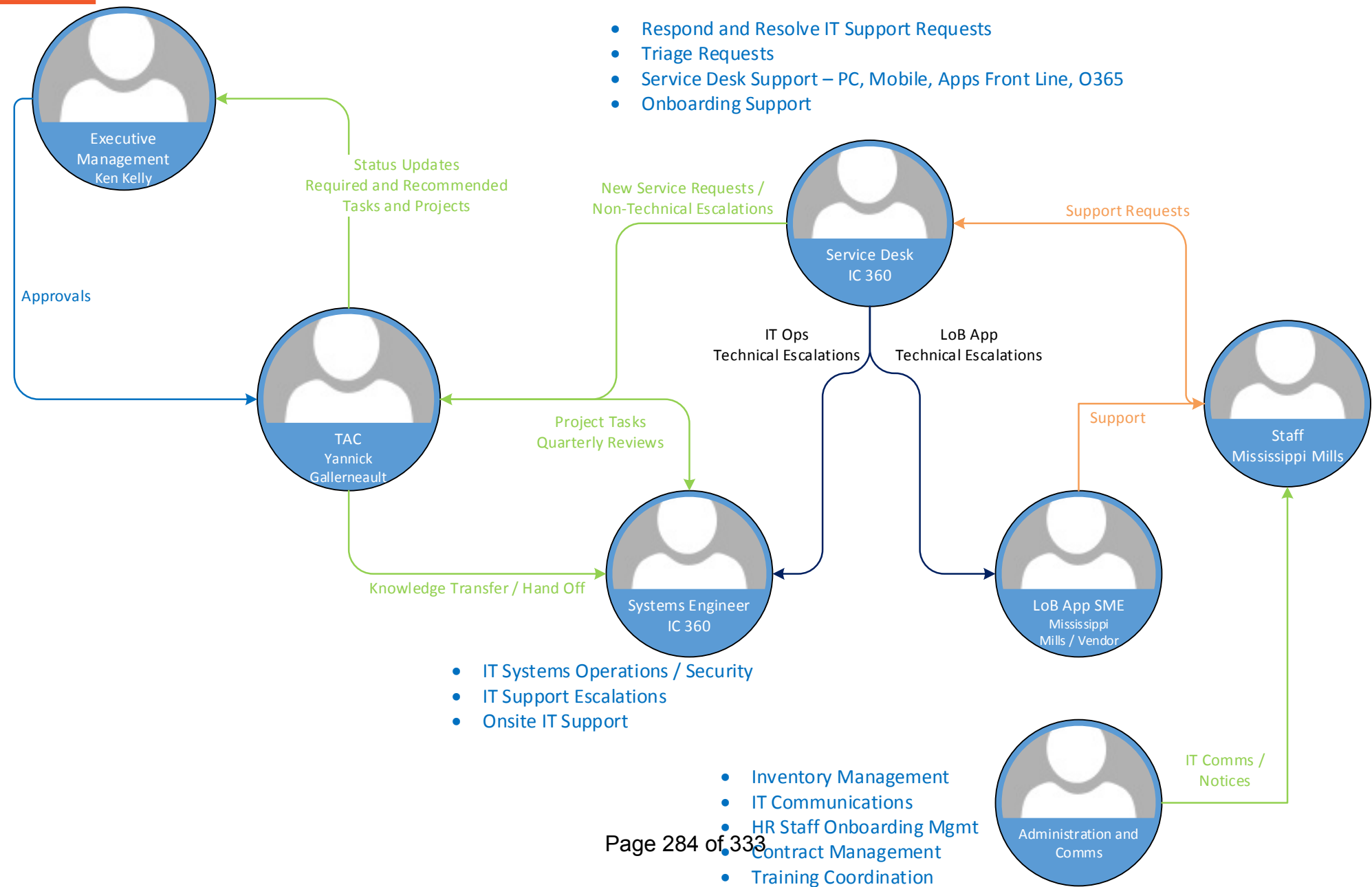
# NEW IT STRUCTURE

The new IT Department will have four (4) clear functional areas:

Service Desk	Systems Operations	Administration/ Communications	Projects / Improvements
<ul style="list-style-type: none"><li>• IT Requests</li><li>• Triage Requests</li><li>• Service Desk Support PC, Mobile, Apps Front Line, O365</li><li>• Onboarding Support</li></ul>	<ul style="list-style-type: none"><li>• IT Systems Operations / Security</li><li>• Monitoring/Health Checks</li><li>• IT Support Escalations</li><li>• OnSite IT Support</li><li>• French Language Support</li></ul>	<ul style="list-style-type: none"><li>• Inventory Management</li><li>• IT Communications</li><li>• HR Staff onboarding mgmt</li><li>• Contract Management</li><li>• Training Coordination</li></ul>	<ul style="list-style-type: none"><li>• Major Systems Upgrades</li><li>• IT Strategy</li><li>• Information Management</li><li>• Technical Project Management</li></ul>

- The support process and functions will follow the diagram on the next page.
- This process ensures clear ownership of incidents and requests for IT services offered at Mississippi Mills.
- All IT Requests, from application to hardware, will follow a similar process and will be triaged and assigned as appropriate based on the incident.
- Requests will be converted to tickets and assigned to the correct person on the team.

# IT OPERATIONS STRUCTURE





## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** April 23<sup>rd</sup> 2024  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** Recreation Department Quarterly Report – #2

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#### DEPARTMENT HIGHLIGHTS:

During the 1<sup>st</sup> Quarter the Recreation Department concluded its indoor recreation facilities activities on March 24<sup>th</sup> 2024 at which time ice surfaces were removed from both the John Levi Community Centre and The Stewart Community Centre in Pakenham. The Almonte Curling season concluded on April 6<sup>th</sup> 2024.

A Trillium application for upwards of \$200,000 was submitted on March 6<sup>th</sup> by The Recreation Manager for the replacement of the Almonte arena condenser unit and water treatment equipment for the facility, with an expected time frame of July 2024 to hear back on whether the Municipality was successful with their application.

The Community Services Department welcomed Susan Law as the new Mississippi Mills Event and Program Coordinator in March 2024, after receiving over 80 applications for the position.

Discussion pertaining to a future splash pad at Augusta Street park has taken place. The Director of Public Works and Recreation Manager have reviewed different locations and options. They are now waiting to hear back on accurate costing for a project of this sort.

With the conclusion of the Almonte Curling season, work pertaining to the replacement of the Almonte Curling Refrigeration plant is set to commence shortly to ensure the new plant is operational for the beginning of the 2024-2025 curling season.

#### 2024 PROJECT UPDATES/PENDING ITEMS:

1. The tender for Grass Cutting services for the 2024 and 2025 Grass Cutting seasons closed in early April 2024. Troy Property Maintenance was the successful bidder and has been awarded the contract for the next two seasons.

2. Student Interviews for the 2024 Summer Season for the Recreation Department are scheduled to take place at the end of April 2024.
3. Registration for the Pakenham Soccer program will take place on Wednesday April 10<sup>th</sup> at the Stewart Community Centre in Pakenham from 6 p.m. – 8 p.m. In 2023, the Pakenham soccer program received 123 registrations for the program.
4. On Thursday March 28<sup>th</sup> 2024 at the Mississippi Mills Community Open House, the Recreation Department held registration for the Indoor Pickleball program which will run again this summer. A total of 270 registrations were received which is approximately 100 more than what was received in 2023.

**KPIs:** The 2023-2024 arena ice season has now concluded. The information below provides a comparison of revenues received for the last two seasons at both arenas in Mississippi Mills. Overall our ice rentals have remained consistent over the last two ice seasons.

2022-2023 Ice Season			
Account Name	Account Number	Ice Revenue	Regular Contracted Users
JLCC Arena Ice			OVSS, MTK, CPGHA, Titans, APMHA, Raiders, Almonte Men's, Pond Hockey, B. Barr, D. Dickson, G. Briscoe, Pakenham Friday Night, Pakenham Midtimers, Pakenhockey, Inferno, N. Stewart, Community Living, J. Barr, A. Foubert, West Carleton Ladies Ringette
Rental - Hockey	5-105-1058-A105	\$204,391	
SCC Arena Ice			
Rental - Hockey	5-105-1058-P105	\$168,151	
<b>Total Ice Rental - Hockey</b>		<b>\$372,542</b>	(*includes 1 time rentals)
SCC Arena Ice			
Rental - Broomball	5-105-1058 P-113	\$11,607	J. Dods, McMillan Ladies Broomball
JLCC Arena Ice			
Rental - Figure Skating	5-105-1058-A106	\$10,801	Almonte Carleton Place Skating Club
<b>ICE RENTAL REVENUE</b>		<b>\$394,950</b>	

2023-2024 Ice Season			
Account Name	Account Number	Ice Revenue	Regular Contracted Users
JLCC Arena Ice			OVSS, MTK, CPGHA, Titans, APMHA, Raiders, Almonte Men's, Pond Hockey, B. Barr, D. Dickson, G. Briscoe, Pakenham Friday Night, Pakenham Midtimers, Pakenhockey, Inferno, N. Stewart, Community Living, J. Barr, A. Foubert, West Carleton Ladies Ringette
Rental - Hockey	5-105-1058-A105	\$211,739	
SCC Arena Ice			
Rental - Hockey	5-105-1058-P105	\$164,876	
<b>Total Ice Rental - Hockey</b>		<b>\$376,615</b>	(*includes 1 time rentals)
SCC Arena Ice			
Rental - Broomball	5-105-1058-P113	\$14,723	J. Dods, McMillan Ladies Broomball
JLCC Arena Ice			
Rental - Figure Skating	5-105-1058-A106	\$12,089	Almonte Carleton Place Skating Club
<b>ICE RENTAL REVENUE</b>		<b>\$403,427</b>	

## LOOKING AHEAD:

1. Splash Pad in Gemmill Park to reopen for the summer months the long weekend in May 2024.
2. Ball Diamonds and Soccer Pitches in Almonte and Pakenham are scheduled to reopen on Saturday May 18<sup>th</sup>, 2024 (Weather permitting).
3. The Pakenham Daycare (for a second year) will run their summer daycamp program out of the Upper Hall in the Stewart Community Centre due to the ongoing renovations at the Pakenham Public School. Meetings between the Recreation Manager and Pakenham Daycare staff have taken place to discuss the logistics.
4. The Recreation Manager will be meeting with different users of the Pilot Dog Park project (Snedden Casey Ball Diamond) on May 10<sup>th</sup>. This pilot project began last year and will wrap up at the end of the 2024 summer season. The

purpose of the meeting is to identify any issues or concerns that may have occurred during this past winter season at the park.

5. The Recreation Manager will be working on different sections of the Community Safety and Wellbeing project that was approved by Council in early March 2024.

Respectfully submitted by,

Reviewed by:

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Calvin Murphy,  
Recreation Manager

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Ken Kelly,  
CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** April anuary 16, 2024

**TO:** Committee of the Whole

**FROM:** Jeanne Harfield, Clerk & Deputy CAO

**SUBJECT:** Clerks Department Quarterly Report – #2

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### DEPARTMENT HIGHLIGHTS:

Since the previous report (2023 year-end) in January, the Clerk's Department has been focused on continued policy review, statutory requirements, recruitment, communications initiatives and finalizing the sharepoint transition project.

### 2024 PROJECT UPDATES/PENDING ITEMS:

Since January, the Clerk's Department has been working on and completed the following:

- Successfully recruited Communications Assistant, Shion Hyde. Over 50 applications were received and interviewed were completed for 4 top candidates. Shion began with the Municipality at the end of March and will work 20 hours per week.
- StoneShare transition complete, all departments are now operating in the cloud environment. Records management and disposition of records will continue to be managed by the Clerks department.
- Improvements to the PMO templates to include Community Safety and Wellbeing Initiatives
- Development of the Administrative Monetary Penalty By-law
- Review of the Council Vacancy Policy
- Review of the Council Remuneration By-law
- Creation of the Drainage manual for residents
- Development Charges pamphlet creation
- Communication support to departments

### Upcoming

- Mayor's Youth Advisory Committee research and drafting terms of reference
- Development Municipal Newsletter – estimated launch date June 2024
- Community Safety & Well Being projects – updates to website, reach out to your neighbour campaign
- AMPS Communications Strategy

**KPIs:**

Since the end of March 2024, the Clerk's Department has responded to the following requests.

