



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, May 21, 2019

5:30 p.m.

Council Chambers, Municipal Office

PLEASE REMEMBER TO SET YOUR CELL PHONE TO SILENT AND THAT NO RECORDING DEVICES ARE PERMITTED.

A. CALL TO ORDER (5:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Fee Waiver Request - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

G. APPROVAL OF MINUTES

Council Minutes dated April 30 and May 7, 2019

Pages 6-21

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Presentation: Science Team, Holy Name of Mary School
Re: Experiment included in NASA Rocket Launch

2. Randy Hillier MPP, Lanark Frontenac Kingston
Re: Update from Queen's Park

3. Mark Joynes, MM2020
Re: Update on Rural Broadband Initiative

To be circulated

4. Peter Simcisko, Watson and Associates Economists Ltd.
Re: Asset Management Policy

Pages 22-37

I. PUBLIC MEETINGS

None

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- Drinking Water Quality Management Standards – 1st Quarter 2019 Pages 38-41

Minutes

Motion to receive:

- Parks and Recreation – April 23, 2019 Pages 42-45
- Public Works – April 29 and May 6, 2019 Pages 46-62
- Finance and Policy – May 9, 2019 Pages 63-64

Motion to approve/support:

Public Works

- a. Paterson Street Cross Walk Page 47

Recommendation:

That Council explore the option of having Community Safety Zones on Paterson Street in Almonte;

And furthermore that no further action be taken with respect to the installation of additional pedestrian facilities on Paterson Street until such time as the construction at the school and of the sidewalk in front of the school is completed and pedestrian travel is monitored for the 2019-2020 school year to determine if any safety issues remain with the constructed configuration.

- b. Pakenham Pedestrian Cross Walk Page 51

Recommendation:

That Council approve the traffic calming measures and pedestrian cross walk configurations as outlined in the Pakenham Pedestrian Crossing presentation:

- Pakenham Pedestrian Cross Walks be constructed for full lane widths on County Road 29;
- Pedestrian Cross Walks be designed in accordance with details from Book 15 Type B PXO configurations;
- Additional flashing light be installed on pedestrian crossing sign on signal arms extending over driving lanes;

- Timing sequence for pedestrian crossing signal should be set to accommodate children and older adults requirements and
- Sidewalk approaches to Cross Walks should be reconstructed to insure compliance with Accessibility for Ontarians with Disabilities Act (AODA), complete with required Tactile Walking Surface Indicators (TWSI).

c. Pakenham Radar Signs

Page 51

Recommendation:

That Council recommend to the County of Lanark to install automated radar speed signs at the north and south entrances to the Village of Pakenham;
And that a Community Safety Zone be designated for County Road 29 extending from the OVRT overpass to 5-Span Bridge.

(J.2) **REPORTS**

Roads & Public Works

a. **Updated Health and Safety Policy Manual**

Pages 65-183

Recommendation:

That Council approve the updated Corporate Health and Safety Policy Manual 2019 as presented.

Building & Planning

b. **Zoning Amendment Z-06-19 – 487 Townline Road, Ramsay**

Pages 184-199

Recommendation:

That Council approve amendments to Comprehensive Zoning Bylaw 11-83 to change the zoning on the lands known municipally as 487 Townline Road, Ramsay Ward, from “Rural” (RU) to “Rural-Special Exception (Holding)” (RU-xh) to permit the following uses in addition to those permitted in the Rural zone:

“Commercial Storage”, “Container Sales and Rental Establishment”, and “Agricultural Equipment Sales, Service and Storage Business”;

And that a holding provision denoted by the suffix “h” in the zone designation be applied until such time that the applicant has executed and fulfilled the provisions of a Site Plan Control Agreement;

And that Section 5 of Comprehensive Zoning Bylaw 11-83 be amended to add the following definition:

“CONTAINER SALES AND RENTAL ESTABLISHMENT: Shall mean the use of land for the temporary erection and storage of shipping containers which are rented or sold for transport off-site for use by the general public.”

c. Request for Encroachment Agreement – 7 Mill Street, Almonte Pages 200-203

Recommendation:

That Council authorize the Mayor and Clerk to execute an Encroachment Agreement with Joe Princiotta, owner of Units 2-3 at 7 Mill Street for the purpose of erecting a projecting sign over part of the Mill Street Road allowance.

Finance and Administration

d. Federal Gas Tax Funding Options Pages 204-205

Recommendation:

That Council approve Option 2 - allocate one-time Federal Gas Tax funding of \$394,474.08 to the Victoria Street project in the 2019 Water and Sewer budget to reduce the estimated long term financing for this project.

(J.3) INFORMATION ITEMS

- Information Reports from Members of Council
 - Mayor's Report None
 - County Councillors' Report Pages 206-207
 - Mississippi Valley Conservation Authority Report None
- Information List Pages 208-284
- Meeting Calendars (*May/June*) Pages 285-286

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of May 21, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-55 to 19-58 be taken as read, passed, signed and sealed in Open Council.

- | | |
|---|---------------|
| 19-55 Encroachment Agreement - 7 Mill Street, Almonte | Page 287 |
| 19-56 Zoning Amendment - 487 Townline Road, Ramsay | Page 288 |
| 19-57 2019 Tax Rates | Pages 289-292 |
| 19-58 2019 Waste Management Levy | Page 293 |

M. OTHER/NEW BUSINESS

1. Items for the Finance and Policy Committee - Councillor Maydan
(*Notice of Motion – May 7, 2019*)

Recommendation:

Whereas Council appointed members to the Finance and Policy Advisory Committee on April 16, 2019;

And whereas the Finance and Policy Advisory Committee provides recommendations to Council on referred matters;

Therefore be it resolved that Council identify general priorities for review and recommendation of the Finance and Policy Advisory Committee.

N. NOTICE OF MOTION

None

O. ANNOUNCEMENTS AND INVITATIONS**P. CONFIRMATORY BY-LAW – 19-59****Q. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #18-19

MINUTES

A special meeting of Council was held on Tuesday, April 30, 2019 at 3:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 3:00 p.m.

B. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Jeanne Harfield, Acting Clerk
Rhonda Whitmarsh, Treasurer

C. APPROVAL OF AGENDA

Resolution No. 283-19
Moved by Councillor Dalgity
Seconded by Councillor Ferguson
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

E. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Presentation by Peter Simcisko, Watson & Associates
Re: Asset Management

Peter Simcisko of Watson & Associates described the general concept of Asset Management which included: Levels of service (community and technical); Lifecycle approach; Requirements for asset management policies and what provisions are to be included as per O.Reg 588-17; and Lifecycle Management and Financial Strategy. Council also posed a number of questions to Mr.

Simcisko throughout the presentation to provide clarity on the asset management policy requirements, process, life cycles, and service levels.

Resolution No. 284-19

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT Council receive the presentation by Peter Simcisko, Watson & Associates
Re: Asset Management for information.

CARRIED

F. CONFIRMATORY BY-LAW

By-law 19-43

Resolution No. 285-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT By-law 19-43, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 30th day of April, 2019, be read, passed, signed and sealed in Open Council this 30th day of April, 2019.

CARRIED

G. ADJOURNMENT

Resolution No. 286-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 4:46 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #19-19

MINUTES

A regular meeting of Council was held on Tuesday, May 7, 2019 at 5:30 p.m. in the Council Chambers.

A. CALL TO ORDER

Deputy Mayor Minnille called the meeting to order at 5:30 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 287-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council enter into an in camera session at 5:30 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and labour relations or employee negotiations (*Municipal Act s. 239 2(d)*)

CARRIED

Resolution No. 288-19

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Council return to regular session at 5:45 p.m.

CARRIED

Council recessed at 5:45 p.m. and resumed at 6:00 p.m.

Rise and Report

1. HR Matter
Information was provided in camera.

C. O CANADA

The Council meeting was opened with the singing of O Canada.

D. ATTENDANCE

PRESENT:

Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Mayor Christa Lowry

Shawna Stone, Acting Chief Administrative Officer
Jeanne Harfield, Acting Clerk
Jennifer Russell, Acting Deputy Clerk
Niki Dwyer, Director of Planning
Steve Giberson, Interim Fire Chief (left at 5:45 pm)
Rhonda Whitmarsh, Treasurer (left at 7:17 pm)
Karen Kane, Director of Daycare (arrived at 7:07 pm and left at 7:41 pm)

E. APPROVAL OF AGENDA

Resolution No. 289-19

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Dalgity declared a pecuniary interest on Item J.2.i – Change in Operational Hours for Childcare Programs as his daughter is an employee of the Daycare.

Councillor Ferguson declared a pecuniary interest on Item J.2.a – Zoning By-law Amendment – Davies, 250 Comba Lane, Pakenham as he owns a neighbouring property.

G. APPROVAL OF MINUTES

Resolution No. 290-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT the Council Minutes dated April 8 and 16, 2019 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Carter Reid, Bravo Award

The Deputy Mayor congratulated Carter on his acts of service to the community and school and presented him with a certificate of achievement.

2. Marilyn Bird, Executive Director of Lanark Transportation
Re: Pilot Project in Mississippi Mills

Marilyn Bird provided information about the service provided by Lanark Transportation and the proposed pilot project in Mississippi Mills. She requested support from the Municipality and community for the success of the pilot project.

Resolution No. 291-19**Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the delegation by Marilyn Bird re: Pilot Project in Mississippi Mills be received;**AND THAT** the matter be brought forward to an upcoming Council meeting under Other New Business.**CARRIED**

3. Scott Newton, General Manager and Paul Virgin President, Mississippi River Power Corporation (MRPC)
Re: Update on Activities

Paul Virgin and Scott Newton provided an overview of MRPC including: corporate structure; operations; 2018 annual report; shareholder payments; Millfall Dam; Earthen Dam; Penstocks; plans for 2019 (strategic plan, by-wash repairs, and GS Park rehabilitation); and spring flooding stats.

Paul Virgin presented the Deputy Mayor with the dividend payment of \$225,000 for 2018.

Resolution No. 292-19**Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** the delegation by Scott Newton and Paul Virgin re: Update on MRPC Activities be received.**CARRIED****I. PUBLIC MEETINGS**

1. Zoning Amendment Z-06-19, Drummond, 487 Townline Road West

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. The following members of the public spoke: Trevor Drummond, property owner.

J. COMMITTEE OF THE WHOLE**Resolution No. 293-19****Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** Council resolve into Committee of the Whole, with Deputy Mayor Minnille in the Chair.**CARRIED**

J.1 CONSENT ITEMS**Resolution No. 294-19****Moved by Councillor Dalgity****Seconded by Councillor Guerard****THAT** the Financial Report to March 31, 2019 be received;**AND THAT** Allan Goddard's resignation from the Parks and Recreation Advisory Committee be received.**CARRIED****Resolution No. 295-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the minutes of the following committees be received:

- Police – March 26, 2019
- Library – March 27, 2019
- Agriculture – April 16, 2019
- CEDC – April 16, 2019
- Accessibility – April 17, 2019

CARRIED**Resolution No. 296-19****Moved by Councillor Dalgity****Seconded by Councillor Maydan****WHEREAS** National Access Awareness Week was first established in 1988 to promote better community access for people with disabilities; and**WHEREAS** the week was created in response to a request from Rick Hansen following his 40,000 km Man in Motion World Tour, organized to raise awareness about the need for accessibility for people with disabilities; and**WHEREAS** the week celebrates achievements made by and for people with disabilities; and**WHEREAS** it promotes access for people with all disabilities who encounter barriers that prevent full participation in day-to-day activities.**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 26 – June 1, 2018 as National Access Awareness Week in an effort to raise awareness of the importance of equal access and full participation of persons with disabilities.**CARRIED**

J.2 **STAFF REPORTS**

Building & Planning

Councillor Ferguson did not participate in discussions or vote on the following matter.

- a. Zoning By-law Amendment – Davies, 250 Comba Lane, Pakenham

Resolution No. 297-19

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT Council approve amendments to Comprehensive Zoning Bylaw 11-83 to change the zoning on the lands known municipally as 250 Comba Lane, Pakenham Ward, from “Rural” (RU) to “Rural – Special Exception (Holding)” (RU-xh) to permit the following uses in addition to those permitted in the Rural Zone: “Winery”; “Micro-brewery” and “Dairy”;

AND THAT a holding provision denoted by the suffix “h” in the zone designation is intended to recognize a water consumption operating limit of no more than 1000L/day until such time that additional assessments and studies are undertaken to sufficiently demonstrate the water quantity and quality of the site is maintained and does not adversely impact the aquifer;

AND THAT Section 5 of Comprehensive Zoning Bylaw 11-83 be amended to add the following definition:

“WINERY: Shall mean the uses associated with the growing production of grapes, fruits or other produce directly associated with onsite cider or wine making process. Buildings or structures on the site may be used for value-added services including storage, display, processing, tasting, hospitality room, administrative facilities, outdoor patio area. An on-site restaurant, dining facility, commercial kitchen, banquet hall, retail facility or other uses that are normally incidental, subordinate and accessory to the main permitted use may also be permitted where it is demonstrated that they are secondary to the primary use.”

CARRIED

- b. Zoning By-law Amendment – Henry, 550 Country St, Ramsay

Resolution No. 298-19

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT Council approve Zoning By-law Amendment Z-04-19 to change the zoning on the lands known municipally as 550 Country Street, from “Development” (D) to “Development – Special Exception” (D-x) within the Municipality’s Comprehensive Zoning Bylaw 11-83 to permit the construction of a single detached dwelling in accordance with the provisions of the Residential First Density (R1) Zone.

CARRIED

- c. Zoning By-law Amendment – Mount Pakenham, Part Lot 14 Conc. 8 Pakenham

Resolution No. 299-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council approve Zoning By-law Amendment Z-03-19 to change the zoning on the lands known as Part Lot 14, Concession 8 Pakenham Township, from “Rural” (RU) to “Limited Service Residential” (LSR) within the Municipality’s Comprehensive Zoning Bylaw 11-83.

CARRIED

- d. Clearance of Subdivision Conditions, Mill Run Phase 4A, Almonte

Resolution No. 300-19

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Mill Run Subdivision Phase 4A as the draft conditions have been satisfied.

CARRIED

- e. Request for Use of Unopened Road Allowance, Robinson, Appleton

Resolution No. 301-19

Moved by Councillor Guerard

Seconded by Councillor Dalgity

THAT Council authorize the Mayor and Clerk to execute a Use of Municipal Road Allowance Agreement with the proponent respecting the use of the unopened road allowance known as Apple Street in the Village of Appleton (Ramsay Ward).

CARRIED

- f. Heritage Application to Alter – 79 Little Bridge Street, The Barley Mow

Resolution No. 302-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Council approve the alteration of the property known municipally as 79 Little Bridge Street (The Barley Mow) in accordance with Section 33 of the Ontario Heritage Act to permit the construction of a single-storey wood frame, lean-to finished in vertical wooden cladding on the southwestern façade wall of the original building.

CARRIED

g. Heritage Conservation District - 2 Year Program Review and Assessment

Resolution No. 303-19**Moved by Councillor Maydan****Seconded by Councillor Dalgity**

THAT Council amend By-law 16-61 to remove "Schedule C" in its current form, and replacing it with the following statement: "Municipality of Mississippi Mills Downtown Almonte Heritage Conservation District Plan, prepared by Watson MacEwen Teramura Architects, and revised June 2016";

AND THAT Council approve modifications to the Heritage Conservation District Plan to distinguish the following provisions of the plan:

- Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically
- That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
- That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
- That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.

AND THAT Council amend the Delegated Authority By-law to authorize staff to review and approve Heritage Grant applications, in accordance with standardized review criteria and report mechanisms, with a final right of appeal to Council;

AND THAT Staff be directed to further review the HCD to determine the ability to legally opt-out, transparent process for approving equitable heritage grants; and final appeal of grant decisions to Council.

CARRIED**Finance and Administration**

h. Award of RFP for Municipal Legal Services

Resolution No. 304-19**Moved by Councillor Holmes****Seconded by Councillor Maydan**

THAT Council award the Request for Proposal for the provision of Municipal Legal Services to Cunningham, Swan, Carty, Little & Bonham LLP.

CARRIED

Councillor Dalgity did not participate in discussions or vote on the following matter.

i. Change in Operational Hours for Childcare Programs

Resolution No. 305-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council approve a change in the daily operational hours of municipal childcare programs to 6:30 a.m. – 6:00 p.m. effective July 1, 2019.

CARRIED

j. Revised Seasonal Stand By-law

Resolution No. 306-19

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT Council approve the revised Seasonal Stand By-law as presented and repeal By-law 15-110.

AND THAT Fees and Charges By-law be amended to include the revised seasonal stand, mobile canteen, and seasonal produce/farm produce stands licensing fees.

CARRIED

k. Strategic Planning Options

Resolution No. 307-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT Council authorize proceeding with Option 1 - hire N.G. Bellchamber & Associates for the development of a strategic plan.

DEFERRED – JUNE 18, 2019

J. 3 **INFORMATION ITEMS**

- **Mayor's Report**

The Mayor's report discussed the effects of the flood and thanked all those who volunteered their time and effort to help those who needed it and reminded volunteers their help will still be required for cleanup efforts.