Reporting Dates: January 1, 2024 – March 31, 2024					
Clerk's KPIs	2023	Jan	Feb	Mar	Total Q1
Freedom of Information	6	0	1	1	2
Legal(active files)	8	0	1	1*	2
Commissioner of Oaths	63	6	4	4	14
Division Registrar i.e Marriage Licenses/ Death Registrations	155	8	10	11	29
Lottery Licenses	22	0	1	2	3
Seasonal Stands	9	0	0	1	1
Other Licenses	20	1	2		3
Petitions	0	0	0	0	0
Formal Complaints	4	1	0	0	1
IC Complaints	0	0	0	0	0

\*The new application received in March relates to a previous matter that was ruled on by the Courts.

Formal complaints are any complaints submitted and filled out via the fillable form on the website. The formal complaint received was sent to the appropriate Department Head and settled.

Matter	Number of Active Files	Details
Freedom of Information	1	We currently have 1 active FOI request. This request is large and will require significant staff resources to complete.
Legal	10	Files are either awaiting trial date, have been appealed, or are in the beginning stages.
Petitions	0	No new petitions
Formal Complaints	0	No active formal complaints
IC Complaints	0	Annual report from the IC will come forward to Council.



Council will be updated as legal matters progress, currently many are waiting for court dates and schedules or updates from opposing Council. The municipality does not report on insurance claims that are received that have not advanced to statement of claims. The process when an insurance claim is received is that it is forwarded to our insurance provider who conducts research to determine if the municipality is liable or not. If we are deemed to be liable then it is forwarded onto a solicitor. If we are found to not be at fault the insurance provider will issue a letter of denial to the claimant.

Communications, handled by the Clerk's Department, continues to provide communications support to departments, as well as manage the municipal website and social media channels.

A highlight for Q1 was International Women's Week campaigns with spotlights on Women in Emergency Response (Lanark County OPP, Mississippi Mills Fire Department, and Lanark County Paramedic Service), as well as Women in Leadership. A follow-up Women in Leadership community meet and greet with our female Council Members is planned at Ottawa Valley Coffee on May 3 from 5-6:30 p.m.

Communications also worked with Development Services and Engineering to create the Homeowner's Guide to Lot Grading and Drainage and will prepare a postcard for mail out to residents. Communications was responsible for creating pamphlets for the new Development Charges By-laws as well.

Work has begun on the Community Safety and Well-being initiatives approved by Council in and will continue into Q2. These projects include a "Connect With Your Neighbour" community campaign, compiling resources for seniors' in the area, and a dedicated Community Safety and Well-being page on the website.

Upcoming projects include public engagement for the 2025 Budget process and related survey, campaigns for National Volunteer Week, Emergency Preparedness Week, Arbour Week, and AccessAbility Week, and continued municipal event and corporate communications support.

Attached with this report are analytics reports for Facebook and Instagram, as well as the municipal website. Of note, more emphasis in Q1 was placed on increasing Instagram engagement, which has been successful. Post reach is up 101.7%, and engagement has increased significantly.

#### **LOOKING AHEAD:**

- The Integrity Commissioner will be brought forward to Council once received by the municipality.
- The municipal newsletter will make its debut in June

- Implementation of AMPs and support to departments for administration as well as communication.
- Updates to municipal website to ensure accessibility standards are met
- Hire and onboard summer students

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk & Deputy CAO

---

Ken Kelly,  
CAO

ATTACHMENTS:

1. Social media and website analytics

Q1 Analytics Report (January 1, 2024 – March 31, 2024)

Reach

Export

Facebook reach ⓘ

64.7K ↓ 72.7%



Instagram reach ⓘ

1.7K ↑ 99.6%

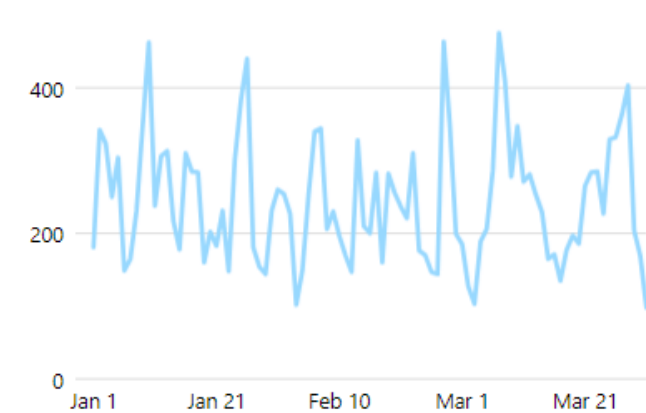


Visits

Export

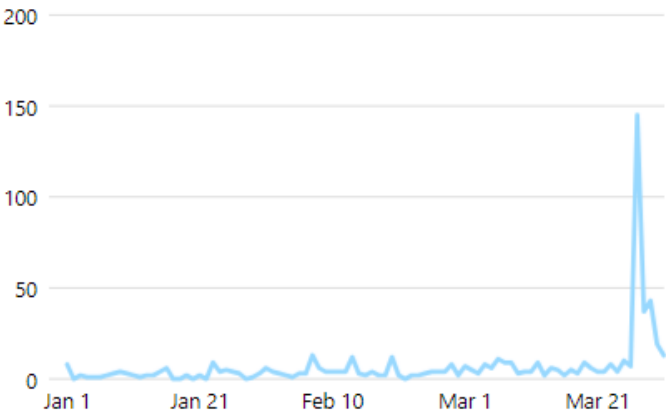
Facebook visits ⓘ

22.3K ↓ 18.3%



Instagram profile visits ⓘ

610 ↑ 97.4%

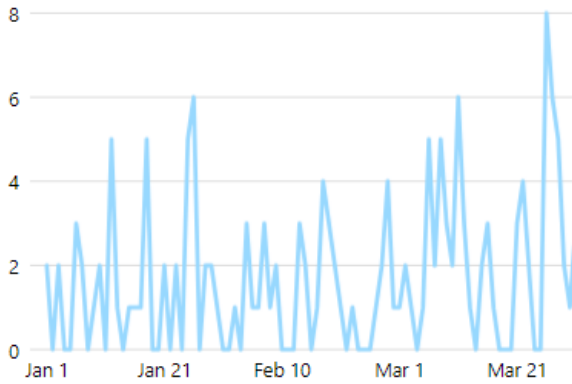


## Follows

Export

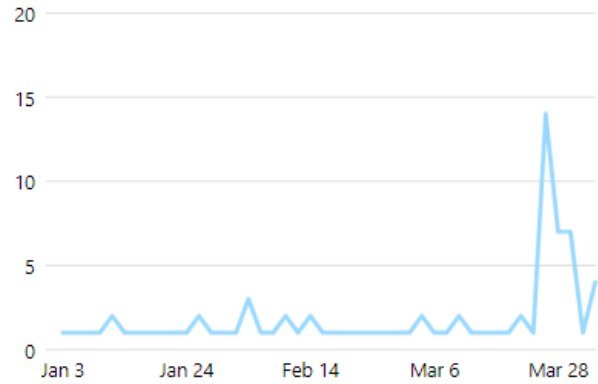
### Facebook follows ⓘ

154 ↓ 45.8%



### Instagram follows ⓘ

81 ↑ 80%



## Performance

Daily Cumulative ⓘ

### Reach ⓘ

64.7K ↓ 72.7%

### Content interactions ⓘ

4.5K ↓ 43.4%

### Followers ⓘ

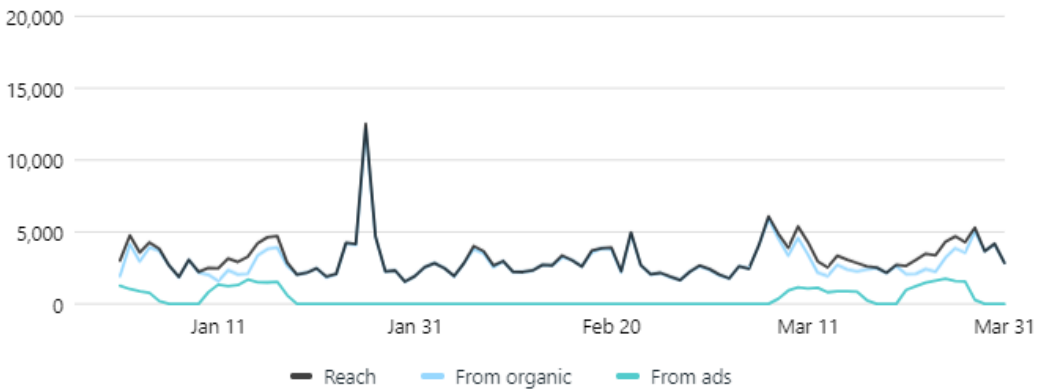
Lifetime  
7.2K

### Link clicks ⓘ

3K ↓ 68.9%

### Minutes viewed ⓘ

105 ↓ 22.5%



### Reach breakdown

#### Total

64,712 ↓ 72.7%

#### From organic

64,307 ↓ 72.8%

#### From ads

9,153 ↓ 28.6%

## Audience

Export

Current audience

Potential audience

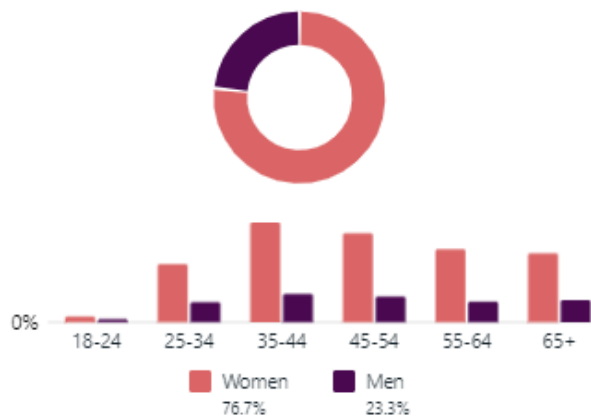
Facebook followers ①

7,193

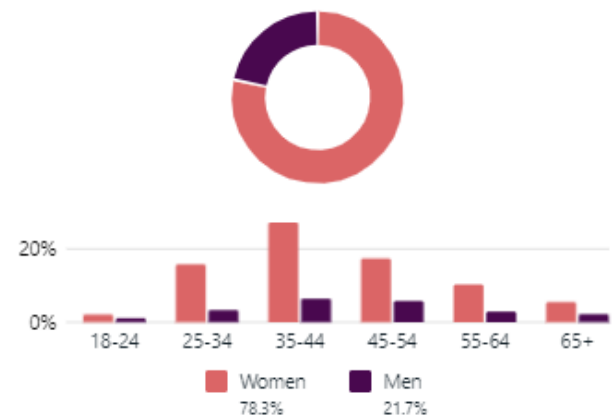
Instagram followers ①

2,055

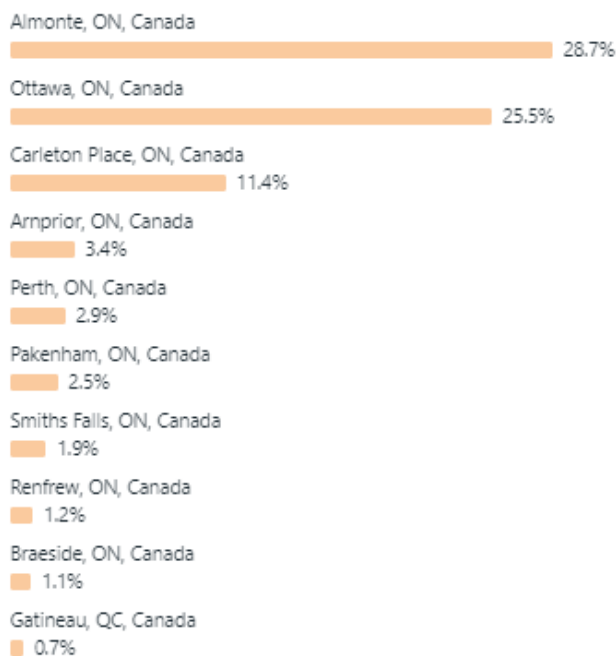
Age & gender ①



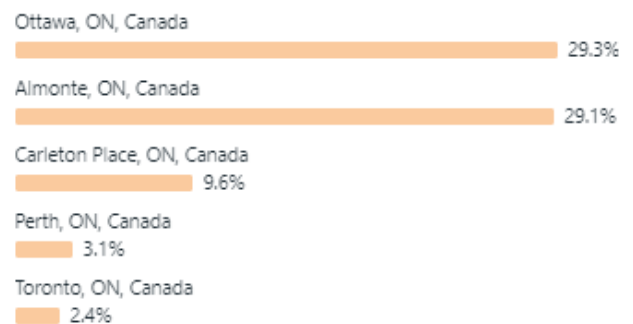
Age & gender ①



Top cities



Top cities



Facebook Content Overview

Content overview

Explore noteworthy trends from the content you recently created and shared.