- **County Councillors' Report**

Highlights: Lanark Lodge redevelopment and A/C upgrades; Cabinscape lease; Situation table funds approved; 2018 transfers to and from reserved approved; Lanark County Roadeo, Lanark County Construction projects.

- **Mississippi Valley Conservation Authority Report**

Highlights: Proposed changes in Provincial Funding, Legislation, Regulation and Polices.

- **Information List 09-19**

Resolution No. 308-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT Information List 09-19 be received

CARRIED

- **Meeting Calendars**

Amendments:

May 9th – Finance and Policy Advisory Committee 2:30pm

May 27th – Public Works Advisory Committee 3:30pm

K. RISE AND REPORT

Resolution No. 309-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.

CARRIED

Resolution No. 310-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the recommendations of the Committee of the Whole for the meeting of May 7, 2019 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 311-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT By-laws 19-44 to 19-53 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 19-44

Resolution No. 312-19

THAT By-law 19-44, being a by-law for the purpose of accepting strips of land deeded to the Municipality for the purpose of development control into the municipal highway system, for the property described as Blocks 47 and 49 on Plan 27M-75, Almonte Ward.

CARRIED

By-Law 19-45

Resolution No. 313-19

THAT By-law 19-45, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act') re-subdivision of the land in Block 44, Plan 27M-75.

CARRIED

By-Law 19-46

Resolution No. 314-19

THAT By-law 19-46, being a by-law to amend the Downtown Almonte Heritage Conservation District By-law 16-61.

CARRIED

By-Law 19-47

Resolution No. 315-19

THAT By-law 19-47, being a by-law to amend Delegation of Authority By-law 13-18.

CARRIED

By-Law 19-48

Resolution No. 316-19

THAT By-law 19-48, being a by-law respecting the licensing, regulating and governing of seasonal stands, mobile canteens and seasonal produce/farm produce stand from which produce and/or prepared food are sold for consumption by the public.

CARRIED

By-Law 19-49

Resolution No. 317-19

THAT By-law 19-49, being a by-law to amend Fees and Charges By-law 19-25.

CARRIED

By-Law 19-50

Resolution No. 318-19

THAT By-law 19-50, being a by-law to appoint a Chief Administrative Officer for the Corporation of the Municipality of Mississippi Mills.

CARRIED

By-Law 19-51

Resolution No. 319-19

THAT By-law 19-51, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for the property legally described as Part Lot 14, Concession 8, Pakenham.

CARRIED

By-Law 19-52

Resolution No. 320-19

THAT By-law 19-52, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for the property municipally known as 250 Comba Lane, Pakenham.

CARRIED

By-Law 19-53

Resolution No. 321-19

THAT By-law 19-53, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for the property municipally known as 550 Country Street, Ramsay.

CARRIED

M. OTHER/NEW BUSINESS

1. Flooding – Disaster Relief Assistance for Ontarians Program

Resolution No. 322-19

Moved by Councillor Maydan

Seconded by Councillor Ferguson

WHEREAS, several watercourses have overflowed their banks in the Municipality of Mississippi Mills;

AND WHEREAS, the overland flooding began on April 15th, 2019;

AND WHEREAS, many residents along the waterways have likely experienced damage from flooding;

AND WHEREAS, several Municipal Roads were closed due to flooding and will require repair;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Municipality of Mississippi Mills requests that the Minister of Municipal Affairs “activate” the Municipality of Mississippi Mills so that individuals, small owner-operated businesses, farmers and not-for-profit organizations can access the Disaster Relief Assistance for Ontarians Program.

CARRIED

2. Ottawa River Power Corporation (ORPC) Subordination and Postponement Agreement

Resolution No. 323-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT Council authorize the Mayor and Clerk to enter into a Subordination and Postponement Agreement for ORPC to obtain financing from Infrastructure Ontario to construct a new substation in order to meet forecasted load growth.

CARRIED

3. National Nursing Week (May 6 to 12, 2019)

Resolution No. 324-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

WHEREAS the health and well-being of people is the biggest priority for our community;

WHEREAS in Mississippi Mills, nurses are an integral part of the health system serving residents of all ages with skill, knowledge, caring and commitment;

WHEREAS nurses have a unique perspective and a broad understanding of the concepts of good health; and

WHEREAS members of the national nursing community recognize the hard work and dedication of nurses, in the Municipality of Mississippi Mills,

THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 6-12, 2019 as "Nursing Week" and encourage everyone to recognize the many services provided by dedicated nurses and the tremendous contribution they make to the health and well-being of our community every day.

CARRIED

4. Public Works Week (May 19 to 25, 2019)

Resolution No. 325-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential services for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

WHEREAS, the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association;

THEREFORE BE IT RESOLVED, THAT the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaims the week of May 19–25, 2019 as National Public Works Week and urges residents to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

CARRIED

5. Petition Policy – Councillor Maydan
(*Deferred from April 16, 2019*)

Resolution No. 326-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council direct Staff to review the Municipal Petition Policy to include provisions regarding opposition to minor local improvements.

CARRIED

N. NOTICE OF MOTION

Notice was provided for the following motion; it will be debated at the May 21, 2019 Council meeting.

1. Items for the Finance and Policy Committee - Councillor Maydan

Whereas Council appointed members to the Finance and Policy Advisory Committee on April 16, 2019;

And whereas The Finance and Policy Advisory Committee provides recommendations to Council on referred matters;

Therefore be it resolved that Council identify general priorities for review and recommendation of the Finance and Policy Advisory Committee.

O. ANNOUNCEMENTS AND INVITATIONS

- Councillors Dalgity and Maydan will be at the Almonte Library June 1st 10:00 – 12:00 for resident questions and comments.

P. CONFIRMATORY BY-LAW

By-law 19-54

Resolution No. 327-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT By-law 19-54 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 7th day of May 2019, be read, passed, signed and sealed in Open Council this 7th day of May, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 328-19

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT the meeting be adjourned at 8:17 p.m.

CARRIED

Rickey Minnille
DEPUTY MAYOR MINNILLE

Jeanne Harfield
ACTING CLERK



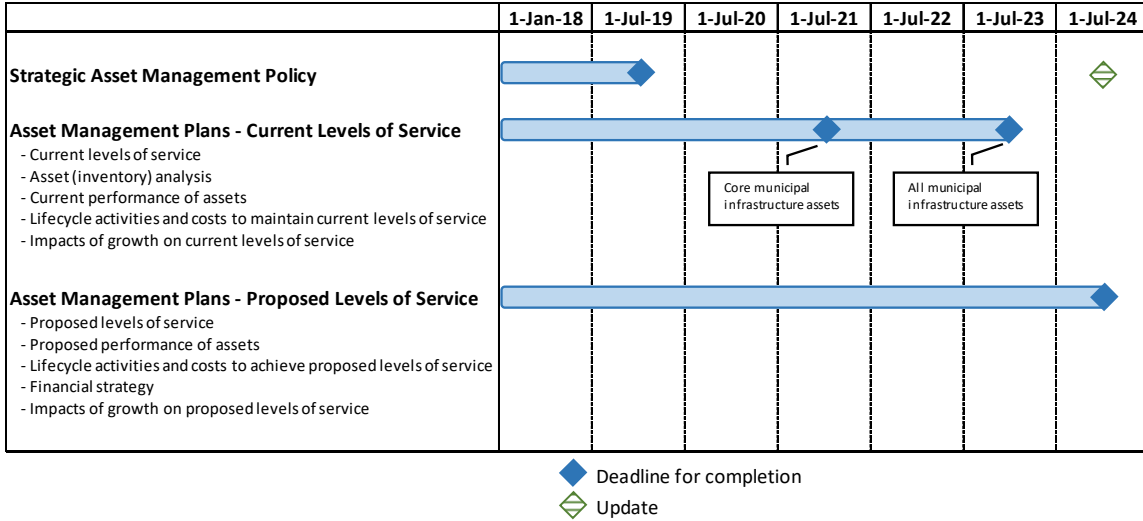
Asset Management Definition



- **Assets** – things that provide value to the municipality and its stakeholders
- **Asset Management** – “the set of planned actions that will enable the assets to provide the desired level of service in a sustainable way, while managing risk, at the lowest lifecycle cost”
- Balancing **lifecycle costs** and **levels of service**



2



Strategic Asset Management Policy

Role of the policy within an Asset Management System

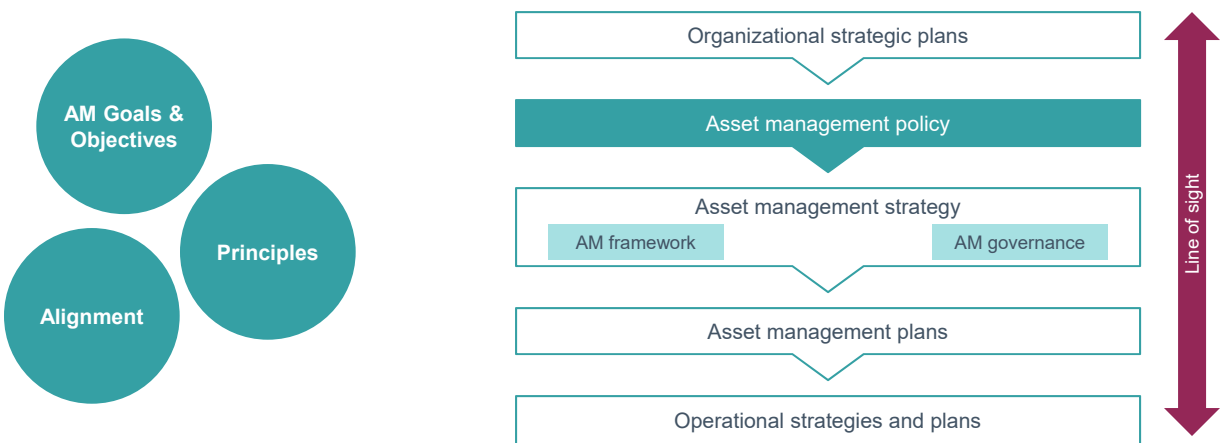


Figure on the right adapted from Federation of Canadian Municipalities: How to develop an asset management policy, strategy and governance framework

Strategic Asset Management Policy

Development of the SAMP for Mississippi Mills



5

Municipality of Mississippi Mills

Strategic Asset Management Policy

6

Strategic Asset Management Policy

Contents



1. Background
2. Terms and Definitions
3. Scope
4. **Asset Management Goals and Objectives**
5. **Principles**
6. Strategic Alignment & Integration
7. Roles & Responsibilities
8. Review Period

7

Strategic Asset Management Policy

Asset Management Goals and Objectives



Asset management to **support** the following **objectives**:

- Provide services at expected service levels
- Provide services and maintain assets in a financially sustainable manner

Asset management as a **tool** to:

- Inform annual budget process and long-term financial plans
- Communicate the linkage between financial planning, strategic objectives and service expectations

8

Asset Management Principles

9

Strategic Asset Management Policy Principles



10

Strategic Asset Management Policy

Principles

- Service delivery is the key purpose of municipal assets
- Decision-making should be focused on delivering defined levels of service that reflect customer expectations and balance risk and affordability



11

Strategic Asset Management Policy

Principles

- Services and infrastructure assets should be sustainable over the long term
- Achieving this involves long-term planning that incorporates socio-cultural, environmental, and economic considerations

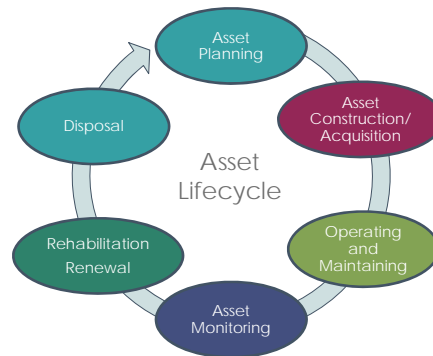


12

Strategic Asset Management Policy

Principles

- Encouraging holistic thinking and collaborative asset management decision-making across departments and disciplines will help the Municipality realize maximum value for the community



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Strategic Asset Management Policy

Principles

- Financial challenges and constraints are a reality for municipalities
- Robust asset management decision-making processes are required to make the best use of available funds to deliver services



14

Strategic Asset Management Policy

Principles

- A culture of continual improvement helps to increase asset management maturity and deliver services to the community and stakeholders more effectively and efficiently



15

Next Steps

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Next Steps



- Receive input from Council
- Revise draft Strategic Asset Management Policy as required
- Final policy document brought forward to Council for approval

Strategic Asset Management Policy

1. Background

The Municipality of Mississippi Mills (Municipality) provides a range of services to the public. The provision of these services requires the ownership and responsible management of physical assets. It is imperative that the Municipality has a plan to manage these assets in order to meet desired service levels, manage risks, and to ensure long-term financial sustainability.

A Strategic Asset Management Policy is a document that details the policies and strategies that together form a framework for the Municipality's asset management process. This framework is intended to enable the Municipality to make consistent and sound decisions, plan for future needs, and provide public confidence with respect to the management of municipal infrastructure. Additionally, establishing a Strategic Asset Management Policy is a requirement under the *Infrastructure for Jobs and Prosperity Act, 2015*, as set out by Ontario Regulation 588/17.

2. Terms and Definitions

For the purpose of this document, the following definitions apply and reflect industry accepted practices, including ISO 55000 – International Standard for Asset Management.

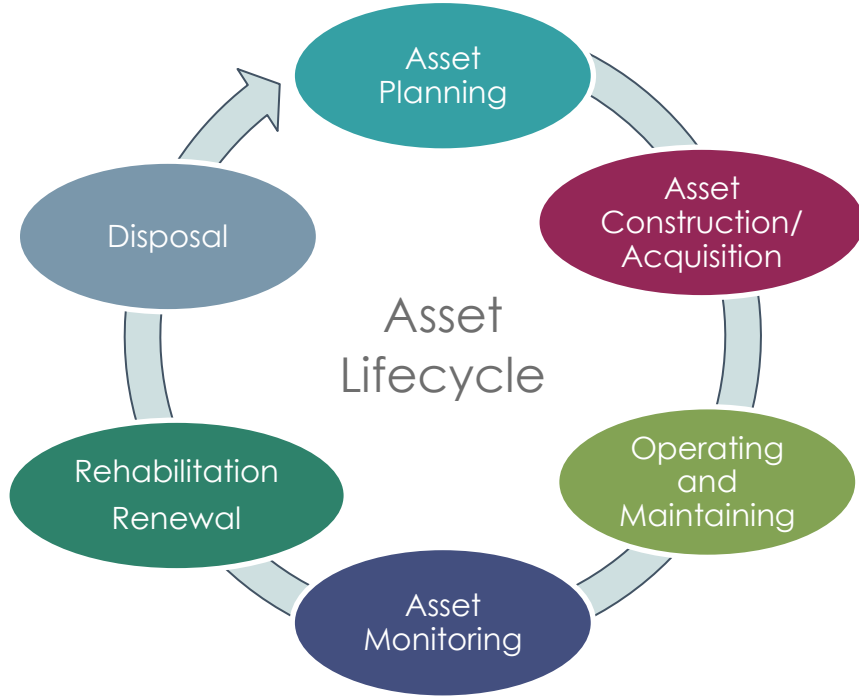
Asset: A tangible item, thing or entity that has potential or actual value to an organization.

Asset Management: Coordinated activity of an organization to realize value from assets.

Asset Management Plan: Documented information that specifies the activities, resources and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives.

Lifecycle: Stages involved in the management of an asset.

Level of Service: Parameters or a combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers.



3. Scope

The Strategic Asset Management Policy applies to all tangible assets that enable the Municipality to provide services, and that require deliberate management and long-term planning by the Municipality. These will include assets owned by the Municipality but operated by external agencies, and may include natural assets, such as waterways (e.g. retaining walls along the river). The Municipality will coordinate asset management planning where assets connect or are interrelated with assets owned by other municipalities or municipal bodies (e.g. boundary roads).

The service focus of the Municipality’s asset management plan may require assets to be defined differently from the definitions within the Municipality’s Tangible Capital Assets Policy (e.g. assets that do not meet the minimum capitalization thresholds set out in the Tangible Capital Assets Policy). The determination of scope of costs to be included as ‘assets’ within the Municipality’s asset management process will be consistent with the Municipality’s Tangible Capital Assets Policy, with consideration for additional costs where material to the asset management strategy.”

4. Asset Management Goals and Objectives

The Municipality's goals and objectives with respect to its tangible assets relate to the level of service being provided to the Municipality's constituents and stakeholders. Services should be provided at expected service levels, as defined within the Municipality's asset management plan or other strategic service-related documents. The Municipality's assets should be maintained at condition levels that are aligned with the expected service levels and strategic intent. Additionally, the Municipality is committed to providing services and maintaining assets in a financially sustainable manner. Asset management will enable the Municipality to balance service level expectations of constituents and stakeholders with financial sustainability. The Municipality will consider the use of appropriate funding mechanisms to support the financial sustainability objective. It is also the Municipality's objective to utilize asset management to inform the annual budget process and long-term financial plans. The Municipality will use asset management planning as a communication tool to link financial planning with strategic objectives and service expectations. Annual reporting on progress made with respect to asset management will ensure accountability.