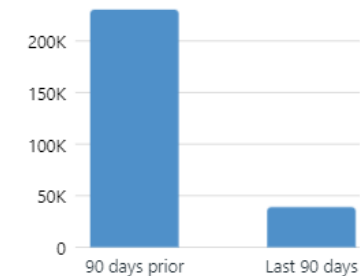
- Facebook posts
- Facebook stories
- Instagram posts
- Instagram stories

Reach

Post reach ⓘ

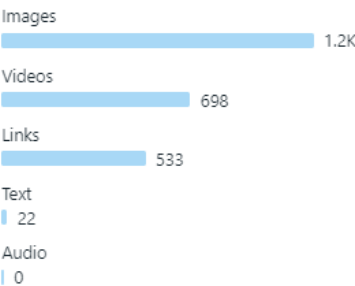
38.9K ↓ 83.1%

Total from last 90 days vs 90 days prior



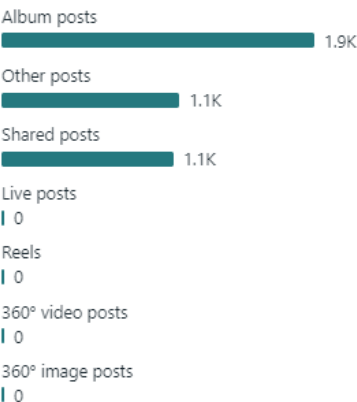
Median post reach per media type ⓘ

For posts created in the last 90 days



Median post reach per content format ⓘ

For posts created in the last 90 days



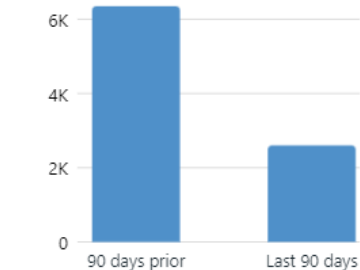
Facebook Engagement and Post Reach

Engagement

Post reactions, comments and shares ⓘ

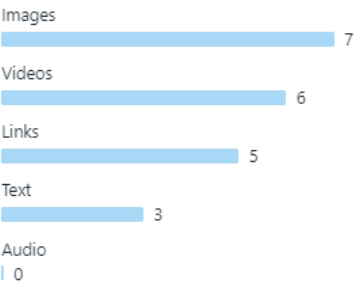
2.6K ↓ 59.1%

Total from last 90 days vs 90 days prior



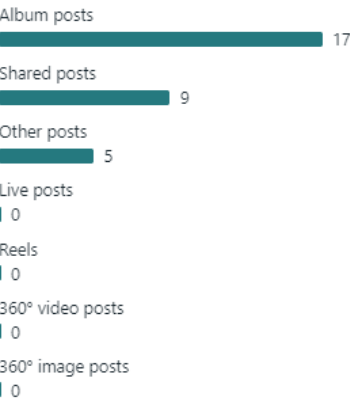
Median post reactions, comments and shares per media type ⓘ

For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ

For posts created in the last 90 days



Top-performing organic posts

Here are posts that have performed well over the last 90 days. Understanding what's working can help you decide what to create and share next, so you can keep up the great work.

Highest reach on a post ⓘ



Facebook post  
The Mississippi Mills Public Libr  
Seed Library officially opened c  
Mar 27, 2024, 3:00 PM

This post's reach (10,101) is 807% higher than your median post reach (1,114) on Facebook.

Highest reactions on a post ⓘ



Facebook post  
International Women's Day is approaching on March 8. W...  
Mar 6, 2024, 10:00 AM

This post received 5,180% more reactions (264 reactions) than your median post (5 reactions) on Facebook.

Highest comments on a post ⓘ



Facebook post  
International Women's Day is approaching on March 8. W...  
Mar 6, 2024, 10:00 AM

This post received 23 comments compared to your median post (0 comments) on Facebook.

# Instagram Content Overview

## Content overview

Explore noteworthy trends from the content you recently created and shared.

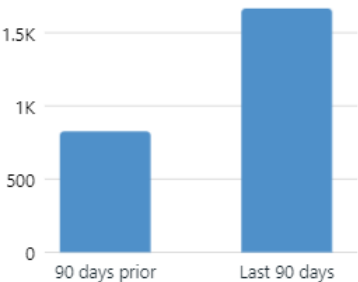
Facebook posts   Facebook stories   **Instagram posts**   Instagram stories

### Reach

#### Post reach ⓘ

1.7K ↑ 101.7%

Total from last 90 days vs 90 days prior



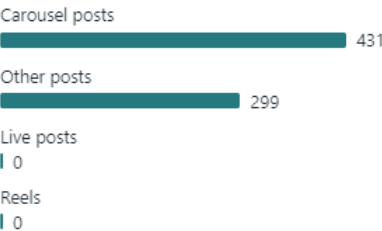
#### Median post reach per media type ⓘ

For posts created in the last 90 days



#### Median post reach per content format ⓘ

For posts created in the last 90 days



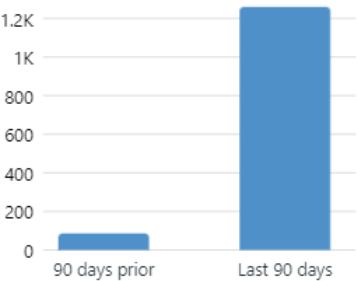
# Instagram Engagement and Post Reach

### Engagement

#### Post likes, comments and shares ⓘ

1.3K ↑ 1.4K%

Total from last 90 days vs 90 days prior



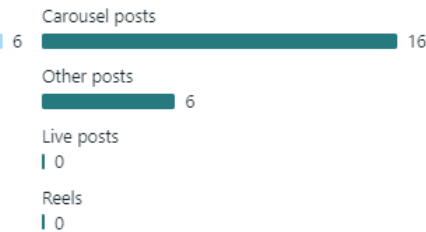
#### Median post likes, comments and shares per media type ⓘ

For posts created in the last 90 days



#### Median post likes, comments and shares per content format ⓘ

For posts created in the last 90 days



### Top-performing organic posts

Here are posts that have performed well over the last 90 days. Understanding what's working can help you decide what to create and share next, so you can keep up the great work.

#### Highest reach on a post ⓘ



Instagram post  
The Municipality of Mississippi Mi  
reopened Main Street to alternati  
Feb 13, 2024, 8:56 AM

This post's reach (1,008) is **230%** higher than your median post reach (305) on Instagram.

#### Highest likes on a post ⓘ



Instagram post  
Have you heard the news? A  
Meal for All is opening a...  
Feb 7, 2024, 12:35 PM

This post received 50 likes.

#### Highest comments on a post ⓘ

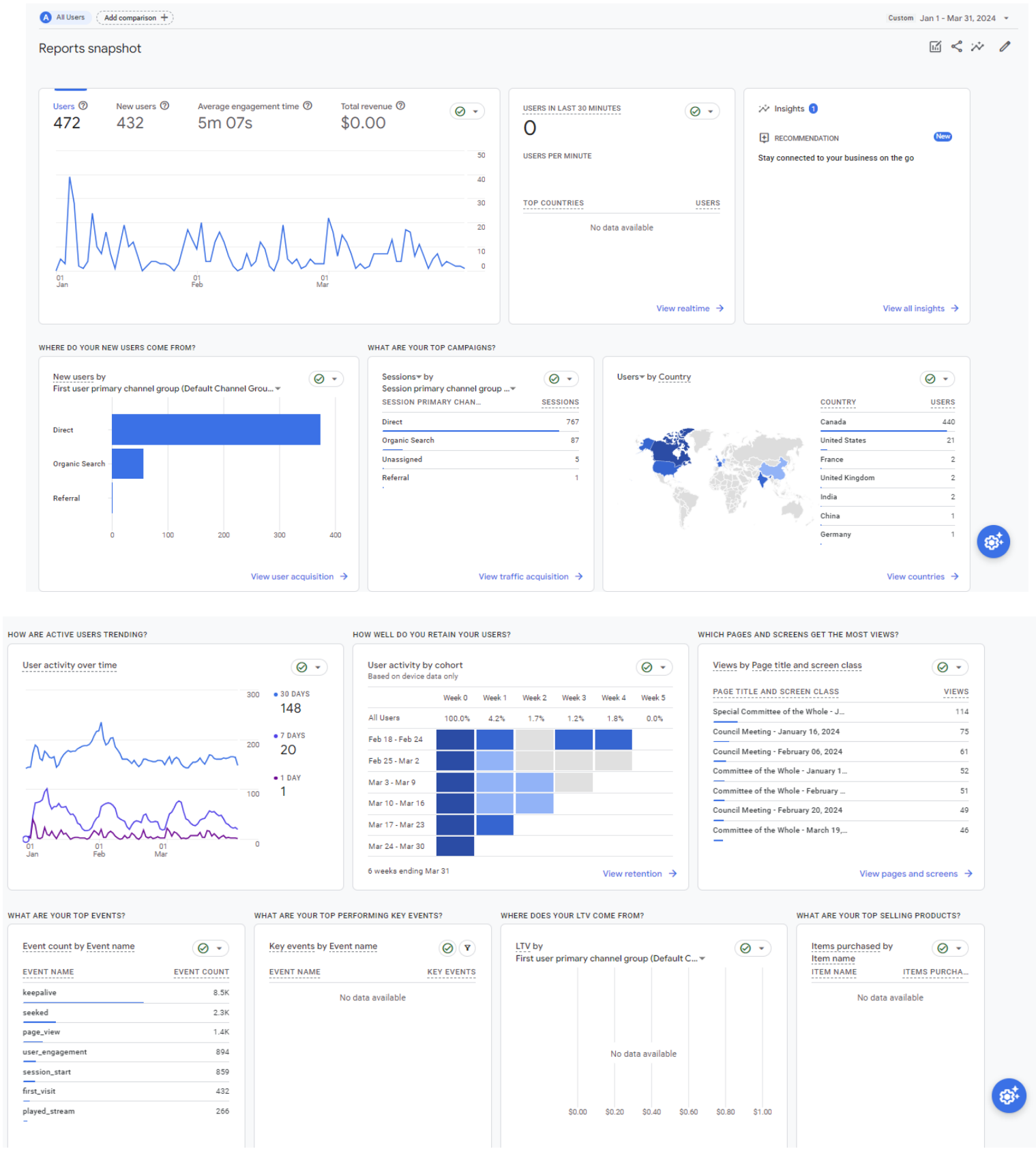


Instagram post  
Happy International Women's Day  
week of spotlights on Women in E  
Mar 8, 2024, 10:00 AM

This post received 1 comment compared to your median post (0 comments) on Instagram.