The asset management plan and its implementation will be evaluated based on the Municipality's ability to meet these goals and objectives.

5. Principles

The Municipality commits to following the principles set out in this section when making decisions in respect of its assets and asset management planning.

These principles were designed to encompass those contained in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*.

Service delivery – Service levels and performance targets shall be established and form the basis for asset management strategic decision making with respect to infrastructure. Levels of service will be defined, at a minimum, in accordance with the qualitative descriptions and technical metrics required by Ontario Regulation 588/17. The Municipality will manage risks associated with the defined service levels and performance targets by prioritizing asset management activities to ensure public safety, based on risk assessments and cost/benefit analysis. As part of its commitment to transparency and accountability, the Municipality will establish benchmarks and performance measures to demonstrate efficiency with respect to asset management and

service provision. The Municipality will ensure that infrastructure planning and investment is focused on promoting community benefits by ensuring alignment with the Municipality's various strategic documents, some examples of which are identified in section 6 of this policy. Furthermore, the Municipality will ensure that infrastructure planning and investment promotes accessibility for persons with disabilities.

Long-term sustainability and resiliency – As part of its commitment to long-term sustainability, the Municipality will consider potential vulnerabilities that may be caused by climate change. These vulnerabilities will be considered in developing the asset management strategies that outline the actions and associated costs that may be required to manage potential risks. Specific consideration will be given to changing regulatory requirements arising from climate change impacts on asset design standards, asset lifecycles, asset maintenance requirements, and level of service objectives. Furthermore, the Municipality will consider mitigation approaches to climate change, and disaster planning and contingency funding as part of its asset management planning practice. The Municipality will seek to minimize the environmental impacts of infrastructure by considering environmental factors in decision making, and will endeavour to make use of acceptable recycled aggregates where appropriate.

Holistic approach – The Municipality will take a holistic approach to asset management that takes into consideration all aspects and stages of the asset lifecycle and the inter-relationships between them. Within this approach, the Municipality will consider not only capital costs, but also significant capital planning costs, operating costs, and service performance impacts. Asset management planning will give consideration to relevant factors that impact the lifecycle of assets (e.g. asset condition, type of usage, capacity, etc.). Additionally, the Municipality will approach asset management from a multi-disciplinary perspective, recognizing that there needs to be deliberate collaboration between various areas of the organization.

Fiscal responsibility – The Municipality will utilize an evidence-based approach to decision making that balances service levels, risks, and costs, and aims at maximizing value from assets and services. Appropriate asset management funding will be provided with consideration for economic factors, such as affordability, indebtedness, and external funding availability. The Municipality will leverage its asset management processes to inform long-term financial plans and annual budgets. This will allow the Municipality to progress towards a sustainable financial position, which includes consideration of intergenerational equity.



Innovation and continual improvement – The Municipality views continuous improvement as an essential element of successful asset management. As required by the *Infrastructure for Jobs and Prosperity Act, 2015*, the Municipality will review its asset management progress annually, and will present the findings of these reviews to Council on or before July 1 in each year. The annual review will address the Municipality’s progress in implementing its asset management plan, factors impeding the Municipality’s ability to implement its asset management plan, and strategies to address these impeding factors. The Municipality will continue to monitor industry best practices, new technologies and innovation opportunities, and periodically update its asset management process.

6. Strategic Alignment & Integration

The Municipality’s asset management plan will be aligned with relevant municipal strategic planning documents, such as any strategic plans, official plan, water financial plans, master plans, etc.

Following updates or material changes to any such relevant documents, the Municipality will consider potential impacts on the asset management plan to ensure continued alignment.

In addition to ensuring alignment between the Municipality’s general asset management practices and the various strategic planning documents, the Municipality will also ensure that its asset management plan is considered in developing annual budgets and long-term financial plans that entail municipal assets. This will be achieved by requiring municipal staff to reference the asset management plan in the preparation of departmental budget submissions. Furthermore, municipal staff will, on an annual basis, present to Council the implementation of the asset management plan and its implications for annual budgets and/or long-term financial plans.

7. Roles & Responsibilities

Stakeholder Group	Responsibilities
Council	<ul style="list-style-type: none"> • Approve the Strategic Asset Management Policy and asset management plan (as updated at least every five years). • Receive annual reporting on the status and performance of the asset management plan. • Review and approve funding associated with asset management through the annual budget process. • Provide opportunities for the public to provide input into asset management planning. • Provide resources for implementation of the Strategic Asset Management Policy and asset management plan.
Executive Lead (Treasurer)	<ul style="list-style-type: none"> • Identify resources required for implementation of the Strategic Asset Management Policy and asset management plan. • Coordinate annual reporting on the status and performance of the asset management plan. • Periodic review of the Strategic Asset Management Policy and asset management plan, at least every five years.
Senior Management Team	<ul style="list-style-type: none"> • Define levels of service measures/metrics and suggest proposed levels of service targets. • Incorporate lifecycle costing and levels of service considerations when evaluating competing asset investment needs and developing asset management strategies. • Update the Strategic Asset Management Policy and prepare the asset management plan, at least every five years.
Residents, Constituents and Stakeholders	<ul style="list-style-type: none"> • Provide input to the Municipality, for example, through participation in the annual budget process or future information sessions.



8. Review Period

This policy will be reviewed by the Treasurer, in consultation with the Municipality's Senior Management Team, at least every five years (as required by Ontario Regulation 588/17), and following any changes in regulatory requirements.



1st Quarter 2019 Drinking Water Quality Management Standard Report to Members of Council

The purpose of this report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of January 1st, 2019 through March 31st, 2019.

Operational Plan Revisions

There were no Operational Plan Revisions during this Quarter.

Internal Audits

There were no Internal Audits during this Quarter.

External Audits

The Municipality's DWQMS Certification Year 1 Surveillance System Audit of the Municipality's QMS-Operational Plan (OAP-178) was completed. The process included an off-site audit on February 5, 2019. The Municipality was provided its Audit Report on February 9, 2019 indicating conformance with our System with no action items to be addressed.

Status of License

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system licenses was received on March 25, 2019 and expires on March 3, 2021.

The Municipality received its Municipal Drinking Water License (MDWL) – Issue #3 and Drinking Water Works Permit (DWWP) – Issue #4 on February 22, 2018. The Municipality's MDWL expires on July 19, 2021 and the DWWP expires on August 31, 2027.

Drinking Water Quality

Customer Service Inquiries

During the first Quarter of 2019, 2 (two) inquiries received relating to water supply and/or qualities are summarized as follows:

- Frozen service - 1
- Water main break – 1

Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the first Quarter (per Ontario Regulation 170/03).

Management Review

The next Management Review is not scheduled until the fourth Quarter of 2019.

Operational Activities

The following activities have been initiated or completed during the first Quarter:

- January 22/19 – water main break – Shipman Dr.
- January 25/19 – MECP Drinking Water System Inspection
- February 1/19 – water main break – Rosamond St
- February 5/19 – SAI Global External Audit
- March 28/19 – Curb stop repair – 266 Ann St
- Meter reading
- Water meter change-outs ongoing
- Leak detection activities ongoing
- Water main flushing ongoing

Water Production Statistics

- Refer to attached Table / Graph.

Upcoming Events / Activities

April

Annual Equipment Calibrations
Service Repairs
Water Meter Reading
Watermain flushing – Almonte Ward

May

Construction of Victoria St. and Ramsay Concession 11A to commence
Watermain flushing – Almonte Ward

June

Watermain flushing – Almonte Ward
Water Meter Reading
Spring Hydrant Flushing Program
Valve Turning Programs

Cc: All Licensed Waterworks Staff



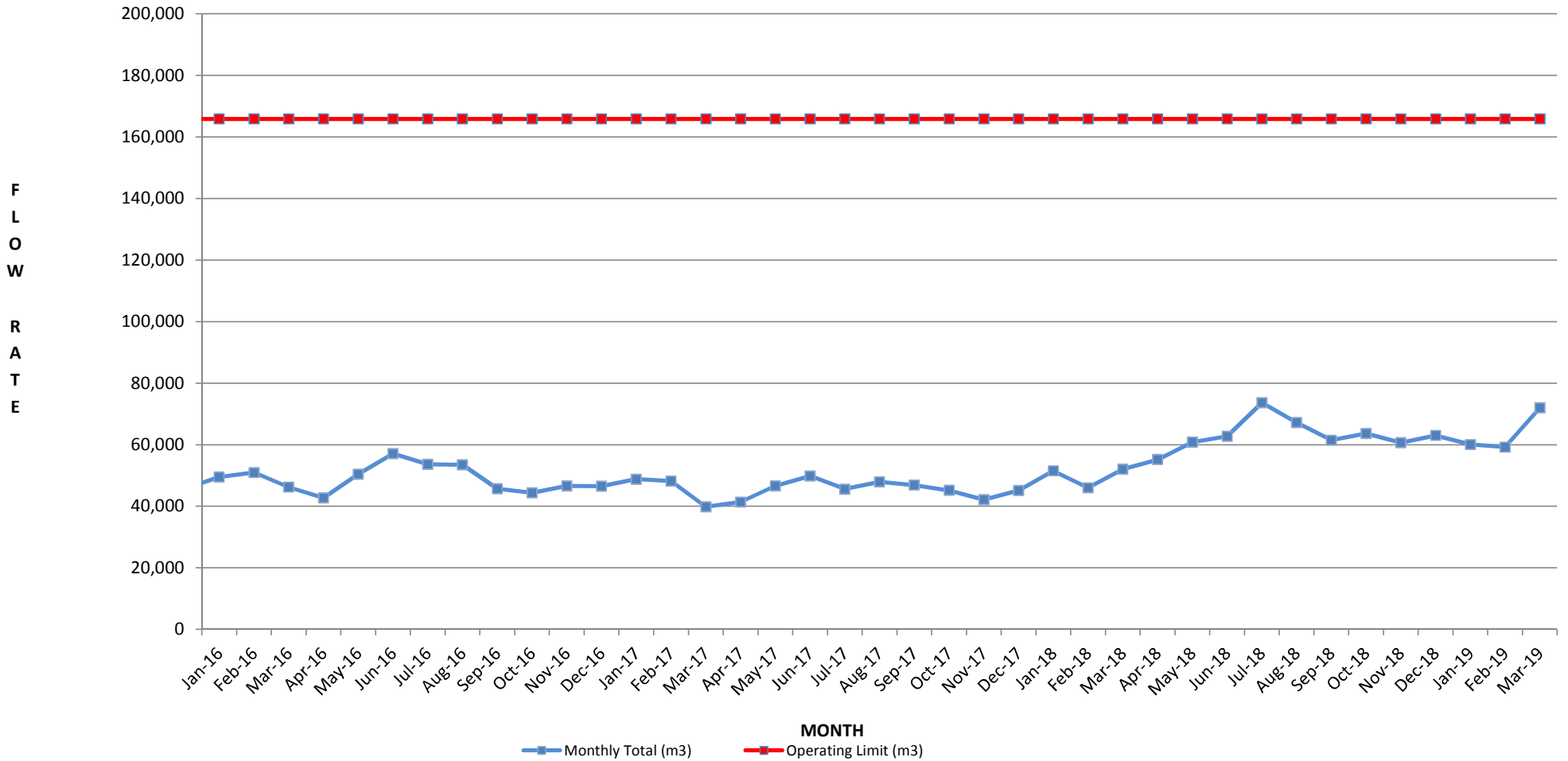
WATER TREATMENT PRODUCTION (2019 YEAR TO DATE)

Month/Year	Well 3 Monthly Total (m3)	Well 5 Monthly Total (m3)	Well 6 Monthly Total (m3)	Well 7 Monthly Total (m3)	Well 8 Monthly Total (m3)	Monthly Total (m3)	Operating Limit (m3)
Jan-19	4349.91	4523.27	4893.56	23157.03	23131.57	60055.34	165826.8
Feb-19	1604.19	4949.9	5319.62	23715.79	23662.17	59251.67	165826.8
Mar-19	0.42	6573.86	9006.41	28234.62	28208.3	72023.61	165826.8
Apr-19							165826.8
May-19							165826.8
Jun-19							165826.8
Jul-19							165826.8
Aug-19							165826.8
Sep-19							165826.8
Oct-19							165826.8
Nov-19							165826.8
Dec-19							165826.8



Mississippi Mills

WTP Treated Water Trending (m3/month)



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
PARKS & RECREATION ADVISORY COMMITTEE

April 23, 2019

3:00 P.m.

Municipal Office - Council Chambers

PRESENT: Rick Lotan
Councilor Dalgity
Councillor Gerard
Scott Newton
Christine Anderson
Terry Ainsworth
Sherryl Smith

STAFF/OTHERS: Calvin Murphy- Recreation Manager
Bonnie Ostrom, Recording Secretary

REGRETS: Denny O'Connell, Alan Goddard

The Recreation Manager called the meeting to order at 3:00 p.m.

Notice: Alan Goddard has resigned from the committee.

A. APPROVAL OF AGENDA

Moved by Sherryl Smith

Seconded by Terry Ainsworth

THAT item I.1. Election of Committee Chair be brought forward as the first item of business.

CARRIED

Moved by Sherryl Smith

Seconded by Terry Aisworth

THAT the April 23, 2019 agenda be accepted as amended.

CARRIED

I. OTHER/NEW BUSINES

1. Election of Committee Chair

Moved by Scott Newton

Seconded by Sherryl Smith

THAT Rick Lotan is nominated as the Parks & Recreation Committee Chariperson.

CARRIED

Rick requested that the Recreation Manager chair this meeting.

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS/PRESENTATIONS/TOURS - None

D. APPROVAL OF MINUTES - None

E. BUSINESS ARISING OUT OF MINUTES - None

F. ROUND TABLE

- Introductions of the committee members
- Comments/concerns/suggestions regarding the OVRT should be directed to Lanark County. Lanark County is to enforce the bylaws.
- Suggestions for next agenda: Recreation user groups, Rec Programs, Memorial trees, benches Policy, Maintenance issues (grass cutting, painting benches etc), parking at arena/Gemmill Park, underutilized ball diamonds. (to be reviewed at the parks tour on May 7, 2019)
- Rec Master Plan is to be shared with committee members.
- Access to the Service Delivery Review for the Recreation & Culture department

G. REPORTS - None

H. INFORMATION/CORRESPONDENCE

1. Pakenham Bridge Park – Pakenham Horticultural Society

The Pakenham Horticultural Society would like to understand the roles and responsibilities between; the Municipality, Horticultural Society, Beautification Committee/students and the Mississippi Valley Conservation Authority.

Further discussion and information will be given to the group during the park tour.

I. OTHER/NEW BUSINESS

2. Parks and Facilities overview and Tour Date

A list of parks and facilities was given to the committee members for review. Calvin Murphy- Recreation Manager gave a brief overview of the facilities.

Tour date: Tuesday May 7 at 9:00 a.m. – starting at the Almonte arena
Tour invitations will be sent to all other council members.

3. Capital Projects 2019

- a. **Riverfront Estates;**(\$150,000) Both the Waterfront and part of the Central park have been developed. Continuation of the Waterfront trail will be developed this summer.
- b. **Dasherboard Replacement;** (\$910,000) Trillium grant- tender awarded back in September. Project started April 1st with finishing date of August 1
- c. **Trees work in parks;** (\$10,000) Annual amount for installing new trees or removal of dead trees. Some larger removals are done by a contractor.
- d. **Mill Run Park;** Conceptual plan has been approved by the last council. The public consultation has been completed. Work on the detail design will be completed this summer with hopes of getting some components done.
- e. **Gemmill Park Basketball Court** – project has been cancelled for this year
Money allocated to child safety concerns on Paterson St.
- f. **Pakenham Ball field Lighting;** (\$5,000)
- g. **Tables for Upper hall ACC;** (\$12,000) these tables do not get removed from the facility
- h. **Almonte Curling Club Accessibility Review & door work;** (\$10,000)
Accessible entrance/exit buttons on lounge door. Exploring further accessible alternatives.
- i. **Almonte arena score clock;** (\$35,000)
- j. **Trail Development;** (\$50,000) Funds allotted for new development of trails
- k. **Lawn Mowing Equipment;** (\$35,000) Replacement tender process
- l. **Picnic Tables;** (\$7,000) Replenish/replacement
- m. **Security Measures – Gemmill Park;** (\$10,000) New washrooms open until 9:00 p.m.- some vandalism
- n. **Gemmill Park Shelter;** (\$20,000) Installation of a cement pad. Possible ADHS to build shade structure.

4. Volunteer Sub-Committee

Moved by Councillor Dalgity

Seconded by Rick Lotan

THAT a Volunteer sub-committee be developed. Members of the committee to be determined at a future meeting.

CARRIED

J. MEETING ANNOUNCEMENTS

Next meeting: Tuesday May 28 at 3:00 p.m.

K. ADJOURNMENT

Moved by Sherryl Smith

Seconded by Christine Anderson

THAT the April 23 Parks & Recreation Advisory Committee meeting be adjourned at 4:47 p.m.

CARRIED

Bonnie Ostrom, Recording Secretary

**The Corporation of the Municipality of Mississippi Mills
Public Works Advisory Committee**

A regular meeting of the Public Works Advisory Committee was held on April 29, 2019 at 5:30 p.m. at the Municipal Office, Council Chambers.

Present: Deputy Mayor Rickey Minnille
Councillor Denzil Ferguson
William Boal
Larry O’Keefe
Jeff Robertson
Ken Vallier
Heather Baird
Harold McPhail
Scott Douglas
ex-officio Mayor Christa Lowry

Absent:

Staff: Guy Bourgon, Director of Roads and Public Works
Cindy Hartwick, Recording Secretary

The Director of Roads and Public Works, Guy Bourgon called the meeting to order at 5:30p.m.

A. APPROVAL OF AGENDA:

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

THAT the agenda be approved.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None

C. DELEGATIONS/PRESENTATIONS/TOURS:

None

D. APPROVAL OF MINUTES:

None

E. BUSINESS ARISING OUT OF MINUTES:

None

F. REPORTS:

None

G. INFORMATION/CORRESPONDENCE:

None

H. OTHER/NEW BUSINESS:

1. Selection of Committee Chair

Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille

THAT Larry O’Keefe is appointed as chair of the Public Works Advisory Committee for 2019.

CARRIED

2. Pakenham Pedestrian Crossovers

The Director of Roads and Public Works presented the Pakenham Pedestrian Crossovers to the Advisory Committee that was presented to Council previously.

The Director of Roads and Public Works indicated he had received a petition from the Business owners in Pakenham in support of the bump outs and pedestrian crossovers.

Moved by William Boal
Seconded by Heather Baird

THAT the Public Works Advisory Committee have more time to review the Pakenham Pedestrian Crossovers and meet again in one weeks’ time to discuss further.

CARRIED

3. Paterson Street pedestrian crossover

The Director of Roads and Public Works reviewed the current pedestrian crossover.

ACTION: The Director will look at the stop signs at the intersection of Paterson and Tatra Street, as it was indicated by Committee members that they were hard to see. He will also look at the possibility of having ladder crosswalks painted at this intersection for improved visibility.

Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson

THAT the Public Works Advisory Committee recommends that Council explore the option of having Community Safety Zones on Paterson Street in Almonte and County Road 29 in Pakenham;

AND FURTHERMORE THAT the Committee recommends that no further action be taken with respect to the installation of additional pedestrian facilities on Paterson Street until such time as the construction at the school and of the sidewalk in front of the school is completed and pedestrian travel is monitored for the 2019-2020 school year to determine if any safety issues remain with the constructed configuration.

CARRIED – MOTION PREPARED

4. Alternative options for waste diversion

The Committee was asked to think about some options to be discussed further at the June meeting.

I. MEETING ANNOUNCEMENTS:

Monday, May 6, 2019, at 5:30 p.m. Municipal Office, Council Chamber.

Monday, June 24, 2019, at 5:30 p.m. Ramsay Garage, Meeting Room.

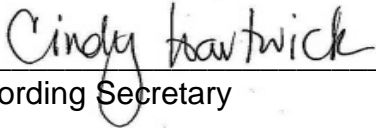
J. ADJOURNMENT:

Moved by Councillor Ferguson

Seconded by Scott Douglas

The meeting adjourned at 7:00 p.m.

CARRIED



Recording Secretary

**The Corporation of the Municipality of Mississippi Mills
Public Works Advisory Committee**

A regular meeting of the Public Works Advisory Committee was held on May 6, 2019 at 5:30 p.m. at the Municipal Office, Council Chambers.

Present: Deputy Mayor Rickey Minnille
Councillor Denzil Ferguson
William Boal
Larry O’Keefe, Chair
Jeff Robertson
Ken Vallier
Heather Baird
Harold McPhail
Scott Douglas

Absent:

Staff: Guy Bourgon, Director of Roads and Public Works
Cindy Hartwick, Recording Secretary

The Chair called the meeting to order at 5:30 p.m.

A. APPROVAL OF AGENDA:

**Moved by Jeff Robertson
Seconded by Scott Douglas**

THAT the Public Works Advisory Committee amend the agenda to include the addition of the presentation regarding Pakenham Pedestrian Crosswalks to item E.1.

CARRIED
Required 2/3 majority vote

**Moved by Jeff Robertson
Seconded by Scott Douglas**

THAT the agenda be approved as amended.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:
None

C. DELEGATIONS/PRESENTATIONS/TOURS:
None

D. APPROVAL OF MINUTES:

**Moved by Heather Baird
Seconded by Ken Vallier**

THAT the Public Works Advisory Committee approves the minutes from the April 29, 2019 meeting.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES:

1. Pakenham pedestrian crossovers

Chair, Larry O’Keefe made a presentation (attached) authored by the Volunteers of the Public Works Advisory Committee about the proposed bump-outs. The presentation touched on possible options instead of the bump-outs and perceived drawbacks of the proposed bump-outs. The presentation also discussed radar speed signs and a Community Safety Zone for County Road 29.

The Director of Roads and Public Works responded with the following information regarding the proposed bumpouts:

- There currently are mountable curbs at the intersection and no safety concerns have previously been received by the Municipality. Lanark County required that the bump outs have mountable curbs for winter operations. The mountable curbs were in no way reflective of inadequate vehicle turning radii. Sufficient space has been provided for large vehicle turning which is the reason that the crossover locations were recessed a distance back from the intersection.
- Lanark County and Mississippi Mills Public Works have no concerns with winter maintenance of the bump outs.
- The grading plan identifies drainage flowing to the catchbasins. Catchbasins currently exist at the intersection of CR29 and Waba/Elizabeth and are being relocated to accommodate the bump-outs.
- The design of the crossovers was completed in accordance with OTM Book 15, which is the Provincial Standard for these types of installations. The bump-outs (curb extensions) were introduced for the added benefits outlined in Section 6.2.1.3.
- The proposal identified in the presentation for the construction of a pedestrian crossover without the bump-outs will result in a loss of parking due to the restrictions outlined in Table 11 of OTM Book 15. No loss of parking was of prime importance to the Pakenham business community and a key consideration in the approved design.

The Director of Roads and Public Works expressed that his key concerns with the proposal presented were: a reduction in pedestrian safety from the approved

design, lack of traffic calming, loss of parking and longer traffic delays due to increased crossing distance.

Moved by Ken Vallier
Seconded by Jeff Robertson

THAT the Public Works Advisory Committee recommends that Council approves the Traffic Calming measures and pedestrian cross walk configurations as outlined in the Pakenham Pedestrian Crossing presentation;

- Pakenham Pedestrian Cross Walks be constructed for full lane widths on County Road 29;
- Pedestrian Cross Walks be designed in accordance with details from Book 15 Type B PXO configurations;
- Additional flashing light be installed on pedestrian crossing sign on signal arms extending over driving lanes;
- Timing sequence for pedestrian crossing signal should be set to accommodate children and older adults requirements and
- Sidewalk approaches to Cross Walks should be reconstructed to insure compliance with Accessibility for Ontarians with Disabilities Act (AODA), complete with required Tactile Walking Surface Indicators (TWSI).

CARRIED – MOTION PREPARED

The Director of Roads and Public Works identified that staff does not support the recommendation.

Moved by Ken Vallier
Seconded by Heather Baird

THAT the Public Works Advisory Committee recommends Council recommend to the County of Lanark to install automated radar speed signs at the north and south entrances to the Village of Pakenham;

AND FURTHERMORE THAT a Community Safety Zone be designated for County Road 29 extending from the OVRT overpass to 5-Span Bridge.

CARRIED – MOTION PREPARED

The Director of Roads and Public Works identified that staff does not support the recommendation.

F. REPORTS:
None

G. INFORMATION/CORRESPONDENCE:

None

H. OTHER/NEW BUSINESS:

None

I. MEETING ANNOUNCEMENTS:

Monday, May 27, 2019, at 3:30 p.m. Municipal Office, Council Chamber.

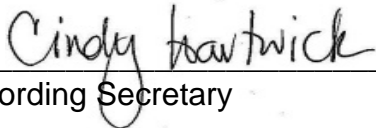
J. ADJOURNMENT:

Moved by Deputy Mayor Minnille

Seconded by Ken Vallier

The meeting adjourned at 6:55 p.m.

CARRIED



Recording Secretary

Pakenham Pedestrian Crosswalks

Prepared by: Volunteers of the
Public Works Advisory Committee

May 6, 2019

Fundamental Agreements

- Traffic calming measures are long overdue
- Community Groups that were consulted see pedestrian crosswalks as a priority

Fundamental Objection

- Building Bump Outs in conjunction with Cross Walks

Concerns Identified Specific to Bump Outs

- Trucks transporting gas, agriculture equipment and goods cannot guarantee they will stay within the allowable turning radii
- The design presented realizes that large farm equipment, grain hauling B-Train trucks and transports will in all probability drive over the Bump Out; in fact the proposed design has used a mountable curb to make it easier to do so
- Pedestrians will have a false sense of security while standing on a Bump Out considering a truck turning right has limited visibility on the right side while the trailer is cutting across the Bump Out
- As agricultural businesses evolve, the machinery is getting larger
- Farmers and delivery transports in the area are passing through the intersection 12 months a year; the local gas station receives fuel delivery by transport trailer weekly
- Concerns regarding additional winter maintenance
- Lanark County and Mississippi Mills could be open to potential liability issues if infrastructure does not meet the appropriate codes

Concerns Identified Specific to Bump Outs

- Curb Extension Guidelines from the City of Toronto; draws into question the legitimacy of building bump outs with mountable curbs

Road Engineering Design Guidelines
10.0 Curb Extensions

Version 1.0
June 2017

10.4.2 Design Elements

General Design Elements

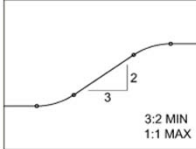
The following elements apply to all curb extensions:

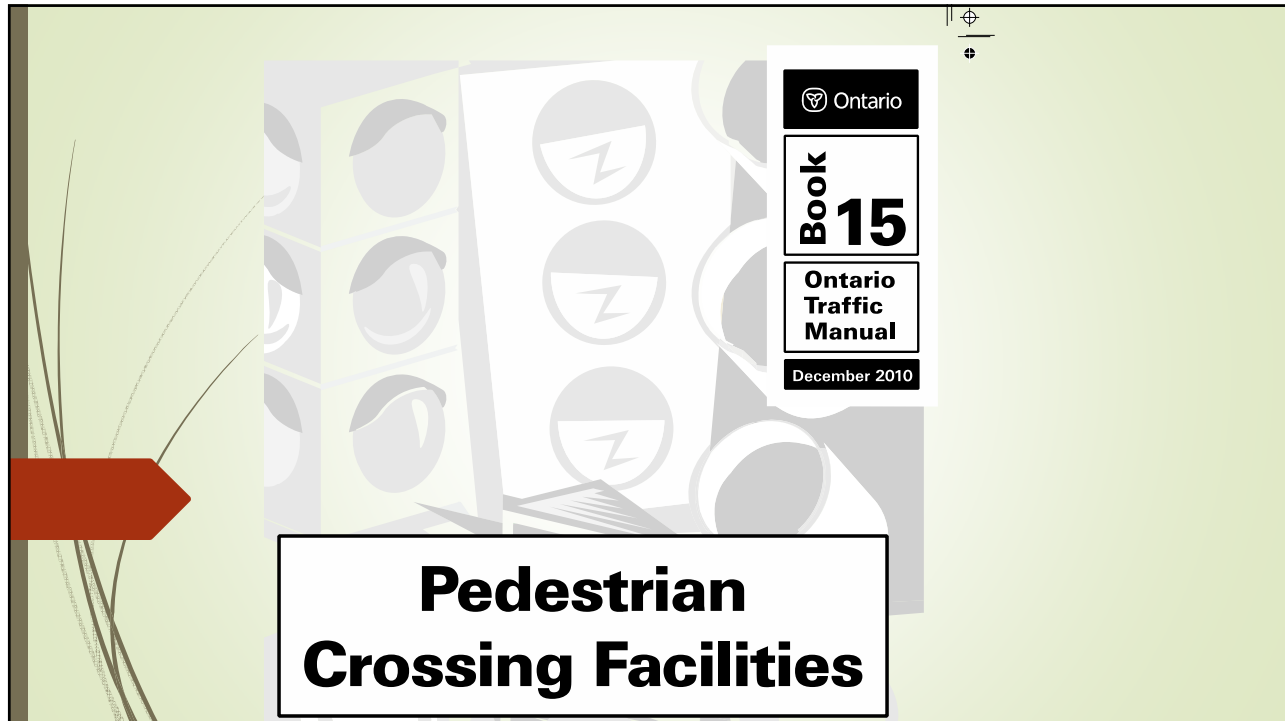
Curb Radii
Curb radii should be designed according to the Curb Radii Guideline. Consultation with the Pedestrian Projects Unit and District Traffic Operations is required if a curb radius greater than 7.0m is required.

Curb Taper Ratio
The minimum and preferred curb taper ratio is 3:2. A maximum curb taper ratio of 1:1 may be used to maximize available parking, minimize parking restrictions or if there are site specific constraints.

Curb Taper Radii
The maximum and preferred curb taper radii is 3.0m. A minimum curb taper radii of 2.0m may be used to eliminate taper radii overlap where required.

Height
The preferred height of the curb for a curb extension is 150mm. A minimum curb height of 100mm may be used where adequate drainage cannot be achieved using a 150mm curb.





Pedestrian Crossing Facilities

Concerns Identified Specific to Bump Outs

- Bump Out design was based on Ministry of Transport Pedestrian Crossings Facilities Book 15 guidelines
- page 41 clearly states that curb extensions or Bump Outs should not be used where there is concern for large vehicles driving over the pedestrian staging area; the proposed design is a direct contravention to Book 15 design standard

- Providing turning radii sufficient for commercial vehicles or transit vehicles to prevent them from mounting the curb and putting pedestrians at risk.
- The delineation requirements of bicycle lanes
- Restricting parking in close proximity to the curb extension and parking within the boulevard on the curb extension to improve visibility of pedestrians and drivers
- Local requirements for snow removal

3.2.6.2 Curb Depressions

Curb depressions improve accessibility for crossing activity for all pedestrians. They are typically provided in urban areas where pedestrian activity exists. Curb depressions are not intended to imply right-of-way, but rather improve accessibility and safety where pedestrian activity has been demonstrated, or is anticipated.

3.2.6.3 Pedestrian Fencing and Barriers

In some locations, pedestrian demands lead to pedestrian crossing activity in proximity to traffic control signals, but outside the designated pedestrian crosswalk. This crossing activity may lead to additional motor vehicle-pedestrian conflict points, reduced driver awareness of conflicts or other safety implications and operational inefficiencies. In some instances, pedestrian fencing, gates, walls, bollards or other barriers may be implemented to discourage pedestrians from crossing at non-designated locations and to help direct pedestrians to crosswalks.

Physical barriers should be considered where the operational and safety benefits outweigh the anticipated impacts, considering and balancing criteria such as length of facility, operating speed of traffic, traffic volumes, mix of traffic, visibility, safety and interference with pedestrian flow.

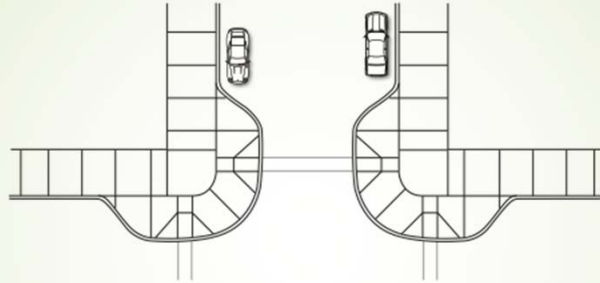


Figure 17 - Example Curb Extension

- Providing turning radii sufficient for commercial vehicles or transit vehicles to prevent them from mounting the curb and putting pedestrians at risk
- The delineation requirements of bicycle lanes
- Restricting parking in close proximity to the curb extension and parking within the boulevard on the curb extension to improve visibility of pedestrians and drivers
- Local requirements for snow removal

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Other Options Considered - not Adopted

- Pedestrian stop light similar to Ottawa Street
- Fully signalized intersection
- All way stop



Options to Consider for Traffic Calming

- Create safety zone by Pakenham ES
- Extend safety zone through village
- Install automatic speed reading signs

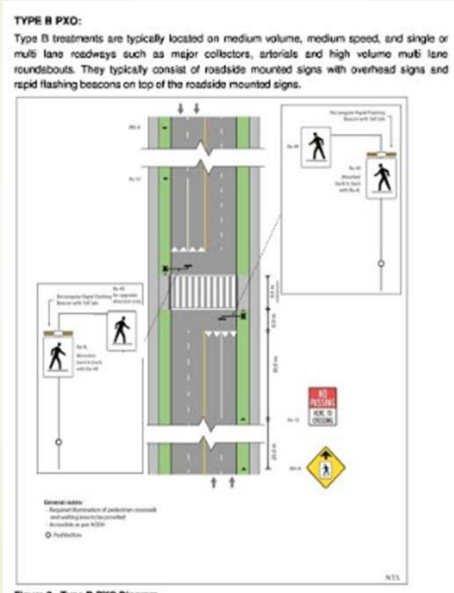
Radar Speed Signs



PWAC Proposed Options

- Install full width Cross Walks
- Implement Ontario Traffic Manual Type B PXO; Book 15
- Create a Safety Zone on County Road 29 through the Village of Pakenham
- Install radar speed indicators on County Road 29

PWAC Proposed Cross Walk Option



PWAC Recommended Option



Figure 3 – Image of Type B PXO Located at Blair Road at Appleford Street

Existing Cross Walk on Bay Hill



Benefits of PWAC Recommendations

- Design will be in accordance with required standards and specifications
- Pedestrian safety will be maximized
- The intersections will function for all vehicles and pedestrians
- Calming measures will reduce speeding through the Village
- Cost savings will be realized

Recommended Motion

PWAC recommends that Council approves the Traffic Calming measures and pedestrian cross walk configurations as outlined in Pakenham Pedestrian Crossing presentation.