Website Analytics (January 1, 2024 – March 31, 2024)



HOW ARE ACTIVE USERS TRENDING?

User activity over time

30 DAYS148

7 DAYS20

1 DAY1

HOW WELL DO YOU RETAIN YOUR USERS?

User activity by cohort

Based on device data only

Week 0Week 1Week 2Week 3Week 4Week 5

All Users100.0%4.2%1.7%1.2%1.8%0.0%

Feb 18 - Feb 24

Feb 25 - Mar 2

Mar 3 - Mar 9

Mar 10 - Mar 16

Mar 17 - Mar 23

Mar 24 - Mar 30

6 weeks ending Mar 31

View retention

WHICH PAGES AND SCREENS GET THE MOST VIEWS?

Views by Page title and screen class

PAGE TITLE AND SCREEN CLASS

VIEWS

Special Committee of the Whole - J...

Council Meeting - January 16, 2024

Council Meeting - February 06, 2024

Committee of the Whole - January 1...

Committee of the Whole - February ...

Council Meeting - February 20, 2024

Committee of the Whole - March 19,...

View pages and screens

WHAT ARE YOUR TOP EVENTS?

Event count by Event name

EVENT NAME

EVENT COUNT

keepalive8.5K

seeked2.3K

page\_view1.4K

user\_engagement894

session\_start859

first\_visit432

played\_stream266

WHAT ARE YOUR TOP PERFORMING KEY EVENTS?

Key events by Event name

EVENT NAME

KEY EVENTS

No data available

WHERE DOES YOUR LTV COME FROM?

LTV by

First user primary channel group (Default C...

No data available

WHAT ARE YOUR TOP SELLING PRODUCTS?

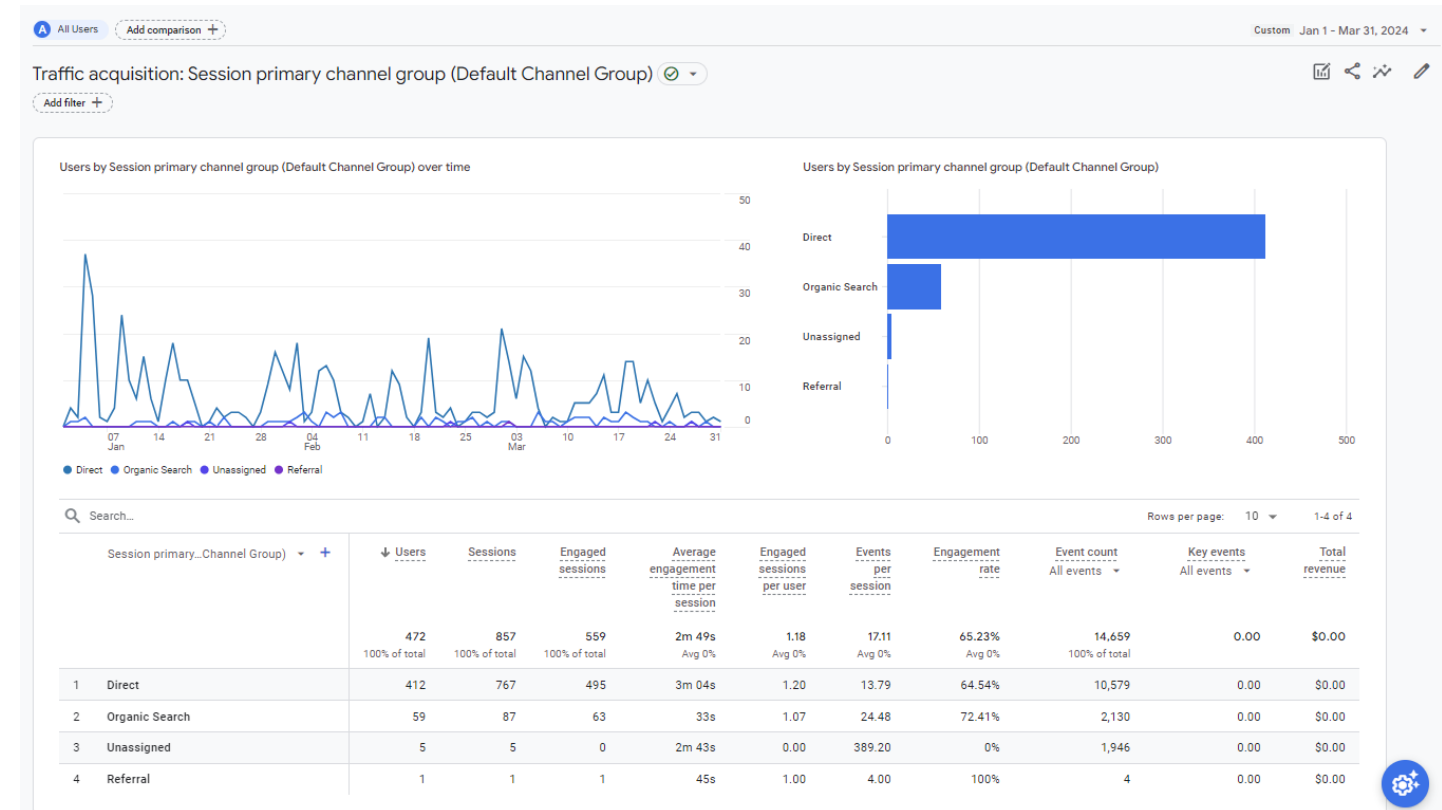
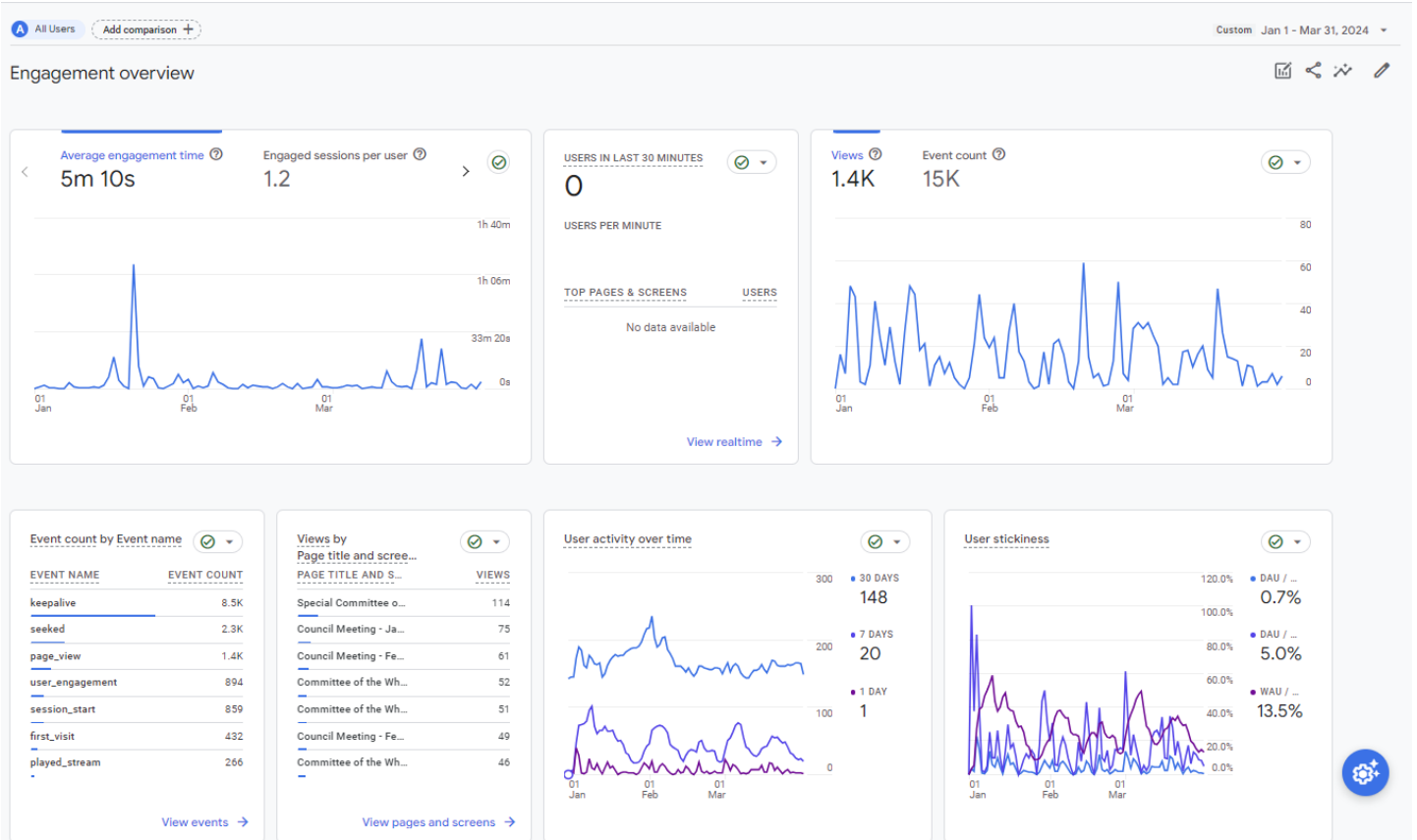
Items purchased by

Item name

ITEM NAME

ITEMS PURCHA...

No data available



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** April 9/2024  
**TO:** Committee of the Whole  
**FROM:** Anita Legault, Childcare Director  
**SUBJECT:** Childcare – Report 2

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#### DEPARTMENT HIGHLIGHTS:

- 2 staff have completed their final ECE placements and have registered with the College. They will remain working with Mississippi Mills Childcare Services.
- Held a Job fair at 208 State Street in Feb. 2024
- Outdoor project update: Phase 3 focusing on materials inventory listing related to outdoors, sustainable materials and equipment that support quality in outdoor space completed at each location.

#### 2023 PROJECT UPDATES/PENDING ITEMS:

##### State Street

- Flat roof repairs completed
- Continue changing emergency lighting/exit signs as required-
- Consultation with company for Pergula installation
- Consultation with Fencing company and installation
- Securing summer staffing and filing maternity leave positions.

##### KPIs:

Wait list totals – March 26<sup>th</sup>

Infant	165
Toddler	144
Preschool	153
KGT	72
Total:	74
	560

#### LOOKING AHEAD:

- Staff professional development workshop planned for April 8<sup>th</sup> – indoor/outdoor space, sustainable materials review

- Attending Job Fair in Carleton Place March 27/2024
- 2023 GOG/WEG reconciliation template due April 5<sup>th</sup>
- Provincial licensed childcare survey – due April 19<sup>th</sup>
- 2023 Financial actuals template – Lanark County due April. 18<sup>th</sup>

Respectfully submitted by,



Name, Anita Legault  
Title Childcare Director

Reviewed by:

Name,  
Title

ATTACHMENTS (if applicable):

1. List all attachments in order they are to appear



## MEDIA RELEASE

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***For immediate release***

***March 27, 2024***

Here are the highlights from the Lanark County Council meeting held March 27, 2024.

**Agreement with Rideau Community Health Services Ending:** Lanark County Council has agreed to end a purchase of service agreement with Rideau Community Health Services (RCHS) for substance use counselling services due to a funding reduction.

The recommendation follows a report to the community services committee of the whole earlier this month by Ontario Works Manager Buffy Armour, who explained the program has been in place for more than 10 years and provides the service to Ontario Works (OW) and Ontario Disability Support Program (ODSP) participants. The agreement was funded through ongoing provincial funding allocated for employment assistance activities, but a portion of the funding has been transferred to a different ministry as part of a restructuring under Employment Ontario. Armour said this has meant a 22 per cent reduction.