PWAC listed the following recommendations:

- * Pakenham Pedestrian Cross Walks will be constructed for full lane widths on County Road 29
- * Pedestrian Cross Walk designs will be in accordance with details from Book 15 Type B PXO configuration
- * Additional flashing light to be installed on pedestrian crossing sign on signal arms extending over driving lanes
- * Timing sequence for pedestrian crossing signal should be set to accommodate children and older adult requirements
- * Sidewalk approaches to Cross Walk should be reconstructed to insure compliance with Accessibility for Ontarians with Disabilities Act (AODA). Complete with required Tactile Walking Surface Indicators (TWSI)
- * Install automated radar speed signs at the north and south entrances to the Village of Pakenham
- * Implementation of Safety Zone designation for County Road 29 extending from OVRT overpass to 5-Span Bridge.

Proposed Timeline

Short-term (1-2 months)

- Provide this information to the stakeholders; Pakenham Bridging Generations, Active Transportation Committee and Lanark Public Works
- Ensure local merchants and business people are included in the communication
- Install Cross Walks
- Install radar speed signs

Longer term (+2 months)

- Approve and implement Community Safety Zone



Appendix

- ▶ MTO Manual 15 Traffic Calming Standards (Pg. 41)
<http://www.directtraffic.ca/wp-content/uploads/2014/02/Book-151.pdf>
- ▶ City of Toronto - Curb Extension Guidelines (Pg. 7)
https://www.toronto.ca/wp-content/uploads/2017/11/91c8-ecs-specs-road-dg-Curb_Extensions_Guideline_Version_1.0_Jun2017.pdf
- ▶ Kalitec website - radar speed sign company
<https://www.kalitec.com/en/radar-speed-sign/>



Questions/Comments

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, May 9, 2019 at 2:30 p.m.** at the Municipal Office.

PRESENT:

Committee: Mayor Christa Lowry (ex-officio)
Councillor Denzil Ferguson
Councillor, Jan Maydan
Ryan Kennedy
Ed Wilson
David Hinks
Mary Lou Souter
Helene Gilhooly

Staff/Others: Rhonda Whitmarsh, Treasurer

Regrets: Larry Surtees

The Treasurer called the meeting to order at 2:35 p.m.

A. APPROVAL OF AGENDA

Moved by Mayor Lowry
Seconded by Mary Lou Souter
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS / TOURS

None

D. APPROVAL OF MINUTES

None

E. BUSINESS ARISING OUT OF MINUTES

None

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

1. Selection of Committee Chair

Moved by Councillor Maydan**Seconded by Mary Lou Souter****THAT** Ed Wilson be appointed as chair of the Finance and Policy Advisory Committee for 2019.**CARRIED****Moved by Councillor Ferguson****Seconded by David Hinks****THAT** Mary Lou Souter be appointed as Chair of the Finance and Policy Advisory Committee for 2019.**WITHDRAWN**

Mary Lou Souter withdrew her name for consideration of Chair.

Moved by Councillor Maydan**Seconded by Ryan Kennedy****THAT** Mary Lou Souter be appointed as alternate chair of the Finance and Policy Advisory Committee for 2019.**CARRIED**

The Committee discussed Mary Lou Souter becoming Chair after the 1 year term of Ed Wilson comes to an end.

2. 2019 Meeting Schedule

The Committee members agreed that meetings are to be held on the third Thursday of every month at 9 a.m.

J. MEETING ANNOUNCEMENTS

The next meeting of the Finance and Policy Advisory Committee will be held on June 20, 2019 at 9 a.m.

It was agreed by members of the Committee that possible agenda items be forwarded by email to Council members for discussion at the Committee of the Whole meeting on May 21, 2019.

K. ADJOURNMENT**Moved by Mary Lou Souter****Seconded by Helene Gilhooly****THAT** the meeting be adjourned at 3:15 pm.**CARRIED**

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 21, 2019
TO: Committee of the Whole
FROM: Robert Kennedy, Facilities/Health and Safety Coordinator
SUBJECT: Updated Health and Safety Policy Manual

RECOMMENDATION:

That Council approve the updated Corporate Health and Safety Policy Manual 2019 as presented.

BACKGROUND:

One of the primary purposes of the *Occupational Health and Safety Act* (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace by imposing duties on employers, constructors, supervisors, owners, suppliers, licensees, officers of a corporation and workers. One of the obligations for an employer is to prepare a written occupational health and safety policy, review that policy at least once a year and set up and maintain a program to implement it [clause 25(2)(j)].

DISCUSSION:

The employer has the greatest responsibility with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The current Health and Safety Policy and Procedures are reviewed on an annual basis and this year requires a specific update as a result of a Ministry of Labour (MOL) initiative “Ergonomics in the workplace”. In April 2018, the MOL and Public Services Health and Safety Association (PSHSA) informed municipalities of this two part initiative – 2018/19 focus is on education on ergonomics in the workplace; 2019/20 focus is on site inspections.

Joint Health and Safety Committee members attended two webinars covering Musculoskeletal Disorders in the workplace (MSD) and attended a meeting with PSHSA. Subsequently, three training sessions were set up through Lanark County to assist with the establishment of an ergonomics policy and procedure. This new policy and workplace assessment tool has been included in the updated Health and Safety Policy Manual (page 47) with a new industrial safety form ISF 025 (page 112).

The assessment tool will assist supervisors and staff to assess and identify risks in the day to day operations, be it in an office work station or a job function in public works, parks and recreation or daycare operations that may cause Musculoskeletal disorders and put control measures in place to protect workers.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.


SUMMARY:

It is recommended that Council approve the updated Corporate Health and Safety Policy Manual 2019 to ensure compliance with the statutory requirements of the Occupational Health and Safety Act and assist staff in carrying out this duty.

Respectfully submitted by,

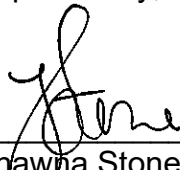
Reviewed by,

Robert Kennedy FMP
Facilities Health and Safety Coordinator



Guy Bourgon
Director of Roads & Public Works

Approved by,



Shawna Stone
Acting Chief Administrative Officer

Attachments:

1. MOL Letter
2. Revised Health and Safety Policy Manual 2019

Ministry of Labour

Director's Office

Occupational Health and Safety Branch

505 University Avenue
19th Floor
Toronto ON M7A 1T7
Tel.: 416 326-7798
Fax: 416 326-7242

Ministère du Travail

Bureau du Directeur

Direction de la santé et de la sécurité
au travail

505, avenue Université
19^e étage
Toronto ON M7A 1T7
Tél. : 416 326-7798
Télééc. : 416 326-7242



April 6, 2018

Dear Stakeholder,

The Ministry of Labour and its health and safety partner, Public Services Health and Safety Association (PSHSA), are beginning a two year initiative focusing on ergonomics in Municipalities, with a sub-focus on the public works department. The initiative is part of the integrated occupational health and safety strategy for Ontario. Detailed information on the initiative will be provided by a webinar.

In the first year of the initiative (May 2018 - March 2019), your municipality is encouraged to work with a consultant from PSHSA, your designated health and safety association. The PSHSA consultant will assist you with preparing for a Ministry of Labour Ergonomist inspection and will work with you to assess your health and safety management system with respect to ergonomics.

During the second year of the initiative (April 2019 - March 2020), a Ministry of Labour Ergonomist may conduct a proactive visit(s) to your workplace to conduct a health and safety inspection(s).

You are being invited to attend a webinar to assist you in understanding this initiative and preparing for a Ministry of Labour inspection. The information session will provide you some insight into what can be expected from this initiative. This session will also provide you with an opportunity to have a discussion about this initiative and MOL Ergonomist inspections.

There are 2 webinars being held. To register, please select the appropriate link:

[May 10 from 11:00 am – 12:00 pm](#)

[May 28 from 11:00 am – 12:00 pm](#)

We would like to thank you for your dedication and commitment to continually improve the health and safety of Ontario municipalities. If you have questions about this initiative, please feel free to contact Brian McInnes, Provincial Ergonomist, at Brian.McInnes@ontario.ca or 416-326-1410.

Sincerely,

A handwritten signature in cursive script that reads "Leon Genesove".

Leon Genesove
Acting Director, Chief Physician
Occupational Health and Safety Branch
Ministry of Labour

cc: PSHSA contact at municipality (if available)
PSHSA consultant for municipality



**The Corporation of
The
Municipality of Mississippi Mills
Health and Safety Policy Manual
2019**

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Administrative Health and Safety Policies (AHS) Listing

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o Supervisor Duties		
o Employee Duties		
o Employee Health and Safety Representatives		
Joint Health and Safety Committee Function and Role	AHS-002	Page 13
Contractor/ Subcontractor Safety Policy	AHS-003	Page 16
Ministry of Labour Visit	AHS-004	Page 17
Workplace Inspections and Audits	AHS-005	Page 18
Accident/Injury Reporting Procedures	AHS-006	Page 20
Accident Investigation Standards and Procedures	AHS-007	Page 23
WSIB Claims Management	AHS-008	Page 26
Early and Safe Return to Work	AHS-009	Page 27
Hazard Reporting Policy and Procedure	AHS-010	Page 30
The Municipality of Mississippi Mills Mandatory Training	AHS-011	Page 32
Orientation of New/Transferred/Promoted Employees	AHS-012	Page 33
Employee Use of Personal Protective Equipment	AHS-013	Page 34
Visitor Safety	AHS-014	Page 35
Violence/Harassment of Any Kind	AHS-015	Page 36
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Worker Discipline Policy	AHS-019	Page 41
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Work Refusal Conditions and Process	AHS-021	Page 43
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Process and Equipment Purchase and/or Modifications	OHS-007	Page 63

Industrial Safety Forms (ISF) Listing

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Visitor Responsibilities	ISF-002	Page 66
Workplace Hazard Analysis Form	ISF-003	Page 68
Unsafe Condition Report Form	ISF-004	Page 70
Work Representative Nomination for Joint Health and Safety Committee	ISF-005	Page 71
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Joint Health and Safety Committee Meeting Agenda	ISF-007	Page 73
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Joint Health and Safety Committee Formal Recommendation to Management	ISF-009A	Page 75
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Workplace Inspection Report	ISF-010	Page 77
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Declaration of Modified Work	ISF-012	Page 96
Critical Injury Report	ISF-013	Page 97
Modified Work Weekly Progress Report	ISF-014	Page 99
Annual Training Review Document	ISF-015	Page 100
New Employee Orientation Checklist	ISF-016	Page 101
Accident Report Form	ISF-017	Page 103
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Continuous Improvement Plan	ISF-019	Page 106
Emergency Telephone Numbers	ISF-020	Page 107
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Request for Safety Training Form	ISF-022	Page 109
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Contractor Safety Practices Acknowledgement	ISF-024	Page 111
Ergonomics Analysis to Determine Musculoskeletal Disorders (MSD) in the workplace	ISF-025	Page 112

Safety Policy Statement

The Municipality of Mississippi Mills is committed to ensuring a safe and healthy workplace for all of its employees, contractor/subcontractors and guests. The Municipality of Mississippi Mills will make every effort to provide a safe, healthy work environment.

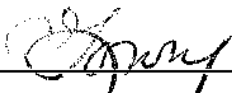
Responsibility for the quality and maintenance of our health and safety program lies with each person within the Municipality of Mississippi Mills. This shall be accomplished by ensuring that proper work procedures are established and policies and rules are developed, maintained and upgraded as changes are made to the legislation and work methods are improved. It is the worker's right to work in a safe work environment.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety. For this purpose, all employees must read and sign the Municipality of Mississippi Mills Health and Safety Policy Manual.

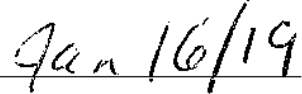
Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures that have been established.

Supervisors, employees and contractor/subcontractors are expected to abide by the Occupational Health and Safety Act and applicable Regulations, The Municipality of Mississippi Mills Health and Safety Policy and the general safety rules.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Mayor to the workers.



Mayor of Mississippi Mills



Date

Municipality of Mississippi Mills Facilities Listing and Contact

Facility	Address	Contact Name	Contact Information
Municipal Office	3131 Old Perth Rd.	Shawna Stone	613-256-2064 ext. 226
Old Registry Office	125 Brougham St.	Shawna Stone	613-256-2064 ext. 226
Almonte Firehall #1	478 Almonte St.	Steve Giberson	613-256-1589 ext. 1
Pakenham Firehall #2	106 Jeanie St.	Steve Giberson	613-256-1589 ext. 1
Almonte Arena	182 Bridge St.	Calvin Murphy	613-256-1077 ext.24
Pakenham Arena	118 MacFarlane St.	Calvin Murphy	613-256-1077 ext.24
Cedar Hill School House	270 Cedar Hill Side Rd.	Calvin Murphy	613-256-1077 ext.24
Ramsay Public Works	3167 Old Perth Rd.	Rod Cameron	613-256-2064 ext.232
Almonte Garage	482 Almonte St.	Rod Cameron	613-256-2064 ext.232
Pakenham Public Works	175 Five Arches Dr.	John Gleeson	613-624-5441
Almonte Library	155 High St.	Christine Row	613-256-1037
Pakenham Library	128 MacFarlane St.	Christine Row	613-256-1037
Almonte Daycare	208 State St.	Karen Kane	613-256-3833
R Tait before and after School	175 Paterson St.	Karen Kane	613-256-3833
Naismith before and after School	260 King St.	Karen Kane	613-256-3833
Holy Name of Mary before and After School	110 Paterson St.	Karen Kane	613-256-3833
Almonte Old Town Hall	14 Bridge St.	Tiffany MacLaren	613-256-1077 ext. 22

Introduction

The Municipality of Mississippi Mills believes that all accidents can be prevented. This can be achieved by making safety an integral part of every task and job. Safety rules do not guarantee freedom from risks or hazards. They do not cover every job situation. Good judgment is the key to a safe and healthy workplace. Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that everyone is always aware of changing situations that may compromise safety.

It is the primary concern of the Municipality of Mississippi Mills that no person becomes injured while employed by The Municipality of Mississippi Mills. This can be accomplished by not acting impulsively and thinking about what you are going to do before you do it. Consider the hazards and take the necessary precautions.

Before starting any job, ask yourself the following:

- What are the hazards associated with this job?
- What safety procedures or protocols have been included in this job process to eliminate any hazards?
- If the hazard cannot be eliminated, what personal protective equipment is necessary to effectively manage the hazard?
- What could go wrong and what actions should be taken to minimize the consequences?
- Have all of the above questions been discussed with everyone involved on the job? Before carrying out any tasks, ask yourself:
 - Do I understand what is required and the way to complete this task?
 - Is there a written procedure? If not, should there be?
 - Is this a deviation from a standard procedure? If so, exactly what is the deviation?
 - What effect could the deviation have on a normal operation? Is a new job plan necessary?
 - What could go wrong if the operation is carried out this way?
 - What contingency actions are available if something does go wrong?
 - Has everything above been discussed with those involved in the operation?

Everyone is responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right times in a safe manner.

No job is so urgent that we cannot take the time to perform it safely!

Duties and Responsibilities of Workplace Parties	Policy Number: AHS-001
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable.

Policy

Provincial legislation outlines the duties and responsibilities of all workplace parties. The Municipality of Mississippi Mills is committed to compliance with all of these requirements. It is the responsibility of the management team to promote, communicate and demonstrate the importance of an effective health and safety program.

Safety Policy Overview

Employer

In Ontario, employers covered by the Occupational Health and Safety Act have duties and obligations (Section 25) to ensure that:

- The equipment, materials and protective devices as prescribed are provided.
- The equipment, materials and protective devices provided are maintained in good condition.
- The measures and procedures prescribed are carried out in the workplace.
- The equipment, materials and protective devices provided are used as prescribed.
- A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

An employer must also:

- Provide information, instruction and supervision to a worker to protect their health and safety.
- Upon request, in a medical emergency for the purpose of diagnosis or treatment, provide information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment and/or biological, chemical or physical agent.
- Afford assistance and cooperation to a committee and a health and safety representative in the carrying out of any of their functions.
- Only employ in or about a workplace a person over such age as may be prescribed.
 - The minimum age of a worker or a person who is permitted to be in or about an industrial establishment shall be:
 - sixteen years of age in a logging operation
 - fifteen years of age in a factory other than a logging operation
 - fourteen years of age in a workplace other than a factory
- This does not apply to a person who:
 - While in the industrial establishment is accompanied by a person who has attained the age of majority
 - Is being guided on a tour of the industrial establishment
 - Is in an area of the industrial establishment used for sales purposes

- Is in an area of the industrial establishment to which the public generally has access
- Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Post a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Prepare and review, at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy.
- Post a copy of the occupational health and safety policy.
- Provide to the committee, or to a health and safety representative, the results of a report in respect to occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety.
- Advise workers of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
- Establish an occupational health service for workers as prescribed.
- Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed.
- Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- Notify a manager of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed.
- Comply with a standard, limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- Establish a medical surveillance program for the benefit of workers as prescribed.
- Provide safety-related medical examinations and tests for workers as prescribed.
- Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker.
- Carry out such training programs for workers, supervisors and committee members as may be prescribed.
- The senior management will create a continuous improvement plan on an annual basis to outline the direction the organization is moving towards to create a safe work environment (ISF-020). The continuous improvement plan will be reviewed by the Joint Health and Safety Committee to track the progress of the plan and will report back to management. It will also be posted on the health and safety board for all to review and presented to Council.

Management

- Provide training and instruction to all supervisory staff in order to protect the health and safety of all employees.

- Understand and enforce the Municipality of Mississippi Mills' Health and Safety Policy as well as the Occupational Health and Safety Act and Regulations.
- Provide all supervisory staff with an understanding of The Municipality of Mississippi Mills' Health and Safety Policy as well as the Occupational Health and Safety Act and Regulations.
- Provide all supervisory staff with proper, well-maintained tools and equipment as well as any other personal protective devices that may be required.
- Monitor all processes and support change when possible and necessary.
- Provide consistent and objective enforcement of health and safety policies.
- Complete annual due diligence refresher training.

On an annual basis, Municipality of Mississippi Mills Managers will be evaluated on the effectiveness of their health and safety efforts at their assigned workplaces by the CAO.

Supervisors

The Occupational Health and Safety Act sets out specific duties for workplace supervisors. A supervisor must ensure that a worker:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations for Industrial Establishments and Regulations for Construction Projects.
- Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

A supervisor shall also:

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Conduct regular safety meetings with workers.
- Correct substandard acts or conditions.
- Commend good health and safety performance; and
- Maintain a log of their crew visits.

Employees

The Occupational Health and Safety Act gives four (4) basic rights to workers:

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on the Joint Health and Safety Committee.

The Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means that workers have the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances. The part of the Occupational Health and Safety Act that implements the Workplace Hazardous Materials Information System (W. H. M. I. S.) plays an important role in giving workers the right to know.

The Right to Refuse Unsafe Work

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker. The Occupational Health and Safety Act describes the exact process for

refusing dangerous work and the responsibilities of the employer in responding to such a refusal.

The Right to Stop Dangerous Work

Under certain circumstances, certified members of the Joint Health and Safety Committee have the right to stop work that they feel is dangerous to a worker. The Occupational Health and Safety Act sets out the steps that must be followed when issuing this stop work order.

All employees of The Municipality of Mississippi Mills must follow the duties of workers under Section 28 of the Occupational Health and Safety Act. To meet the requirements of Section 28 employees must:

- Perform work with a safety first attitude.
- Comply with the Occupational Health and Safety Act as well as the Municipality of Mississippi Mills Health and Safety Policy.
- Immediately report any injury or accident, no matter how minor, to their supervisor and to Payroll Administrator.
- Wear, use and properly maintain all personal protective equipment wherever required by their supervisor and legislation. Employees must be trained in the appropriate use of PPE before they are permitted to use the PPE.
- Employees must not use equipment or undertake work until they have been appropriately trained.
- Assist new employees in recognizing job hazards and follow proper procedures.
- Ensure proper forms are available if a visit to the hospital is required after work hours.
- Ensure employers are advised when training certificates are to expire.
- Designated Municipality of Mississippi Mills employees are to attend Joint Health and Safety Committee meetings.
- Be accountable for one's own safety and work in a manner so as to not endanger fellow workers.
- Receive the full cooperation and respect of both management and all others in the workplace.
- Employee Health and Safety Representatives
- Be familiar with the requirements of the Occupational Health and Safety Act, Regulations for Industrial Establishments and Regulations for Construction Projects as well as the Municipality of Mississippi Mills Health and Safety Policy.
- Follow the published guidelines for health and safety representatives and perform workplace inspections once a month as required by the Occupational Health and Safety Act.

Joint Health and Safety Committee and Health and Safety Representative Functions and Roles	Policy Number: AHS-002
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-005, ISF-006, ISF-007, ISF-008, ISF-009A and ISF-009B

Policy

The Municipality of Mississippi Mills has implemented health and safety representatives and joint health and safety committees as outlined in the Occupational Health and Safety Act (Section 8, 9) for locations that require them, to comply with the legal requirements and take every reasonable precaution necessary to ensure the protection and safety of their employees.

Under Section 8 of the Occupational Health and Safety Act, a safety representative is required in workplaces that have more than five employees and less than twenty (20) employees.

Under Section 9 of the Occupational Health and Safety Act, a committee must be comprised of one (1) certified worker representative and one (1) certified management representative. These certifications are required by law for companies operating a business in Ontario with twenty (20) or more employees.

Health and safety is of prime importance to both management and staff and a great deal of effort goes into monitoring and improving a safe work environment. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe. The joint health and safety committee responsibilities and health and safety representatives, along with those of management, contribute and promote an effective health and safety environment and attitude in the workplace.

Safety Policy Overview

Composition of Committee

A joint health and safety committee is required at a workplace at which twenty (20) or more workers are regularly employed.

The joint health and safety committee shall consist of at least four (4) persons or such greater number of people as may be prescribed for a workplace where fifty (50) or more workers are regularly employed.

At least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.

A safety representative is required in workplace where five (5) to nineteen (19) employees are regularly employed.

Selection of Committee Members and Health and Safety Representatives

The members of a committee or safety representative who represent workers shall be selected by the workers they are to represent. A ballot nomination form will be posted for workers to place their names on the list to be considered for the positions (ISF-005). The list will then be taken down and the names will be placed on a voting ballot (ISF-006) and distributed to the workers to select the individual they want to represent them.

The employer shall select the remaining members of a committee from amongst persons who exercise managerial functions for the employer at the workplace.

A member of the committee who ceases to be employed at the workplace ceases to be a member of the committee

Positions of a Committee

Co-Chair Persons

Two (2) of the members of a committee shall co-chair the committee, one (1) of whom shall be selected by the members who represent workers and the other whom shall be selected by the members who exercise managerial functions.

Secretary

The committee shall select from amongst themselves a secretary who will record minutes of meetings and maintain accurate records. The secretary may be an individual that is not an active member on the committee to allow for all members to participate in the formal discussion, without being involved with the task of taking minutes.

Functions and Powers of the Committee

A committee and safety representative has the power to:

- Identify situations that may be a source of danger or hazard to workers.
- Make recommendations to the employer and workers for the improvement of the health and safety of workers.
- Recommend to the employer and workers, maintenance and monitoring programs, measures and procedures respecting the health and/or safety of workers.
- Obtain information from the employer respecting:
 - The identification of potential or existing hazards of materials, processes or equipment.
 - Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- Obtain information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in, or about, a workplace for the purpose of occupational health and safety; and be consulted about,
- and have a designated member representing workers be present at the beginning of testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

Notification of Meetings/Agendas

Meetings will be held at least once every three (3) months. The committee may schedule additional meetings as required or instructed by the Ministry of Labour.

All members should attend every meeting. The committee will require 50% of the committee to be present to proceed with a meeting.

The co-chairpersons will prepare the agenda using input from the other committee members, concerns of other workers and issues from previous minutes, using the Joint Health and Safety Committee meeting minutes (ISF-007).

Notification of a meeting will be posted on the health and safety board at least two (2) weeks prior to the meeting. The notice will instruct employees who have issues to speak with a committee member and have the issue added to the agenda. Committee members will also invite input from the general workplace as they perform their workplace inspection. These items will be documented on the inspection form and will be raised in the meeting.

Minutes of Meetings

The committee will maintain minutes of the meeting documenting issues discussed/reviewed, the action plan to resolve problems and follow-up on formal recommendations made to management. Meeting minutes shall be documented (ISF-008).

The minutes will be reviewed by the co-chairs to ensure that the issues and items that were discussed are correct and true to the discussion held during the meeting. Each co-chair will sign and validate the minutes prior to the secretary forwarding the minutes to CAO and the committee members.

The minutes will be posted on the health and safety board and an additional copy will be kept in a binder in a central location for employees to review and for the Ministry of Labour to inspect.

Recommendation to Management

When dangerous circumstances exist, formal recommendations and procedures cannot delay immediate corrective action for dangerous/serious conditions. These items must be reviewed and rectified immediately.

Most concerns should be dealt with right away by communicating directly with a manager or supervisor to discuss and resolve the issue.

Formal recommendations will be necessary when dealing with:

- Possible new procedures.
- Changing/modifying existing procedures.
- Additional training or education of personnel.
- The allocation of significant funds (excess of approved budget).
- Prior concerns or demands for corrective actions that senior management has neglected or forgotten.
- The formal recommendation form (ISF-009A) shall be used, it will contain the following:
- The recommendations along with a management response form (ISF-009B) will be forwarded to management by one of the co-chairs.

Management must respond in writing within twenty-one (21) days of receiving the recommendation(s). The response will be shared with the committee as soon as possible using the management response form (ISF-009B). Management will inform that the action will, or will not, be taken and give reasons for their decision and other solutions.

Training, Certification and Education of Committee Members, Unless otherwise prescribed, an employer shall ensure that at least one (1) member of the committee representing the employer and at least one (1) member representing workers are certified members.

If no member representing workers is a certified member, the workers who selected the members representing workers shall select from amongst themselves one (1) member who is to become certified.

If there is more than one (1) certified member representing workers, the workers who selected the members shall designate one (1) certified member who then becomes solely entitled to exercise the rights of a certified member and is required to perform the duties under the Occupational Health and Safety Act of a certified member representing workers.

If there is more than one (1) certified member representing the employer, the employer shall designate one (1) of them who then becomes solely entitled to exercise the rights of a certified member and is required to perform the duties under the Occupational Health and Safety Act of a certified member representing an employer.

If a certified member resigns or is unable to act, the employer shall, within a reasonable time, take all steps necessary to ensure that the requirement set out in Subsection 12 of the Occupational Health and Safety Act is met.

Health and Safety Representatives will require training in their roles and responsibilities under Section 8 of the Occupational Health and Safety Act and workplace inspections and accident investigations.

Contractor/Subcontractor Safety Policy	Policy Number: AHS-003
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-024

Policy

The Corporation of the Municipality of Mississippi Mills is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

All Contractors shall;

demonstrate establishment and maintenance of a Health and Safety program with objectives and standards consistent with the applicable legislation and with the Corporation of the Municipality of Mississippi Mills’ Health and Safety Policy and requirements.

This policy applies to any external organization which has workers that are working at a municipal site. However, this does not include Contractors that only visit municipal sites. (e.g., deliveries, meetings, inspections)

Safety Policy Overview

Contactors/Subcontractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and all applicable regulations. If any member of staff feels that a Contractor/Subcontractor is working in an unsafe manner, the staff should ask the Contractor/Subcontractor to stop work immediately until an appropriate corrective solution is found and report the incident to Municipality staff responsible for the Contractor.

All Contractors/Subcontractors are required to have their own insurance coverage under the Workplace Safety and Insurance Act or carry equivalent accidental injury coverage.

Prior to commencing work, the Contractor/Subcontractor must be familiar with the specific policies and procedures that apply. The Contractor/Subcontractor must also be aware of any potential or actual hazards at the workplace.

Form ISF-024 should be obtained with all bids and is to be completed and filed in the project file. The same form, ISF-024, may be used on multiple projects provided all projects are within the scope of the work.

Ministry of Labour Visit	Policy Number: AHS-004
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable.

Policy

The Municipality of Mississippi Mills managers, supervisors and employees will cooperate fully with the Ministry of Labour.

Safety Policy Overview

- Upon the arrival of a Ministry of Labour inspector, a manager/supervisor and a worker representative (if requested) will accompany the inspector on his/her inspection.
- A supervisor or designate and the certified worker representative of the Joint Health and Safety Committee shall accompany the Ministry of Labour inspector, if ordered to do so, during the course of any routine inspection and actively participate in the inspection.
- The management representative, health and safety committee representative and all workers shall ensure that the Ministry of Labour inspector obtains all necessary cooperation. It is an offence to hinder, obstruct, or interfere with an inspector in the exercise or performance of their duties. No person shall knowingly furnish an inspector with false information or refuse to furnish information required by an inspector in the exercise of their duties.
- The management representative and the worker representative of the Joint Health and Safety Committee shall accompany the inspector or other Ministry of Labour officials, if ordered to do so, while any tests, measurements, or inspections are conducted in the workplace on equipment, machinery, materials or protective devices. Copies of such tests or inspection results should be obtained from the Ministry of Labour as soon as they are available.
- All orders shall be forwarded immediately to the CAO and the municipal department that the order was issued to and the Joint Health and Safety Committee so that they can be reviewed and the appropriate steps can be taken.

Workplace Inspections and Audits	Policy Number: AHS-005
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-004 and ISF-010

Policy

The Municipality of Mississippi Mills has established a workplace inspection and audit policy to conduct consistent reports that the health and safety representatives and supervisors will conduct on predetermined intervals at all Municipality of Mississippi Mills facilities to recognize, assess and control health and safety issues.

Safety Policy Overview

The Municipality of Mississippi Mills conducts safety inspections and program audits on an on-going basis which are necessary to evaluate our health and safety performance and to identify areas of concern which may need improvement or modification.

- It is the manager/supervisor’s responsibility to take immediate corrective action when notified of an unsafe act or when a dangerous circumstance is reported.
- It is the workers responsibility to report any unsafe conditions or dangerous circumstances to his/her immediate supervisor (ISF-004).
- To take every reasonable precaution to ensure the protection and safety of their employees, they will endorse a monthly workplace inspection.
- General workplace inspections are the responsibility of the health and safety representatives at their workplace. A general workplace inspection (ISF-010) shall be conducted every thirty (30) days. Any health and safety representative who performs the inspections must be provided with suitable training and information.
- Operational managers will conduct a safety audit inspection every six (6) months (June and December) for all of their locations to ensure a safe work location and a workplace that meets The Municipality of Mississippi Mills’ high level of standards (ISF-010). Workplace inspection reports shall be submitted to the JHSC. Managers are responsible to correct deficiencies and report completion to the JHSC. The JHSC is to review reports and ensure completion dates are reported.

All of the various workplace inspections and recommendations will be reviewed by Managers. The decisions streaming from the workplace inspections will be sent for review to the Joint Health and Safety Committee.

Hazard Classification

The person(s) completing the inspections shall complete a health and safety inspection checklist. Hazards or deficiencies will be classified as to the hazard risk and be noted on the inspection checklist as:

Class A

Any condition or practice with the potential for causing loss of life, loss of body part(s) and/or extensive loss of structure, equipment, or material. This hazard must be attended to immediately.

Class B

Any condition or practice with the potential for causing serious injury or property damage, but less severe than Class A. This hazard must be attended to within seven (7) days

Class C

Any condition or practice with the possibility or potential for non-disabling or non-disruptive property damage. This hazard must be attended to within thirty (30) days.

Workplace Inspection Procedure

Establish a procedure and schedule

For the committee members to perform the inspection, a procedure and schedule must be designed. The inspection shall be conducted on a monthly basis as set out in the Occupational Health and Safety Act and must be conducted by a worker representative or a management representative if no worker representative is available. The inspectors and the committee will use a standardized inspection form and determine on a monthly basis when the inspection will occur and who will be doing the inspection.

Preparing for the inspection

The designated committee members will review accident/incident forms, worker concerns etc. to select target areas of concern. The designated committee member(s) will design a route of travel to review the facility looking at various departments and process flows and review and prepare the inspection forms to be completed during the general workplace inspection prior to commencing the inspection.

Conducting the Inspection

Follow the planned route and inspect the various equipment and operations of the equipment in all departments and observe the actions of the employees and process flow. If your inspection contains several different departments to inspect, you may want to do a general inspection of all departments and during each monthly inspection target one department to have a more detailed/thorough examination. Make a schedule to ensure all departments are inspected on a regular basis. Record on the inspection form any potential hazard(s). Be methodical with the inspection. Use your senses to review and observe the machine, process or flow. If hazards exist (potential or actual) rate the hazard using the hazard classification list. If you locate a Class "A" hazard, report it immediately to the manager or supervisor so they may rectify the situation immediately. Report other hazard classes to the Manager and the Joint Health and Safety Committee and review possible solutions in the next committee meeting. If there is no committee meeting that will be taking place in the timelines allotted for dealing with each hazard class, the hazard will be dealt with immediately and further controls will be discussed at the next meeting.