"The counsellor who has been on contract for over 10 years is retiring on July 31, which coincides with the funding reduction and allows some time for us to create a phase out plan for the caseload and establish a new referral process for clients," Armour explained, adding there are about 60 clients. "Additional funding has been requested from the province to sustain this partnership but, to date, the request has not been approved." She added discussions with various partners are ongoing related to service options for program participants, although a direct access process for these referrals is not currently available.

In 2017, Lanark County's program won the Local Municipal Champion Award from the Ontario Municipal Social Services Association. "The partnership with RCHS has been positive and productive, however, continuation of this agreement within the provincial allocation may jeopardize the ability to continue providing the core services of the OW program," Armour said. "The Ontario Works team is grateful to RCHS for its longstanding partnership. The counsellor has undoubtedly improved the lives of many people over the years and made numerous positive impacts on the community." For more information, contact Buffy Armour, Ontario Works Manager, at 1-888-9-LANARK, ext. 2102.

**Homelessness Prevention Program Investment Plan Approved:** Lanark County Council has approved the 2024-25 investment plan for the Homelessness Prevention Program (HPP), which is a provincially funded program to provide affordable housing and support services for people at risk of or experiencing homelessness. The program aims to prevent, address and reduce homelessness, including chronic homelessness.

At the community services committee meeting earlier this month, Social Services Director Emily Hollington said the program helps a diverse range of vulnerable people to meet short-term, critical needs. "The funding is intended to be flexible and streamlined, so service managers can target where community need is greatest and make the most impact on reducing and preventing homelessness."

## MEDIA RELEASE

The county's allocation is almost \$2.5 million for four operative service categories and an allowance for program administration costs. The funding is to be allocated as follows:

- Emergency shelter solutions (\$160,000) – Includes emergency hotel stays and a contract with Victim Services for after-hours support.
- Supportive housing (\$700,000) – Includes Adult Supportive Housing (formerly known as domiciliary hostels) to provide supportive living accommodations for residents who require assistance with daily activities. The county has contracts with Victoria House (Smiths Falls), Shardon Manor (Montague), Rideau Ferry Country Home (Drummond/North Elmsley) and Paradise Valley (Carleton Place).
- Community outreach and support services (\$810,000) – Includes mental health and substance use supports, food security (grocery and food cards), case management and outreach (staff support, hygiene items/self-care kits) and By-Name List activities.
- Housing assistance (\$700,100) – Includes short-term/emergency assistance for rent and utilities arrears, rent and utilities deposits, moving costs and emergency repairs. It also includes long-term assistance through rent supplements for chronically homeless individuals from the by-name list.
- Program administration (\$124,800).

"These programs support the strategic directions of the county's 10-Year Housing and Homelessness Plan, improve affordable housing opportunities and housing options across the housing spectrum, provide greater housing stability and retention, and increase availability of support services," Hollington said. For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

**2024 Taxation Policies Approved:** Lanark County Council has passed a by-law setting the 2024 taxation policy, which sets the tax ratios for the various property classes, refunds the county's portion of landfill taxation to relevant local municipalities, adopts all provisions available to reduce the number of capped properties. Council also approved a by-law establishing the 2024 tax rates to be levied to local municipalities.

At the corporate services committee meeting earlier this month, CAO Kurt Greaves explained council is responsible for determining two tax areas: the levy, which is established in the budget, and tax ratios, which distribute tax burden between property classes and set the levy apportionment between municipalities.

Greaves noted the ratios between the property classes are similar to last year as the province has kept reassessment on hold. Increases for the multi-residential class were above the provincial levy restriction of 2.0 (now 1.97) and increases are fully restricted to 0 per cent of any tax increase.

Council passed the 2024 budget in November with a levy of \$43 million and a net tax increase of 2.6 per cent, which is collected through the towns and townships, along with the education tax. The current value assessment is based on 2016 values, with the residential property class making up 85.2 per cent



## MEDIA RELEASE

of the taxes paid in Lanark County and having an assessed value of \$9.2 billion. Total assessment of all classes is almost \$10.4 billion.

For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Medical Tiered Response Working Group Established:** Lanark County Council has approved a report from the striking committee related to the establishment of a temporary medical tiered response working group.

Council approved the terms of reference for the new working group, which was established to review information and statistics and seek specialized advice and materials to determine the need for and potential efficacy of a medical tiered response program for Lanark County. Such programs aim to assist with timely medical emergency responses with trained fire department personnel.

The working group will review the effectiveness of the current program, programs in other jurisdictions and potential agreement parameters around such things as training and communicable disease protection requirements before making recommendations to council. Members of the working group include Warden Steve Fournier (Drummond/North Elmsley Reeve), Councillor Ed McPherson (Perth Deputy Mayor), two of the Lanark County Fire Chiefs (Mississippi Mills Deputy Fire Chief Justin Hemsley), the Lanark County Paramedic Chief or a designate, and either the Lanark County Clerk or Deputy Clerk. Other experts may be invited to participate.

Council also approved an adjustment to the Traffic Advisory Working Group appointments. Montague Deputy Reeve Jeff Carroll will replace Morgan Kenny, and Carleton Place Councillor Dena Comley has been added. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**Upcoming Meetings: County Council, Wednesday, April 10, 5 p.m.;** Community Services, April 10 (following County Council); Corporate Services, April 10 (following Community Services). **County Council, Wednesday, April 17, 5 p.m.;** Public Works, April 17 (following County Council); Economic Development, April 17 (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 X!

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## MEDIA RELEASE

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***For immediate release***

***April 10, 2024***

Here are the highlights from the Lanark County Council meeting held April 10, 2024.

**Warden Takes Mayors' Monarch Pledge:** Lanark County Warden Steve Fournier (Drummond/North Elmsley Reeve) has taken the Mayors' Monarch Pledge for 2024.

Elizabeth Gallant, Climate Environmental Coordinator, explained at the public works committee meeting last month that the pledge is a program of the National Wildlife Federation that encourages mayors and other heads of local and tribal government to take action to save the monarch butterfly, which has seen an eastern population decline of 90 per cent in recent years. Municipalities work to create habitat for the monarch and other pollinators, as well as to educate residents about how they can make a difference.

Members must commit to at least three of 30 actions provided and report on those actions at the end of the year. Lanark County has taken the pledge each year since 2019 and has received special recognition since 2020 for completing eight actions as part of the "Leadership Circle."

"The Mayors' Monarch Pledge actions complement Lanark County's long-term goals for pollinators on roadsides through the Integrated Vegetation Management Plan," Gallant said.

In 2024, the county is committing to 10 actions:

- Public communication to encourage residents to plant monarch gardens.
- Engagement with relevant municipal staff to identify opportunities to revise and maintain mowing programs and milkweed/native nectar planting programs.
- Engage with gardening leaders and partners to support monarch butterfly conservation.
- Host or support a native seed or plant sale, giveaway or swap.
- Plant or maintain a monarch and pollinator-friendly demonstration garden in a community location.
- Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.
- Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat and engagement around milkweed and pollinator-friendly native nectar plants.
- Initiate or support community/citizen science efforts related to monarch migration and health.
- Launch, expand or continue an invasive species removal program that supports re-establishment of native habitats for monarch butterflies and other pollinators.
- Reduce or eliminate the use of herbicides, pesticides and other chemicals harmful to monarchs, pollinators and urban wildlife.

For more information, contact Elizabeth Gallant, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**Official Plan Amendments Approved in Mississippi Mills for Agricultural Land:** Lanark County Council has passed a by-law to adopt Official Plan Amendment No. 12 in its Sustainable Communities

99 Christie Lake Rd., Perth, ON K7H 3C6 \* Tel.: 1-888-9-LANARK \* Fax: 613-267-2964 \*



## MEDIA RELEASE

Official Plan (SCOP), as well as Amendment No. 29 in the Mississippi Mills Community Official Plan, which designates certain lands in the municipality as “agricultural.” This follows a lengthy public consultation process and multiple presentations and public meetings.

At the economic development committee meeting last month, Senior Planner Koren Lam explained the amendments designate prime agriculture areas as “agricultural” using a Land Evaluation Area Review (LEAR) methodology. The effect of SCOP Amendment No. 12 is to redesignate certain lands in Mississippi Mills from “rural areas” to “agricultural lands” and vice versa and to defer the implementation of this to Jan. 3, 2025 to give property owners affected by redesignations from “rural” to “agriculture” time to submit applications for development in accordance with the rural land use policies.

Dave Hodgson, President of DBH Soil Services, outlined the LEAR system to the committee and said recognition of the importance of agriculture and the identification and preservation of agricultural lands has been addressed through provincial policy and guidelines, as well as in municipal policy (official plans and zoning by-laws).

Hodgson explained the LEAR system was developed in 1997 by the Ontario Ministry of Agriculture, Food and Rural Affairs as an alternative land evaluation system. “It was intended that LEAR would serve as the provincial standard and provide the basis for the development of municipal LEAR programs. Municipalities have the opportunity to modify the LEAR to reflect the agricultural character in a given area. Local input is fundamental to the development and success of a LEAR system.”

He said LEAR includes soil classifications and can include climate, and it reviews factors such as fragmentation, land in agricultural production, presence of tile drainage or proximity to non-agricultural land uses. The system includes a scoring process. “Decision makers review the LEAR result with the intent to protect large, contiguous areas for agriculture.”

Consultant Marc Rivet from J.L. Richards, which worked with Mississippi Mills during the process, explained the municipality chose the LEAR approach to designating land “because it considered more factors than the soil classification and it also included the opportunity for local input.” Input into the mapping came from the community, property owners, the Agricultural Advisory Committee and experts. Consultations have been taking place since April 2021 through open houses, public meetings, two mailouts and other meetings.

For more information, contact Koren Lam, Senior Planner, at 1-888-9-LANARK, ext. 1505.

**No Parking Zone Established in Ferguson Falls:** Lanark County Council has amended its parking by-law to establish a new no-parking zone on County Road 15 (Ferguson Falls Road) on both sides from the Ferguson Falls Bridge southerly for 250 metres.

At the public works committee meeting last month, Public Works Manager Sean Derouin explained parking controls are needed in the area of the Ferguson Falls Hall to ensure safe, unimpeded movement of traffic and pedestrians, as parked vehicles on the road during large events are creating a hazard. The request came from Drummond/North Elmsley staff, and Warden Steve Fournier (Drummond/North Elmsley Reeve) explained improvements are planned for the hall parking lot to accommodate more vehicles.



## MEDIA RELEASE

For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

**Upcoming Meetings: County Council, Wednesday, April 17, 5 p.m.;** Public Works, April 17 (following County Council); Economic Development, April 17 (following Public Works). **County Council, Wednesday, May 8, 5 p.m.;** Community Services, May 8 (following County Council); Corporate Services, May 8 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on X!

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March 11, 2024  
**Board Summary Report**

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the March 11, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the February 12, 2024 Board of Directors meeting.

**2023 Planning Overview**

Staff provided an overview of MVCA planning advisory services for 2023. A total of 456 total inquiries and 300 planning applications were received in 2023. Due to Bill 23, MVCA no longer comments on matters related to natural heritage features such as fish habitats, waterbody setbacks, or water quality. Lidar imagery now covers the entire watershed, facilitating assessment of high steep slopes in the watershed.

**Watershed Outlook**

Rainfall and warm temperatures triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8<sup>th</sup> due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. Roughly 4 inches of rainfall/precipitation is needed over the next two months to fill the lakes.

**GM Update**

- The first Community Liaison Committee (CLC) meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are underway.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31st, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

**Draft Land Inventory Report**

A Draft Land Inventory Report was prepared under O. Reg. 686/21 of the *Conservation Authorities Act*. The report identifies all properties that MVCA owns, controls, has an operational interest in, or visible presence on so that all of MVCA's land interests are captured.