Reporting of Inspection

Once the hazard has been observed, it should be written down on the inspection report. The following information should be included in the report or on an attached form:

- Specific details of time, date and area or process inspected. This is required as situations may vary from shift to shift, day to day and month to month.
- Description of the actual or potential hazard(s) identified. If required, a diagram or picture could be used.
- Description of the location of each hazard, tools, equipment, chemicals or procedures used or followed.
- Recommendations of possible solutions or controls to each hazard identified.

Take the inspection form and notes to the Joint Health and Safety Committee meeting and have the committee discuss the findings and make recommendations (if necessary) based on the findings for all hazards. If there is no committee meeting that will be taking place in the timelines allotted for dealing with each hazard class, the hazard will be dealt with immediately and further controls will be discussed at the next meeting.

Follow-Up of Inspection

Once the inspection has been reviewed, the committee may put forth further recommendations for the manager to assess and evaluate. The Manager has twenty-one (21) days to assess and evaluate and respond to any formal recommendation(s) and must respond in writing to the committee informing them of their decision. The follow-up program and report will ensure that actual or potential hazards have been dealt with in an effective manner and that effective controls for the hazards detected during the inspection have been prompted.

Accident/Injury Reporting Procedure	AHS-006
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-011, ISF-012, ISF-013, ISF-017 and ISF-019
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Policy

The Municipality of Mississippi Mills shall maintain an incident and accident reporting system in order to promptly investigate occurrences in order to reduce or eliminate risks to its employees.

Safety Policy Overview

To comply with the legal requirements set out by the WSIB and the Ministry of Labour and to take every reasonable precaution to ensure the protection and safety of its employees, The Municipality of Mississippi Mills has endorsed an accident reporting program and procedure.

Health and safety is of prime concern to both management and staff. It is the responsibility of workers to report accidents to their supervisor within twenty-four (24) hours. An accident report shall be conducted for all accidents (first aid treatment to critical injury).

The goal of an accident report is to give a detailed account of the accident and assist in the filing and the completing of the necessary documentation for the WSIB and/or Ministry of Labour. The reports must be completed and faxed to the WSIB as there is a three (3) day reporting deadline once an accident has been reported. These reports will also be forwarded to the Joint Health and Safety Committee for them to review and analyze and make corrective recommendations to prevent future accidents or incidents.

Workplace Incident (First Aid Treatment Only)

- Administer first aid if required.
- Fill out a first aid log record (ISF-011 located in each site’s first aid kit) and mark:
 - Date.
 - Time.
 - First aid administered.
 - Name of first aider.
 - Reason for accident.
- Ask the employee to sign the forms. If they refuse, indicate this on the form in the worker's presence.
- Return the employee to work.
- Follow up with the employee on their next shift.
- Advise the worker that if they seek medical attention (see his/her doctor or go to the emergency room) they must report this to their immediate supervisor. The situation must now be treated as a workplace accident.

Follow-Up

Follow-up is completed by the reporting supervisor during the next shift that the injured employee works. The supervisor must inquire about the worker's condition and make a brief notation on the accident report.

These forms and reports are for the sole use of The Municipality of Mississippi Mills to monitor and review trends within the workplace. The trends should be reviewed and recommendations for corrective action will be devised by managers/supervisors and the Joint Health and Safety Committee.

Payroll Administrator will file a Form 7.

Workplace Accident Requiring Medical Treatment

- Administer first aid and/or transport the employee, if immediately necessary, to medical attention.
- The employer will arrange transportation for the employee to seek medical attention. Examples of suitable arrangements are: ambulance, taxi, manager/supervisor etc.
- If injuries permit, fill out an accident report (ISF-017) with the employee. Be as specific as possible as to height, weight, distances, body position, location of accident scene, etc.
- Fill out a WSIB functional abilities form. Have the employee take the form to the treating physician for them to complete. The employee shall return the form in a timely manner to their supervisor (within 24 hours).
- Offer and encourage taking a taxi to the after-hours clinic or the emergency department. Ask the worker which facility they will be going to.
- Prepare the required paperwork, including an accident report, modified work declaration form (ISF-012) and worker claim consent form immediately, (keep in mind that Payroll Administrator needs this information the next day as the company has a maximum of three (3) days to notify the WSIB of an accident/injury).
- Offer modified work within the employees' restrictions upon their return from the treating facility.
- Review the functional abilities form with the employee to select appropriate tasks so as not to aggravate the employee's injury.

Follow-Up

Payroll Administrator will file a Form 7 report and make inquiries with the supervisor, worker and WSIB claims adjudicator, regarding the worker's condition and status. The supervisor should enquire about the worker's condition to ensure their safety.

Payroll Administrator will track and record the occurrences of workplace accidents and incidents. They will make this file available for the Joint Health and Safety Committee to review on a quarterly basis. The committee will review:

- The workplace accident and incident file.
- Workplace inspection reports.
- Unsafe conditions reports.
- Work refusal situations.
- Formal recommendations reports and responses.

They will be looking for reoccurring themes and ways to assess and control them by making recommendations to decrease the occurrences of these situations. This will be an ongoing process that will be added to the Municipality of Mississippi Mills' continuous improvement plan (ISF-019).

Workplace Accident (critical injury) Requiring Medical Aid

- Follow emergency scene management techniques from first aid training.
- Administer required first aid.
- Send a co-worker to the telephone with specific details to relay all required information to the 911 dispatcher (injuries, exact location of accident, etc.) Ask the person making the call to come back to you with an estimated time of arrival for the ambulance and stay with the injured worker until help arrives.
- immediately after the ambulance leaves, contact Payroll Administrator or alternate so that a telephone call is made to the following five (5) people:
 - Ministry of Labour inspector.
- A worker member of the Joint Health and Safety Committee (preferably the certified member).
 - CAO.
 - Municipal Clerk.
 - Manager of the department.
- Do not alter the accident scene unless it is to save or relieve human suffering, or to prevent unnecessary damage to equipment or property.
- Within forty-eight (48) hours of the accident, a certified committee member shall send a written report to the Ministry of Labour inspector, (ISF-013) and then complete the procedure for workplace accidents requiring medical aid as stated above.

Critical Injury Defined

For the purposes of the Occupational Health and Safety Act and Regulations for Industrial Establishments, "critically injured" means an injury of a serious nature that:

- Places life in jeopardy.
- Produced unconsciousness.
- Results in substantial loss of blood.
- Involves the fracture of a leg or arm, but not a finger or toe.
- Involves the amputation of a leg or arm, hand or foot, but not a finger or toe.
- Consists of burns to a major portion of the body.
- Causes the loss of sight in an eye.

Notice of Death or Injury

The employer immediately shall notify an inspector, and the committee health and safety representative of the occurrence by telephone or other direct means of communication.

Preservation of Wreckage

Where a person is killed or critically injured at the workplace, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of, or connected with, the occurrence until permission to do so has been given by a Ministry of Labour inspector except for the purpose of:

- Saving a life or relieving human suffering.
- Maintaining an essential public utility service or a public transportation system.
- Preventing unnecessary damage to equipment or other property.

Accident Investigation Standards and Procedures	Policy Number: AHS-007
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-013 and ISF-018

Policy

The Municipality of Mississippi Mills will conduct standard accident investigations to ensure a consistent evaluation of the accidents circumstances and to determine the main and underlying causes for the incident and to make recommendations for corrective action.

Safety Policy Overview

Accident investigations are the responsibility of management and the Joint Health and Safety Committee at their workplace. An accident investigation shall be conducted for all accidents. The level of detail for each investigation will vary with the severity of the accident (first aid treatment versus critical injury).

Depending on the type of injury, it will determine who must perform the accident investigation. This standard and procedure will outline the objective for performing an investigation, types of accidents to be investigated and responsibilities involving workers, supervisors and managers.

Any person(s) who performs an accident investigation must be provided with suitable training and information.

Goals of an Accident Investigation

- Investigate all incidents with the potential of causing an injury or resulting in significant losses.
- Implement accident prevention procedures to ensure that proper corrective action is taken to prevent a reoccurrence of a similar accident/incident.
- Ensure follow-up of corrective measures.
- Accidents to be Investigated
- All critical injuries as defined by the Occupational Health and Safety Act. All lost time injuries.
- Acute or chronic occupational illnesses.
- All medical aid injuries.
- All damage to equipment or loss of product in excess of five hundred dollars (\$500).
- All work stoppages involving one (1) or more workers (example: refusal of unsafe work, fire, explosion, chemical spills etc.)
- All incidents with the potential for serious injury or loss.

Purpose of Accident Investigations

- Identify underlying/root causes.
- Meet legal compliance.
- Identify and document areas that require attention.
- Assist in improving/updating policies, procedures and training.
- Review findings and define action plans and recommendations to prevent further injury.

Roles and Responsibilities

Worker

- Answer any questions that the investigation team may have. If the worker was a witness to an accident, they must report everything that they witnessed to their supervisor and the investigation team.

Supervisor

- Visit the scene immediately and record accurate information. Take pictures of the scene, draw diagrams and take notes. If a critical injury occurred, ensure the scene is not disturbed or equipment is not used until the Ministry of Labour has authorized that it is alright to do so.
- Interview all workers involved and any witnesses. Perform this as soon as possible to keep the accident information fresh in everyone's memory and perform each interview separately.
- Complete your investigation during the shift that the injury or incident occurred, or if this is not possible, during the next shift.
- Complete the accident investigation form before the end of the shift if possible. Investigation of critical injuries must be submitted to the Ministry of Labour, in writing within forty-eight (48) hours (ISF-013).
- Identify immediate and basic causes and make recommendations for corrective action.
- Forward copies of the investigation (ISF-013) to the Ministry of Labour inspector (if critical injury) and the Joint Health and Safety Committee members.

Joint Health and Safety Committee Members and Health and Safety Representative

- In the event of a critical injury as defined by the Occupational Health and Safety Act, notify the Ministry of Labour, the Joint Health and Safety Committee certified worker representative and a manager/supervisor.
- Visit the scene immediately and record accurate information, take pictures of the scene, draw diagrams and take notes. If a critical injury occurred, ensure the scene is not disturbed or equipment is not used until the Ministry of Labour has authorized to do so.
- Interview all workers involved and any witnesses. Perform this as soon as possible, to keep the accident information fresh in everyone's memory and perform each interview separately.
- Complete your investigation during the shift that the injury or incident occurred.
- Complete the accident investigation form (ISF-018) before the end of his/her shift if possible.
- Investigation of critical injuries must be submitted to the Ministry of Labour, in writing, within forty- eight (48) hours (ISF-013).
- Identify immediate and basic causes and make recommendations for corrective action.
- Forward completed copies of the investigation (ISF-013) to the Ministry of Labour inspector (if critical injury), manager/supervisor and the Joint Health and Safety Committee members.

Procedure for Accident Investigation

- Secure and manage the accident scene.
- Administer first aid or medical attention to the injured worker. Try not to disturb the accident scene while getting the injured worker help. Barricade the area and leave all equipment and material in place where they were found.
- Notify the appropriate people of the accident.
 - Non-critical injury: manager/supervisor and Payroll Administrator.
 - Critical injury: Ministry of Labour inspector, manager/supervisor, joint health and safety committee certified member.
- Investigate accident scene.
- Take pictures.
- Take notes and draw diagrams of the accident scene and places of objects and material.
- Collect physical evidence (measurements, etc.).
- Interview employees involved or witnesses who saw the accident.

Analyze the data looking for reasons/causes of the accident and try to make suggestions or recommendations to protect employees from reoccurrence. When reviewing data, consider the following contributing factors involved in an accident:

- People.
- Equipment.
- Material.
- Environment.
- Process.

Write a final report using the information collected. The report should have the following components (ISF-018):

- A description of the accident.
- The consequences.
- The causes (root and underlying).
- Recommendation(s) for corrective action Accident Investigation Kit Material (Suggestions)
 - Camera.
 - Tape measure.
 - Caution tape (to barricade area).
 - Accident investigation forms.
 - Pad of paper (notes and diagrams) and pens/pencils.

WSIB Claims Management	Policy Number: AHS-008
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

In the event of a workplace accident or occupational illness, The Municipality of Mississippi Mills will take every effort to accommodate an injured employee and return them to work as soon as possible.

Safety Policy Overview

- The manager/supervisor will deliver the investigation report, functional abilities form and the accident report to Payroll Administrator for processing.
- Payroll Administrator will use this information to complete a WSIB Form 7. The white copy of Form 7 must be mailed to the WSIB within three (3) days of the injury. The yellow copy is placed in the employee’s WSIB file and the pink copy is given to the employee.
- All WSIB, doctor and employee contacts are documented and placed in the WSIB file.
- The WSIB progress report form should be used to follow and monitor the employee’s progress.
- Confirm telephone conversations with WSIB by mail if significant information is received or important undertakings are achieved. When the employee has returned to work, a WSIB Form 9 is sent to WSIB and a copy placed in the employee’s WSIB/WCB file in the Finance Department.

Early and Safe Return to Work and Modified Work Program	Policy Number: AHS-009
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-012 and ISF-014

Policy

The Municipality of Mississippi Mills encourages early intervention and rehabilitation of all injured or ill employees in compliance with the Workplace Safety and Insurance Board (WSIB)/Worker's Compensation Board (WCB) requirements. The Municipality of Mississippi Mills will provide modified work and work transitioning whenever possible to accommodate the restrictions and limitations of each employee during their rehabilitation and recovery period.

Safety Policy Overview

The modified work program is a means of accommodating an employee's temporary or permanent work restrictions. It is designed primarily to assist injured employees to make a safe and speedy return to their regular duties. It is usually a temporary measure that is to bridge the gap between injury and return to regular duties.

Program Definition

Modified work is any job, task, or function in which a worker who suffers from a temporary disability due to illness or injury can perform work safely without risk of further injury.

Work Hardening is when an employee will perform modified or regular work duties for partial hours and graduate on a set period to full duties.

Principles of Modified Work

During a modified work program, an employee will be paid at one hundred percent (100%) of their current wage for hours worked. This program is for a limited period of time, to a maximum of eight (8) weeks, and the program will cease if the vocational rehabilitation goals are not met. The program may be extended.

The modified work offered to the injured employee should be work that has meaning, purpose and adds value to The Municipality of Mississippi Mills. The modified duties offered to temporary injured workers must not aggravate, potentially re-injure the employee or hinder the employee's rehabilitation process. The duties performed by the worker shall assist in returning them to regular duties and position over a predetermined schedule.

The offering and selection process shall be done by all involved parties (employee, supervisor and employer). All parties shall agree on:

- Type of work to perform.
- Hours of work.
- Reporting requirements.
- Medical surveillance.

The accepted modified work program will be written down on the declaration of modified work (ISF-012) and signed by a supervisor and the employee confirming acceptance.

The modified work program is designed to set fair parameters for the re-introduction of injured employees back into the work force back to meaningful and productive tasks and activities. The involved parties will need to review the Functional Abilities forms task to select the most suitable task for the employee to perform. The program will promote open lines of communication between employees, supervisors, Payroll Administrator and the treating physician. The program advises all parties of their moral and legal obligation as set out by the Workplace Safety and Insurance Act and that full cooperation is required by all.

Roles and Responsibilities

Payroll Administrator

- Discuss with the injured employee's supervisor to see if meaningful and productive work can be created for the injured employee's position or find other suitable duties for the employee.
- Monitor the injured employee's progress through documented meetings with supervisor and employee. The meeting schedule will be determined on a case-by-case basis.
- Have contact with the employee's treating physician when required for clarification.
- Review and make decisions of modified or work hardening programs after reviewing the functional abilities form.
- Request the employee to conduct medical bi-weekly follow up with the treating physician and have them complete an additional Functional Abilities Form (FAF).
- Ensure that there is no conflict with the employee and their employment rights and obligations.
- Document all communication between the worker, supervisor and the treating physician.
- File all of the required reports and information to the WSIB:
 - Employer Accident Report - Form 7.
 - Wage changes.
 - Change in program.
 - Duration of modified work or work hardening program.
 - Failure to cooperate.
 - Completion of modified work or work hardening program. Supervisor
- Advise and have the employee read and sign the declaration of modified work (ISF-012) and have the employee take the form and a functional abilities form to the treating physician to review and complete.
- In consultation with Payroll Administrator and the worker, devise suitable modified work program for the injured employee.
- Maintain weekly communication with the injured employee.
- Complete weekly progress reports (ISF-014) on how the employee is doing in their modified roles and tasks.
- Document all communication between the worker, Payroll Administrator and the treating physician.

Employee

- Read and sign the declaration of modified work (ISF-012) and take the form and Functional Abilities form to the treating physician to review and complete and then return the forms to a supervisor promptly (within 24 hours).
- Maintain weekly communication with supervisor.
- Complete, in consultation with the supervisor, a weekly progress reports.
- Attend medical follow-ups with the treating physician and have a Functional Abilities form completed after each visit and return it to the supervisor promptly (within 24 hours).
- Complete all required and requested forms from the WSIB and the employer.
- Schedule and arrange rehabilitation treatment and doctor's appointments if possible outside regular business hours.

Health Care Provider

- Provide up to date medical information and evaluations using Functional Abilities Forms provided by the employer.
- When required by either the employer or employee, act as resource to aid in the modified program.