## **CA Act and Regulatory Changes**

Regulatory changes to the *Conservation Authorities Act (CAA)* were published by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024:

- O. Reg. 41/241 amends permitting powers and processes under Section 28 of the Act, and takes effect April 1, 2024.
- O. Reg. 42/242 amends the scope of CA mandatory programs and services, and came into effect the day it was filed February 16, 2024.
- Enactment of O. Reg. 688/21; and
- Changes to Sections 28 and 30 of the CAA, proclaimed to take effect April 1, 2024.

In response to these changes, the Board approved:

- update of *MVCA Regulation Policies* to comply with O. Reg. 41/24 to take effect April 1, 2024.
- appointment of William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

## **Wetland Offsetting Policy Update**

MVCA staff held three briefing sessions with municipal partners to obtain feedback on draft policies for wetland offsetting. Staff presented the rationale for the updated policies and addressed questions of municipal staff. Municipalities were requested to provide feedback by March 1, 2024. No further comments or questions were received and no major concerns were raised during the briefing sessions. The Board approved the revisions to the wetland offsetting policy and other changes to *MVCA's Regulation Policies*.

## **Changes to the Municipal Class EA Act**

On February 16, 2024, the province announced that it plans to proceed with changes to the *Municipal Class EA* and provided 30 days to comment on the draft changes. The province has outlined proposed changes but not published a draft of the regulation for review. The changes have significant implications for timelines for municipalities and the construction of residential infrastructure by private developers.

## **2024 Audit Update**

The Board approved amendment of MVCA's *Tangible Capital Assets Policy* to include an *Asset Retirement Obligations (ARO)* policy and procedure.

## **Budget Control Report for 2023**

Total 2023 expenditures and revenues were within 1% of the approved 2023 Budget.

## **K&P Trail Sale**

MVCA has received three draft documents prepared on behalf of the counties of Lanark, Frontenac and Renfrew: Agreement of Purchase and Sale (APS); Lease Agreement; Memo of title issues along MVCA's section of the trail. Staff have sought legal counsel on the draft

documents, and begun follow-up discussions with the County of Lanark, which is acting on behalf of all three counties. MVCA has begun review of the parcels in question to assess the degree of potential risk associated with each.

**ATTACHMENTS:**

- Draft minutes of the March 11, 2024 Board of Directors Meeting
- Approved Minutes of the February 12, 2024 Board of Directors Meeting



## MINUTES

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

March 11, 2024

### **MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Allison Vereyken (Virtual)  
Andrew Kendrick (Virtual)  
Bev Holmes  
Cathy Curry (Virtual)  
Cindy Kelsey  
Glen Gower  
Helen Yanch  
Janet Mason  
Mary Lou Souter  
Richard Kidd  
Roy Huetl  
Taylor Popkie (Virtual)

### **MEMBERS ABSENT**

Dena Comley  
Clarke Kelly  
Steven Lewis

### **STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Matt Craig, Manager of Planning and Regulations  
Alex Broadbent, Manager of IC&T  
Scott Lawryk, Property Manager  
Juraj Cunderlik, Director of Engineering  
Jennifer North, Water Systems Technologist  
Diane Reid, Environmental Planner (Rural)  
Mercedes Liedtke Environmental Planner (Ottawa)  
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:04 p.m.

### Declarations of Interest (Written)



Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

#### Agenda Review

P. Kehoe asked if there were any additions to the agenda. No additions were received.

#### **B24/03-11 - 1**

**MOVED BY: M. Souter**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the March 11, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

#### **MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, February 12, 2024.

P. Kehoe asked if there were any changes or additions to the minutes. No changes or additions were received.

#### **B24/03/11-2**

**MOVED BY: H. Yanch**

**SECONDED BY: J. Mason**

**Resolved, that the minutes of the Board of Directors Meeting held on February 12, 2024 be received and approved as printed.**

**“CARRIED”**

2. Employee Presentation: 2023 Planning Overview (Diane Reid & Mercedes Liedtke)

D. Reid and M. Liedtke presented the annual overview of the MVCA planning advisory services. They described the program objectives as guiding development in and near regulated areas with an overall focus on protecting people and property from natural hazards. They highlighted that MVCA works closely with its member municipalities in an advisory role, MVCA is circulated planning applications for review in conformity with the Provincial Policy Statement (PPS) and Provincial guidelines. They noted that due to Bill 23 taking effect in 2023 MVCA no longer makes comments on with respect to impacts on significant natural heritage features such as fish habitats, waterbody setback and water quality.

They provided a breakdown of the volume of planning applications in 2023 by municipality and type of application, and a map showing the distribution of planning applications across the watershed. MVCA's planning department received 456 inquiries in 2023. They described

challenges including: 2 subdivision applications with wetland removal, slope hazard and unauthorized development in the upper watershed and Pit/Quarry applications in Lanark Highlands. They noted that LiDAR imagery now covers the entire watershed, facilitating assessment of high steep slopes in the upper watershed.

M. Souter asked who has the authority to provide comments on planning applications with respect to significant natural heritage features due to Bill 109 and Bill 23. D. Reid responded that it is the responsibility of municipalities. She noted that MVCA assisted municipalities in this transition. M. Liedtke added that MVCA still has a role in regulating wetlands and can still review wetlands with respect to the natural hazard function including base flow and hydrologic function. D. Reid explained that the municipalities are employing different strategies, including incorporating measures into their by-laws to address aggressive applications near a waterbody or natural hazard.

A. Kendrick observed the high number of Minor Variance applications received by MVCA in 2023. He asked if the Conservation Authority has input into determining whether an application is to be treated as a minor variance or not. D. Reid responded that the planner at the municipality makes the decision as to type of application. She noted that MVCA has a screening process and will notify the applicant if their application is outside of the parameters for MVCA permitting. S. McIntyre added that MVCA does not comment on planning applications outside of their authority.

R. Kidd asked for more information on the challenges with subdivision planning applications in regards to slope hazards. D. Reid explained that there are 2 subdivision applications with unique challenges that fall within regulated wetlands. She noted the importance of finalizing wetland offsetting policies to inform similar applications.

R. Kidd commented that there are a high number of applications for Lanark Highlands and North Frontenac and asked why the volume of applications chart varies from the distribution of planning applications shown on the map. D. Reid and M. Liedtke noted the inconsistencies and will review the distribution of planning applications map.

### 3. Watershed Outlook, Report 3395/25, (Jennifer North)

J. North explained that rainfall and warm temperatures received have triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8<sup>th</sup> due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak this week, with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. She noted that averages have been increasing over the past 10 years. She explained that snow pack conditions as of March 1<sup>st</sup> were 50% below average. Between February 15<sup>th</sup> and

March 1<sup>st</sup>, the majority of the snow was lost due to sublimation with very little runoff. Current operating objectives are to capture as much precipitation over the next two months to be able to fill the upper lakes. She highlighted that there may be issues filling the lakes if there are low amounts of precipitation in the upcoming months. The long-range forecast predicts rain throughout April.

R. Kidd asked if the percentage of run-off is dependent on the snow pack and rain. J. North responded that the snow pack adds up to roughly 20% of the freshet, but that rain and air temperature are big factors. She estimated that about 4 inches of rainfall is needed over the next two months to fill the lakes.

R. Huetl asked if more water was left in the lakes due to a dry fall. J. North responded that water levels were kept higher due to a dry fall.

4. GM Update, Report 3402/24. (Sally McIntyre)

S. McIntyre highlighted the following items:

- MVCA's Server is being upgraded from Friday March 15- Sunday March 18.
- The first Community Liaison Committee (CLC) workshop meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are currently underway, tentatively schedule for late April with the EA results schedule to be tabled with the Board of Directors in July.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31<sup>st</sup>, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

M. Souter asked what a water budget study entails. J. Cunderlik explained that a water budget study looks at the hydrological cycle, how water is transferred throughout the watershed, by examining factors such as precipitation, infiltration into ground water and ground water flow.

R. Huetl asked if there are any updates to the Water/Sewer connection. S. McIntyre responded that there are no updates as the town of Carleton Place is still in active negotiations with Cavanagh Construction.

5. Draft Land Inventory Report, Report 3396/24, (Sally McIntyre & Alex Broadbent)

S. McIntyre presented the Draft Land Inventory Report. She noted that the report is due by the end of 2024 and is a requirement of O.Reg 686/21 Under the Conservation Authority (CA) Act.

She explained that most of the documents are on file but challenges include: inaccessible formats, conflicting land ownership information, and lack of clear easements at most dams. She provided illustrated examples for properties on the Carp River, the Clyde River, at Bennett Lake Dam, and in Poole Creek. Further discussion is needed on management objectives for some shoreline parcels acquired in the late 1980s and early 1990s. She highlighted the importance of having clear roles and responsibilities set with landowners of properties that MVCA manages.

J. Mason asked if past staff have been contacted to better understand the history of land ownership, specifically former General Manager, Paul Lehman. S. McIntyre responded that she would be reaching out to Mr. Lehman once a comprehensive list of questions was prepared.

6. CA Act and Regulatory Changes, Report 3397/24, (Sally McIntyre)

S. McIntyre outlined regulatory changes to the *Conservation Authorities Act (CAA)* released by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024. She summarized that O. Reg 42/24 amends the scope of CA mandatory programs and services; and that O. Reg 688/21, consolidated 36 different regulations into one to provide common rules across all 36 CA jurisdictions.

The focus of S. McIntyre's presentation was on changes made by O. Reg 41/24 that will take effect April 1. She stated that most elements of Section 28 of the Act were moved out of the legislation and into the new regulation and noted the following key changes: the definition of watercourse was altered; pollution and the conservation of land were removed as permitting tests and will constrain future permitting conditions; and setbacks from Provincially Significant Wetlands (PSW) were reduced from 120 meters to 30 meters. She noted that reducing the setbacks around PWS will reduce protection of the core resource due to increased edge effects. She noted that the new regulation provides for administrative reviews of submission requirements, and that Cas must notify applicants within 30 days whether their submission is deemed complete.

J. Mason asked what distinguishes a Provincially Significant Wetland (PSW) from another evaluated wetland from a regulations point of view. M. Craig responded that the policy says that a PSW has to be recognized by the MNRF. She expressed concern over a ¼ reduction of the buffer area. S. McIntyre suggested that municipalities may want to consider implementing a holding zone around PSWs. R. Kidd asked if municipalities can retain the 120-meter setback. S. McIntyre confirmed that the municipality can implement their own setback. M. Souter expressed concerns over small municipalities not having the man-power or funds to implement their own policies. P. Kehoe expressed concerns over the cost of the arbitration/ appeal process in the case of mediation at the Ontario Land Tribunal.

7. Revisions of MVCA Regulation Policies, Report 3398/24, (Matt Craig)

M. Craig explained that revisions to *MVCA's Regulation Policies* are required to be consistent with O. Reg. 41/24. He noted several key requirements including: removal of "pollution and conservation of land", change to the definition of "watercourse", and the reduction in the setback from PSWs from 120 metres to 30 metres. He also presented the new list of permitting exemptions that would require addition to MVCA regulation policies, namely maintenance or repair of municipal drains and reconstruction of a garage that does not exceed the same footprint. He noted that there are many municipal drains within the MVCA watershed. He noted that MVCA mapping will be updated to comply with these regulatory changes.

G. Gower asked about the maintenance of a municipal drain that passes through the Poole Creek Wetland and the permitting process involved. M. Craig explained that MVCA cannot permit maintenance or repair on municipal drains. S. McIntyre added that when CA's were briefed, the province hadn't considered potential overlap of municipal drains with PSWs and expects further direction from the province on this matter.

R. Kidd expressed concerns in regards to municipalities policing and permitting for municipal drains rather than the Conservation Authority. He highlighted the importance of including municipal drain rules/regulations in contracts with contractors doing maintenance on municipal drains.

**B24/03/11-3**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Kelsey**

**Resolved, That the Board of Directors approve:**

- a) Update of the MVCA Regulation Policies as set out in report 3398/24 to comply with O. Reg. 41/24, and**
- b) That proposed changes take effect April 1, 2024.**

**"CARRIED"**

8. Designation of a Provincial Offences Officer under Part VII (Enforcement and Offences) of the Conservation Authorities Act, Report 3403/24, (Matt Craig)

M. Craig explained that on April 1, 2024, Part VII Enforcement and Offences of the Conservation Authorities (CA) Act will be proclaimed and there is a need to re-appoint all existing Conservation Authority Provincial Offences Officers. He noted that William Ernewein and Brittany Moy were previously designated by the Board to enforce the CA Act. He highlighted changes to O. Reg 41/24 including changes with regards to officer entry without a warrant, stop work orders, and increases to penalty maximum fines.

**B24/03/11 - 4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors appoint William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.**

**“CARRIED”**

9. **Wetland Offsetting Policy Update, Report 3400/24, (Matt Craig)**

M. Craig gave a history of MVCA Wetland Regulations with examples from previous approvals with unique features. He summarized the mitigation hierarchy process. He reviewed the objectives and requirements for Ecological Offsetting Plans (EOPs) and highlighted that all costs are to be associated with the applicant. He overviewed the feedback received from discussions with municipal partners.

R. Kidd asked how the municipalities were engaged. M. Craig responded that MVCA staff held three briefing sessions with planning staff including North and South Frontenac, Addington Highlands, Greater Madawaska, City of Ottawa and Municipalities within Lanark County. S. McIntyre added that the policy was shared with the CAOs of all 11-member municipalities.

P. Kehoe expressed concerns in regards to costs associated with arbitration or appeals related proposed developments on wetlands and associated ecological offsetting plans.

**B24/03/11 - 5**

**MOVED BY: G. Gower**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve revisions of the wetland offsetting policy and other changes to MVCA’s Regulation Policies, as set out in report 3400/24.**

**“CARRIED”**

10. **Changes to the Class EA Act, Report 3403/24, (Sally McIntyre)**

S. McIntyre described changes to the Class Environmental Assessments (EA) Act. She outlined the proposed updates to the Municipal Class EA (MCEA) process and reviewed the new “streamlined” process. She noted the opportunity to conduct field studies prior to the notice of commencement. She noted that CAs still have the ability to review and comment on matters related to natural hazards under O. Reg. 686/21.

J. Mason noted that the timeline for comment is very short. She asked if the Association of Municipalities of Ontario (AMO) has been notified of the changes. S. McIntyre responded that she is unsure if Conservation Ontario has reached out to AMO or if they will respond.

11. 2024 Audit Update, Report 3404/24, (Stacy Millard)

S. Millard noted that MVCA's audit is underway and close to completion. She highlighted an element of the audit, a new counting standard that came in place for public service bodies referred to the Asset Retirement Obligations (ARO). She explained that the purpose of an ARO is to set up a financial liability to capture costs that may be incurred at the end-of-life of an asset for hazardous material removal. She noted that the only assets that may be in scope are the Mill of Kintail Gatehouse, Museum, and Education Centre. KPMG recommended that MVCA adopt a definition of an ARO and a policy to review all asset acquisitions to determine if an ARO should be set up. She noted that a contract extra of approximately \$3,500 would be required for KPMG to deal with this matter.

P. Kehoe asked if wells and septic tanks are included and if the Water and Sewer connection for MVCA HQ would be an ARO. S. Millard responded that the costs to decommission are included in the costs for connection to Water and Sewer. Costs for future maintenance and replacement are not ARO's.

**B24/03/11 - 6**

**MOVED BY: M. Souter**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors approve amendment of MVCA's Tangible Capital Assets policy as set out in report 3404/24.**

**"CARRIED"**

12. Budget Control Report for 2023, Report 3401/24, (Stacy Millard)

S. Millard compared the budgeted expenditures and revenues to un-audited actual values for 2023. She noted that actual expenditures and revenues were within 1% of the budget. She reviewed the factors that created differences in expenses compared to the budget including: realignment of expenditures per the new categories of services (1,2 and 3), vacant positions, fees for service, grants/funding, and deferred projects.

13. K&P Trail Sale, Report 3405/24. (Scott Lawryk)

S. Lawryk explained that MVCA has received three draft documents from the County of Lanark on behalf itself and the counties of Frontenac and Renfrew: An Agreement of Purchase of Sale (APS), a lease agreement, and a memo of title issues along MVCA's 35 km section of the trail.



He noted that the agreement calls for a split in the surveying and legal costs to clear up title issues, with an estimated proportionate cost of approximately \$175,000. He noted that a large percentage of the land and trail can be conveyed to the counties immediately but the resolution of title issues could be costly and time-consuming.

#### **ADJOURNMENT**

**B24/03/11 – 7**

**MOVED BY: R. Huetl**

**SECONDED BY: J. Atkinson**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at 2:55 p.m.

K. Hollington, Recording Secretary



## MINUTES

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

February 12, 2023

### **MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Allan Hubley (Virtual)  
Allison Vereyken (Virtual)  
Andrew Kendrick  
Bev Holmes  
Cathy Curry (Virtual)  
Cindy Kelsey  
Clarke Kelly (Virtual)  
Dena Comley  
Glen Gower (Virtual)  
Helen Yanch  
Janet Mason  
Mary Lou Souter  
Roy Huetl  
Taylor Popkie

### **MEMBERS ABSENT**

Richard Kidd  
Steven Lewis

### **STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Scott Lawryk, Facilities Manager  
Matt Craig, Manager of Planning and Regulations  
Juraj Cunderlik, Director of Engineering  
Jennifer North, Water Resources Technologist  
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:00 p.m.

Declarations of Interest (Written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

#### Agenda Review

P. Kehoe noted that there were no additions to the agenda.

#### **BOD24/02/12-1**

**MOVED BY: M.L. Souter**

**SECONDED BY: A. Kendrick**

**Resolved, That the agenda for the February 12, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

#### **MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting Minutes, December 11, 2023.

#### **BOD24/02/12-2**

**MOVED BY: D. Comley**

**SECONDED BY: T. Popkie**

**Resolved, That the minutes of the Board of Directors Meeting held on December 11, 2023 be received and approved as printed.**

**“CARRIED”**

2. Employee Presentation: Kintail Country Christmas Follow Up, (S. Lawryk)

S. Lawryk outlined the event and noted that it brought ~1150 visitors to the Mill of Kintail with 135 visitors pre-buying their tickets online and 240 paying on site. The event netted ~\$3,000 in revenue. He highlighted the important role that volunteers and staff involvement played in making the event a success. Challenges included staff time availability (day jobs don't go away), site/parking capacity limits and weather uncertainty/risks. He described three options for future events: running them independently, using an events company or not running such large events. He noted the need to optimize staff time to better manage workload while continuing to put on well received, community events.

J. Mason commented that a net revenue of \$3,000 is low and asked if the purpose of the event was to raise funds or to connect with the community. S. Lawryk responded that the focus of the event has always been to have a touch point with the community. He noted the introduction of many new visitors to the Mill of Kintail site and the potential for return visits. He noted the opportunity to leverage the success of Kintail Christmas and the 50<sup>th</sup> Anniversary

to grow future events and improve revenues. He gave examples of more food trucks, community group run activities and possible sponsorship opportunities. He highlighted the importance of connecting with the community and bringing visitors to the site who otherwise would not visit. J. Mason asked the amount generated in gross revenue. S. Millard responded that direct sales were roughly \$7,000-\$8,000 and noted roughly \$1,000 in donations to help cover costs.

B. Holmes commented that the event increases the visibility of the Mill of Kintail as a destination for families. She asked if fireworks were carried out as planned. S. Lawryk confirmed that they were and noted that other conservation authorities host fireworks and that the quietest-rated (level 1/5), residential fireworks were used.

A. Kendrick asked if data was gathered on visitor demographics. S. Lawryk noted that some data was captured through online sales prior to the event; many guests were from Kanata, Perth and various areas outside of Mississippi Mills.

3. Watershed Outlook, Report 3385/24. (J. North)

J. North presented the Watershed Outlook report. She explained that rain events and snow have brought flows to near-normal conditions, and predicted normal levels within the next week. Crotch lake was successfully filled and is currently being drawn down to access full storage capacity for the spring run-off. She added that the draw down will provide lower portion of the Mississippi River with normal flows for the next two months. She highlighted higher than average snow pack density, which could possibly lead to early freshet in March. She noted the possibility of low run-off due to snow sublimation. She highlighted that air temperatures and precipitation in March and April will be major factors influencing the 2024 freshet. She explained that conditions will be monitored closely to deliver accurate messages in regards to ice safety and high water. She noted that the updated *Flood Preparedness Manual* will be circulated to municipalities in the next few weeks.

4. GM Update, Report 3386/24. (S. McIntyre)

S. McIntyre highlighted the following matters: an item that was not in the GM Update—the Danby Foundation has committed to a donation of \$50,000 per year for 3 years the help implement MVCA’s wetland restoration and enhancement program; M. Craig presented the draft offsetting policies to member municipality planning groups; the first meeting of the Mill of Kintail Museum Advisory Committee was held on January 31; and MVC Foundation’s 2024 budget provides for the following transfers to MVCA: \$15,000 for Wetland Legal Defense Fees, \$5,000 for boardwalk restoration at Purdon CA, and \$10,000 for review of MVCA’s education program.

P. Kehoe asked if offsetting policies would be used in response to the Minister issuing an order. S. McIntyre responded that if the Minister issues a Zoning Order or a Housing Acceleration

Order that the offsetting policies would take affect. She noted that these policies would also take effect if a municipality approved development in an area where offsetting would be required. She highlighted the importance of offsetting parameters being fully transparent to all parties.

5. 2023 Workplan Update, Report 3387/24 (S. McIntyre)

S. McIntyre stated that significant progress was made on the 27 projects listed in MVCA's *Corporate Strategic Plan – Implementation Plan*, approved in 2021. Deferred and at-risk items were explained. She highlighted that MVCA is working on engaging first Nations communities on the Kashwakamak Environmental Assessment project, and that MVCA plans to implement a quarterly update to Indigenous communities. She noted that there have been challenges in implementing a governance review of the MVC Foundation, and that the Foundation is pivoting from running campaigns to focusing on soliciting larger donations from foundations with similar interests. She also noted progress in job evaluation and review processes and these would require ongoing effort.

J. Mason asked about the timeframe for public consultation on the Carp River Floodplain Mapping. J. Cunderlik responded that the open house is planned for late March, early April 2024.

6. 2024 Workplan, Report 3388/24, (S. McIntyre)

S. McIntyre presented the 2024 Workplan. She highlighted mandatory deliverable documents that are required by year-end:

- Land Inventory,
- Ice Management Strategy,
- WECl Asset Management Plan,
- WECl Operational Plan,
- Land Strategy and;
- Watershed Based Resource Management (WBRM) Strategy.

She noted that regulatory requirements for the *Land Inventory* and *Land Strategy* appear to be focused on conservation areas, and noted that most ownership challenges at MVCA relate to dam structures, e.g. parcels with no easement agreements, and a combination of crown, municipal and private ownership under and around dams. She explained that the *Land Strategy* defines what MVCA plans to do with their land and why and the *WBRM Strategy* defines the programs and services that MVCA will deliver, why and how. The work plan recommends that the *Corporate Strategic Plan* be updated late 2024 as it will be based upon the conclusions of the other documents.

A. Kendrick commented that direction and framework is needed from the Federal, Provincial and Municipal levels that all conservation authorities can work under. He recognized challenges in the *Land Inventory* and *Land Strategy*. He asked if MVCA is engaging with the government to develop these documents. S. McIntyre responded that the other levels of government were providing limited direction but that MVCA is engaging with other CAs that own and operate dams such as Quinte and Crowe to discuss a common approach. S. McIntyre added that as these documents are being developed, items will be identified that require more direction from legal counsel or other levels of government.

A. Kendrick commented that the mandatory documents are a drain on MVCA senior management resources and encouraged deferring aspects that are unclear. S. McIntyre agreed that items would be addressed as able and that outstanding items would need to be tackled based upon corporate priorities and as resources allowed.

J. Mason suggested focusing the strategy on the Conservation Areas, and defer the other items/properties. She expressed concern over lawyer and land title fees.

P. Kehoe noted the complexities of dam land ownership. S. McIntyre confirmed the challenges and noted that in regards to conservation areas, the strategy asks to define the role and focus Conservation Authorities have in the greater matrix of parks, open space, and conservations lands within MVCA jurisdiction.

J. Mason asked for more information in regards to the *Carp Erosion Control Project*. J. Cunderlik responded that the *Carp Erosion Control Project* is the previous Class Environmental Assessment that MVCA completed in partnership with the City of Ottawa. The project was still active because MVCA entered into two years of post-construction monitoring, but is approaching closing. J. Mason asked if this is the project completed in Glen Cairn. J. Cunderlik confirmed.

**BOD24/02/12-3**

**MOVED BY: B. Holmes**

**SECONDED BY: J. Atkinson**

**Resolved, That the Board of Directors approve the 2024 Workplan as presented.**

**“CARRIED”**

7. Appointment of Public Advisory Committee Board Co-Chair, Report 3389/24, (S. McIntyre)

S. McIntyre explained that J. Karau was the Co-Chair of the Mississippi River Watershed Plan Public Advisory committee until his retirement in 2023, and the position is still vacant. She noted an upcoming meeting and asked the Board if any member would have interest in

volunteering as Co-Chair. D. Comley asked what the expected time commitment is. S. McIntyre responded that there are typically 3 meetings per year that last 1-2 hours and chaired by either the Board or Citizen appointee. D. Comley confirmed her interest in joining the committee. S. McIntyre expressed her thanks for the commitment.

**BOD24/02/12-4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M.L. Souter**

**Resolved, That Dena Comley be appointed to serve as Co-Chair of the Mississippi River Watershed Plan Public Advisory Committee.**

**“CARRIED”**

**8. 2024 Budget, Report 3390/24, (S. Millard)**

S. Millard explained that the 2024 Draft Budget has been circulated to member municipalities and received no comments. She reviewed the 2022, 2023 and 2024 operating, capital and total budgets, noting a 6.5% increase in total budget for 2024. She reviewed the overall breakdown of expenditures and revenues as presented in December 2023. P. Kehoe added that the municipalities have had approximately 2 months to review the draft budget and provide comments.

G. Gower asked if there are any areas of significant risk that the Board should be aware of in regards to the 2024 budget. S. McIntyre responded that the Water and Sewer Connection from the building to the municipal power and water line is still awaiting feedback from the Town of Carleton Place. The Chief Administrative Officer (CAO) from the Town has communicated that they are currently in ongoing discussions with Cavanagh Construction in regards to cost sharing of the pump station and other shared infrastructure and until those negotiations are complete they are not in the position to discuss further. She noted that as a part of the new audit, MVCA was required to answer a risk-based survey and no other items were identified.

**BOD24/02/12-5**

**MOVED BY: R. Huetl**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve the 2024 Budget as submitted.**

**“CARRIED”**



9. K&P Trail Update/ Quit Claim, Report 3391/24. (S. Lawryk)

S. Lawryk stated that MVCA had received a draft lease to own agreement and a document from the County of Lanark that identifies several title issues along the K&P that would require corrective action to register the property in land titles. He also discussed that MVCA recently received notice that a Quit Claim Deed/Transfer had been executed in favour of MVCA. He commented that acceptance of this property would be a step in the right direction to resolving title issues.

P. Kehoe asked if more Quit Claim Deed/Transfers are anticipated. S. Lawryk responded that it is a possibility. P. Kehoe asked if a more generic motion is needed to allow MVCA to proceed without bringing these items to the Board. S. McIntyre responded that many of the properties identified do not have a proper survey associated with them and that, future properties may have costs associated with properly registering them. She noted that the analysis of title issues was only completed for Lanark and Frontenac counties and not Renfrew county, identifying roughly 20 parcels.

A. Kendrick asked if the Quit Deed/Land Transfers can be negotiated between the current owners and the County without involving MVCA. S. McIntyre commented that this particular Quit Claim has been executed, is associated with settling an estate and that it was in MVCA's interest to move forward to implement. She noted that the lease to own agreement drafted by the county of Lanark could be a lengthy, multi-year process.

J. Mason asked if it would be possible when more is known about the parcels to have a discussion in regards to the proper direction forward. P. Kehoe asked if the topic would be tabled with the Finance and Administrative Advisory Committee. S. McIntyre confirmed that the K&P trail agreement would be tabled with the Finance and Administrative Committee and/or the Board before execution.

**BOD24/02/12-6**

**MOVED BY: M.L. Souter**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors approve the signing of the Land Transfer Tax Affidavit in regards to the property identified by PIN: 05001-0121-R in the County of Lanark.**

**"CARRIED"**

10. 2024 Fee Schedule Update: Education Program & Group Rates, Report 3392/24, (S. Millard)

S. Millard presented updates to the 2024 fee schedule. She explained that update of summer camp fees were required to implement the program; and that consideration was given to other local summer camp rates.

M. L. Souter felt that the suggested fees do not cover the cost of running the program. S. Millard responded that the budget includes anticipated summer student grants and combined are designed to cover the costs of the program.

**BOD24/02/12-7**

**MOVED BY: A. Kendrick**

**SECONDED BY: D. Comley**

**Resolved, That the Board of Directors approve:**

- a) Update to Schedule D of MVCA's 2024 Fee Schedule as set out in this report; and**
- b) Implementation of the cancellation policies set out in this report.**

**"CARRIED"**

11. Mississippi Lake Safe Road Project, Report 3393/24, (M. Craig)

M. Craig provided background on safe roads and this initiative, and highlighted a history of issues in areas such as West Carleton, Mississippi Lake, Lanark Village, Cedardale and Joe's Lake. He noted that floodplain mapping is an ongoing effort, and that maps are updated with information obtained from flooding events. He highlighted MVCA's involvement in the development of the *Safe Access Feasibility Report* for the former Township of West Carleton. He noted that Mississippi Lake Association (MLA) requested assistance in determining which roads around Mississippi Lake are at risk of flooding during a 1:100 regulatory event.

P. Kehoe asked if municipal staff can be circulated information prior to the Lake Association and suggests MVCA request a delegation with the relevant Municipalities to present findings. M. Craig responded that municipalities and the Mississippi Lake Association (MLA) were sent the same information shared in the Board report and that no mapping has been released. He noted that in circulating the items to the relevant municipalities, and offer was made to address any questions and concerns.

P. Kehoe commented that the report identifies specific roads, which may cause resident concerns. M. Craig commented that the MLA requested the study and it is also a part of the 2021 *Watershed Plan*. He noted that no decision has been made regarding potential distribution of maps.

12. Section 28 Permit – Status Update, Report 3394/24, (M. Craig)

M. Craig presented results for 2023.

A. Kendrick asked if the attachment, *Table 1 – All Permits Issued: January 1, 2023 to December 31, 2023* can be provided in excel format to be able to adjust parameters for review. M. Craig responded that an excel version can be provided to Board members upon request.

**ADJOURNMENT**

**BOD24/02/12-8**

**MOVED BY: H. Yanch**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at time 2:38 p.m.

K. Hollington, Recording Secretary

# 2023 Annual Review



**STEM program wins:**  
The province's Agnus Mowat Award of Excellence



**141,889** checkouts  
(**10%** increase over 2022)  
with **40,307** digital items  
(**29%** increase over 2022)



**4,598** active library users with  
**845 new** users in 2023



**7,703** attended programs  
(**45%** increase over 2022)



**2,167** e-newsletter subscribers  
**1,800** social media fans



**685** items delivered via  
Visiting Library Service



**over 16,000** internet &  
WiFi sessions  
(**28%** increase over 2022)

**Provincial Accreditation** is a standard confirming the highest level of library service. Almonte & Pakenham branches were recredited for 2023-2028

## 2023 community partnerships



**Explore the MMPL eLibrary  
and Library of Things!**

## Support your library, strengthen your community!

MMPL is a registered charity. Tax receipts can be issued for donations of \$20 or more. Donations can be made in-person at either branch or online

**Contact Us**



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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 February 14, 2024 at 1:30 p.m. at the Almonte branch.

#### 1. CALL TO ORDER

The meeting was called to order at 1:36 p.m.

#### 2. ATTENDANCE:

##### PRESENT:

Barbara Button, Chair  
Alison Ball  
Jeff Fraser  
Emma Kinsman  
Warren Thorngate  
Christine Row, staff

##### ABSENT:

Cathy Peacock  
Leanne Czerwinski, Vice-Chair  
Vicki Lowe, Council Representative  
Mary Lumsden

#### 3. APPROVAL OF AGENDA

##### **Resolution No. 05-24**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB approves the agenda as presented.

**CARRIED**

#### 4. DECLARATION OF ANY CONFLICTS OF INTEREST

[None]

#### 5. DELEGATIONS OR PRESENTATIONS

[None]

#### 6. MINUTES OF THE PRECEDING MEETING

##### **Resolution No. 06-24**

**Moved by** A. Ball

**Seconded by** E. Kinsman

**THAT** the MMPLB approves the January 10, 2024 Minutes as presented.

**CARRIED**

7. CONSENT ITEM

- a) Correspondence-notes of congratulations for our awards
- b) Reports- CEO report, Friends update
- c) Incidents  
[None]

**Resolution No. 07-24**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB accepts the consent items as presented.

**CARRIED**

8. UPDATES

- a) Policy Review  
Circulation OP-03, Collection Development OP-04

**Resolution No. 08-24**

**Moved by** W. Thorngate

**Seconded by** E. Kinsman

**THAT** the MMPLB approves Circulation OP-03 and Collection Development OP-04 as presented.

**CARRIED**

- b) Financial Statement  
[None]

- c) Draft 2024 MMPL Board Work Plan

Christine will send this document to the Board and ask members to consider suggestions to be added to the work plan at the March meeting.

- d) MMPL Technology Support

**Resolution No. 09-24**

**Moved by** W. Thorngate

**Seconded by** E. Kinsman

**THAT** the MMPLB approves MMPL Technology Support plan as presented in the report.

**CARRIED**

- e) Financial Information Request Memorandum

Policy committee will draft a Reserve Policy for discussion at the April Board meeting.

9. FOR DISCUSSION/DECISION

- a) OLA Superconference-B. Button will provide the Board with an update and post on the Shared Drive. Staff are discussing conference sessions at the staff meeting on February 28, 2024.

b) Corridor Gallery Improvement

**Resolution No. 10-24**

**Moved by A. Ball**

**Seconded by W. Thorngate**

**THAT** the MMPLB approves spending up to \$1000 for the Corridor Gallery upgrade.

**CARRIED**

10. OTHER/NEW BUSINESS

[None]

11. COMMUNICATIONS

[None]

12. NEXT MEETING

Wednesday, March 13, 2024 at 1:30 p.m. at the Pakenham branch.

13. ADJOURNMENT

**Resolution No. 11 -24**

**Moved by J. Fraser**

**Seconded by W. Thorngate**

**THAT** the meeting be adjourned at 3:02 p.m.

**CARRIED**





Mississippi  
Mills

# COUNCIL CALENDAR

## May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 3:00PM - AAC	3	4
5	6	7 Council COW	8 1:30PM Library County	9	10	11
12	13	14	15 7AM Bus. Breakfast MM Golf Course 3PM Heritage	16	17	18
19	20	21 Council COW	22 County	23	24	25
26	27 6PM COA	28	29	30 Community Awards	31	