Workplace Safety and Insurance Board

- Process claims in a timely fashion.
- When required by either the employer or employee, act as resource to aid in the modified program.
- Follow and advise of issues in the Occupational Health and Safety Act and Regulations.

Hazard Reporting Policy and Procedure	AHF-010
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All locations	

Associated ISF Forms: ISF-004 and ISF-009A
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Policy

The Municipality of Mississippi Mills has established a hazard reporting policy and procedure to follow when employees, supervisors and/or contractor/subcontractors observe unsafe acts and conditions that have the potential to endanger the safety and health of an employee.

Safety Policy Overview

This policy will apply to all employees and contractor/subcontractors that work on any Municipality of Mississippi Mills locations, when a potentially hazardous or dangerous situation or act arises that can endanger the safety of the employees.

Unsafe Acts are behaviors which may lead to accident. Example: Employees not wearing fall protection on rooftops

Unsafe Conditions are circumstances, which could allow accidents to happen. Example: Missing guardrail from second floor.

Reporting Procedure

1. The worker must report the situation to the supervisor immediately as outlined under the Occupational Health and Safety Act Section 28(1)(c)(d).
2. The supervisor and worker will complete an unsafe condition report (ISF-004).
 - a. Location of hazard.
 - b. Define the problem.
 - c. Rate the hazard level.
 - d. Outline corrective action.
3. The supervisor will initiate the corrective action and ensure that the situation is rectified. (If an agreement cannot be reached by the employee and the supervisor please refer to AHS-021 and AHS-022)
4. The completed forms will be forwarded to management and the Joint Health and Safety Committee or Health and Safety Representative to review and follow-up on the situation.

Role and Responsibilities

Employees

- Report to his employer or supervisor the existence of a hazard of which they are aware.
- Report to his employer any absent or defective in any equipment or device.
- With the supervisor complete an unsafe condition report form (ISF-004).

Supervisor

- Complete an unsafe condition report (ISF-004) with the employee.
- Initiate the corrective actions to stop the unsafe act or condition.
- Follow up on the corrective action to ensure that it is still in place and is suitable for the situation.

Health and Safety Representative

To review the unsafe condition reports (ISF-004) and make recommendations (ISF-009A) based on the given information.

Employer

- Review all unsafe condition reports.
- Review recommendation and make decision on corrective actions.
- Inform employees of decision via memos, information session, etc.

Municipality of Mississippi Mills Mandatory Training	Policy Number: AHS-011
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-015 and ISF-022

Policy

The Municipality of Mississippi Mills will provide ongoing training to our employees in the area of occupational health and safety to meet all legislative requirements and to maintain a safe and healthy work environment.

Safety Policy Overview

The Municipality of Mississippi Mills is committed to ensuring that our workers are protected from workplace injuries and illnesses whenever possible.

We want to ensure that safety training is provided to all employees to reduce the risk of injury to our employees. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe. Health and safety in the workplace starts with some basic safety rules and training. If an employee feels that they require safety training, they must make a formal request (ISF-022) and submit it to a supervisor. The supervisor will review the request and forward a copy to Payroll Administrator for approval.

The Municipality of Mississippi Mills has established a list of safety training programs that may be required by employees based upon their position within the company and the likelihood of exposure to specific hazards or situations. The programs will generally consist of: in class lectures, hands-on practical training, case studies and audio-visual programs. Upon the completion of all programs, the program will be evaluated by the individuals attending on a formal form.

The management team will review annually that the safety training requirements for all employees are met and that the validity of the safety training is current and meets or surpasses the legislative requirements (ISF-015).

General Training and Prevention Courses

The following list of courses is provided for the protection of the employees, supervisors and managers within the workplace. The below mentioned courses are mandatory for all departments.

- WHMIS - reviewed annually.
- Joint Health and Safety Committee Certification (workplace inspections, accident investigations, responsibilities of all The Municipality of Mississippi Mills employees, etc.) - reviewed as needed.
- Due Diligence Training for all personnel of The Municipality of Mississippi Mills - reviewed annually as per WSIB.

For all department specific training programs please see the department manager/supervisor. The above required training will be reviewed annually by Management and the Joint Health and Safety Committee to ensure the following (ISF-015):

- Relevance for job task.
- Legislation is current.
- Meets employer and employee needs.

Orientation of New/Transferred/Promoted Employees	Policy Number: AHS-012
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-016

Policy

In an effort to take every reasonable precaution to ensure the protection and safety of their employees, The Municipality of Mississippi Mills has created health and safety guidelines. A great deal of coordinated effort goes into monitoring and improving a safe work environment. The Municipality of Mississippi Mills has developed an orientation program to ensure that all aspects of the workplace are covered and explained to new/transferred/promoted employees.

Safety Policy Overview

The Municipality of Mississippi Mills wants to ensure that all new/transferred/promoted employees are aware of the following:

- Job duties, responsibilities and personal protective equipment requirements.
- Fire safety plan and evacuation procedures.
- Health and safety philosophy and expectations.

To promote the above, The Municipality of Mississippi Mills has created an orientation procedure, manual and checklist (ISF-016) that will be conducted and completed for every newly hired and/or promoted/transferred employee.

Upon hiring, promoting or transferring an employee, the following steps will be conducted to ensure that a standard message is sent to all employees:

1. Operations Orientation:
 - a) Introduction to department, employees and supervisors.
 - b) First aid kit, eyewash station locations and specific safety communication.
 - c) Personal protective equipment requirements.
 - d) Accident reporting procedure.
 - e) Health and safety communication board location.
2. Job Specific Training
 - a) Equipment operation (fall protection, forklift, etc).
 - b) Hygiene requirements.
3. Health and Safety
 - a) General rules and regulations.
 - b) Fire evacuation plans.
 - c) Policies and procedures.
 - d) Health and safety duties and responsibilities.
 - e) WHMIS training.
 - f) Joint health and safety committee members.

The orientation will be completed, signed and dated by the employee and a supervisor and put into the employee's file.

For each department, there will be department specific orientation activities.

Employee Use of Personal Protective Equipment	Policy Number: AHS-013
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

The Municipality of Mississippi Mills has established areas or work activities that will require the use and application of personal protective equipment.

Specific Applications

Application of personal protective equipment as required under the safe operating procedures.

Type of PPE	Standards	Requirement	Supplied By
Hard Hats (bump caps)	CSA Approved	When head injury hazards are present	Employer
Steeled toe Footwear	CSA -Z195-M1984	When foot injury hazards are present	Full time & part time employees
Fall Protection Full Body Harness	CAN/CSA-Z259.10-M90	When working above 10 feet and not protected by a barrier systems	Employer
Shock Absorbing Lanyard	CAN/CSA-Z259.11-M92	When working above 10 feet and not protected by a barrier systems	Employer
Eye glasses or goggles	CAN/CSA-Z94.3-M88	When eye injury hazards are present	Employer
Welding helmet and goggles	Appropriate for activity	When employees use torches or welders	Employer
Hear Protection	CSA approved ear plugs or muffs	When noise levels are harmful	Employer

Gloves must be worn by all workers when cleaning up blood or vomit. Proper disposal procedures must be followed when disposing of the gloves.

Instruction

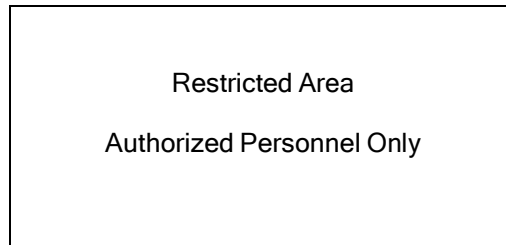
All staff will be instructed in the use, maintenance and storage of all personal protective equipment. Training sessions will be held for all equipment requiring formal training sessions. The records of training will be maintained following the completion of the training.

Visitor Safety	Policy Number: AHS-014
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-002

Policy

Each facility has designated public and work areas. Signage will be posted to restrict access to work areas wherein access is permitted only by first signing in at the main office of the facility and then being escorted by a Municipality of Mississippi Mills employee into the area. Signing in is the visitor's commitment to comply with the Municipality's policies. When the work is completed, the visitor will sign out.



Violence/Harassment of Any Kind	Policy Number: AHS-015
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable.

Policy

The management of The Municipality of Mississippi Mills recognizes the potential for violent acts and/or threats directed against employees by our employees and/or by persons other than The Municipality of Mississippi Mills employees.

The Municipality of Mississippi Mills will not tolerate any acts of workplace violence and/or harassment of any kind between any of our employees, contractors/subcontractors or the public. Workplace violence and/or harassment must be reported to your immediate supervisor. If it becomes persistent or uncontrolled, call 911.

The Municipality of Mississippi Mills will enforce a zero tolerance policy on all forms of workplace violence and/or harassment of any kind. Please refer to the Harassment and Violence policies and respect in the workplace procedures found on the Health and safety boards.

Safety Policy Overview

- Any suspicious packages should not be moved and must be immediately reported to a supervisor.
- All workers will be instructed to report all forms of harassment (verbal, physical abuse or threats of any kind) to their supervisor.
- All incidents will be reported to a manager and will be thoroughly investigated. The appropriate disciplinary action in the circumstances will be taken.
- Any supervisor who is issuing discipline to a worker must, as a minimum, notify the health and safety representative and a manager. Discipline should not be issued without another person being notified.
- Supervisors must be sensitive to potential conflicts and problems in the workplace that may lead to abusive behaviors. These situations must be immediately addressed to diffuse these concerns or conflicts.
- The supervisor should seek help or advice from Department head, Facilities Coordinator or CAO, if they are unsure as to a course of action to follow.
- Records must be kept of these situations and placed in the employee's personnel file.

Safety Communication Systems	Policy Number: AHS-016
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

Communication is the key. It is the responsibility of every employee to review the health and safety communication board so that they keep abreast of all revised procedures, health and safety issues, regulations, company policies and procedures and issues related to their job. Attendance at health and safety training sessions and meetings is mandatory.

Safety Policy Overview

The success of these communication systems is dependent upon their active participation.

The health and safety communication board shall consist of the following items:

- Title: Health and Safety Communication Board.
- Dated and signed copy of the corporation's health and safety policy.
- Dated and signed copy of the corporation's Harassment and Violence policies
- Respect in the workplace procedures.
- Current copy of the Occupational Health and Safety Act and Regulations for Industrial Establishments.
- Joint Health and Safety Committee members/health and safety representative name(s) and department(s).
- Last Joint Health and Safety Committee meeting minutes and inspection.
- First Aid Regulation 1101.
- List of certified first aiders and department(s).
- Floor plan of building with all emergency exits and equipment identified.
- Emergency phone number list for fire, police, ambulance, poison control center, etc.
- Orders or inspections by Ministry of Labour inspectors must be posted for fifteen (15) days.
- WSIB poster "In Case of Injury" Form 82.
- Health and safety policies and procedures (hygiene, safety rules for department, etc).
- Explanatory material from Ministry of Labour or Payroll Administrator Department of Canada.
- Emergency response and fire safety plan.
- Safety orientation.
- Safety awareness programs.

Office Safety	Policy Number: AHS-017
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

The Municipality of Mississippi Mills is committed to providing an ergonomically safe work environment throughout the facility including the office areas. All office areas shall comply with all applicable federal and provincial regulations pertaining to ergonomics and workstation design.

Safety Policy Overview

Although office workers do not feel that they are exposed to many hazards, like workers in the field, they must use good judgment and exercise reasonable care.

- Good housekeeping in the office is a must. Always ensure that desks and cabinets are clean and orderly.
- An open drawer of a desk or a cabinet is a hazard which can cause yourself or others to trip or collide.
- Use the handles when closing or opening any kind of a drawer.
- All chairs should be used sensibly. Do not tilt them or slump back. The added strain could cause them to break or slip resulting in injury to the occupant.
- Do not keep defective chairs and desks in use. Report them to a supervisor for replacement or repair.
- Carry pencils, pens, scissors etc. in such a way that sharp points cannot cause puncture wounds.
- Cords on electrically operated office machines and telephones can cause tripping hazards when they are left on the floor or across walkways.
- The standard four (4) drawer filing cabinet can cause serious injury if it upsets as a result of opening a heavily loaded top drawer if the lower drawers are empty or filled with lightweight material.
- Be sure that keyboards are solidly in place.
- Never adjust or clean a piece of machinery while it is in operation.
- Do not attempt any electrical repairs. A supervisor will call a qualified electrician.
- Walk, do not run!

Emergency Response Plan	Policy Number: AHS-018
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-021

Policy

The Municipality of Mississippi Mills is committed to maintaining a safe work environment. In the event that The Municipality of Mississippi Mills is faced with an emergency situation:

- Fire or explosion.
- Chemical spills.
- Gas leaks.

Immediate action will be taken to protect the health and safety of all employees.

Safety Policy Overview

You are expected to participate and follow the emergency evacuation procedures for your workplace. These procedures will be explained to you during your safety orientation.

For The Municipality of Mississippi Mills Municipality staff, an emergency evacuation procedure of the same will be posted and accompanied by annual training/testing of the protocol.

Safety Plan

A safety plan will be posted on the health and safety communication board at all locations. You should familiarize yourself with that safety plan.

The plan will include:

- A diagram of the building layout with items identified:
 - Emergency Exits.
 - Fire extinguishers.
- Names of The Municipality of Mississippi Mills First Aid responders.
- First aid station location.
- Access to workplace for emergency response crews.
- Emergency evacuation procedure (ISF-021).
- Assembly area.

Roles and Responsibilities

Supervisor

- Control the flow of the evacuation. Direct the employees, contractor/subcontractors and visitors to the designated meeting place.
- Contact the emergency departments required for the situation.

- Control the area around the emergency, keeping the public and other individuals from becoming involved.
- Conduct a head count to ensure that the area/building is completely cleared.
- Speak with the emergency crews to ensure proper communication.

Workers

- Leave the area. Walk, do not run.
- Alert others.
- Inform supervisor.
- If 911 has not yet been informed, call from a safe area.
- Await direction from the fire department.

Training

All employees will be informed of their responsibilities during the orientation process, if the employees have any questions or concerns they must speak with their supervisor or manager.

Worker Discipline Policy	Policy Number: AHS-019
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-001

Policy

The Municipality of Mississippi Mills ensures that all employees work in a manner that promotes health and safety. It is understood that if an employee is found to be in violation of any The Municipality of Mississippi Mills health and safety policies, procedures and/or working in a manner which may endanger himself/herself and/or another worker that it is a violation and could be grounds for immediate dismissal with just cause.

Safety Policy Overview

All workers, contractor and subcontractors shall abide by their health and safety roles and responsibilities as outlined in the Occupational Health and Safety Act. Failure to comply will result in the application of the progressive discipline procedure (ISF-001).

This procedure has the following steps:

1. Informal Discussion
Supervisor gives a verbal warning and provides corrective action to worker. Worker must acknowledge receiving verbal warning by signing the discipline acknowledgement form. The form will be placed on the worker file and removed after eighteen (18) months.

2. Formal Writing
Worker receives a written warning using the written discipline form. This will outline the issue, corrective actions and timeframes for compliance. The worker must sign the form in the presence of their supervisor and a Payroll Administrator or union steward representative. The form will be placed in the worker's file for a period of eighteen (18) months.

3. Suspension
Should the worker not abide with the corrective action, then further corrective action up to, and including, dismissal will occur.

4. Termination

Health and Safety Trends Review	Policy Number: AHS-020
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

Senior management will review The Municipality of Mississippi Mills health and safety trends on an annual basis. Any severe trends that arise from the review will require management to add corrective action to the Continuous Improvement Plan for the upcoming year.

Safety Policy Overview

The Joint Health and Safety Committee and Payroll Administrator will create and prepare the information for the trends review. The items that may be included in the review are:

- Injury/illness causes:
 - Categorize all injuries.
 - Near misses.
- Workplace inspection reports.
- Injury/accident investigations.
- Unsafe condition reports.
- Work refusals.
- Formal recommendation from the Joint Health and Safety Committee.
- WSIB Section 12 Report Summary.

The Joint Health and Safety Committee and senior management team will review and analyze and look for trends in the workplace with respect to the information provided.

Trends Review Process; Trends review will follow this process:

1. The Joint Health and Safety Committee and Payroll Administrator department will collect and process the data and information.
2. Work in conjunction with the Joint Health and Safety Committee and health and safety representatives to ensure that the information and data is correct and representative of the organization.
3. Submit the trends report to senior management at the same time each year (example: by August 30th of each year).
4. The senior management team will review the trend report in the first meeting (example: February). They will respond and make corrective actions as necessary to decrease the exposure to the employees.
5. The Joint Health and Safety Committee will disperse the senior management review response to all Joint Health and Safety Committee members and health and safety representatives.
6. The Joint Health and Safety Committee will monitor the process and ensure that corrective actions have been taken.

Work Refusal Conditions and Process	Policy Number: AHS-021
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-004

Policy

The Municipality of Mississippi Mills has implemented the application of an unsafe work refusal system. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe. It is the responsibility of the health and safety representative or the Joint Health and Safety Committee along with that of management to contribute and promote an effective health and safety environment and attitude in the workplace. If any employee feels that their work presents an unsafe work condition (safety or health hazard) they have the right to refuse that work.

Safety Policy Overview

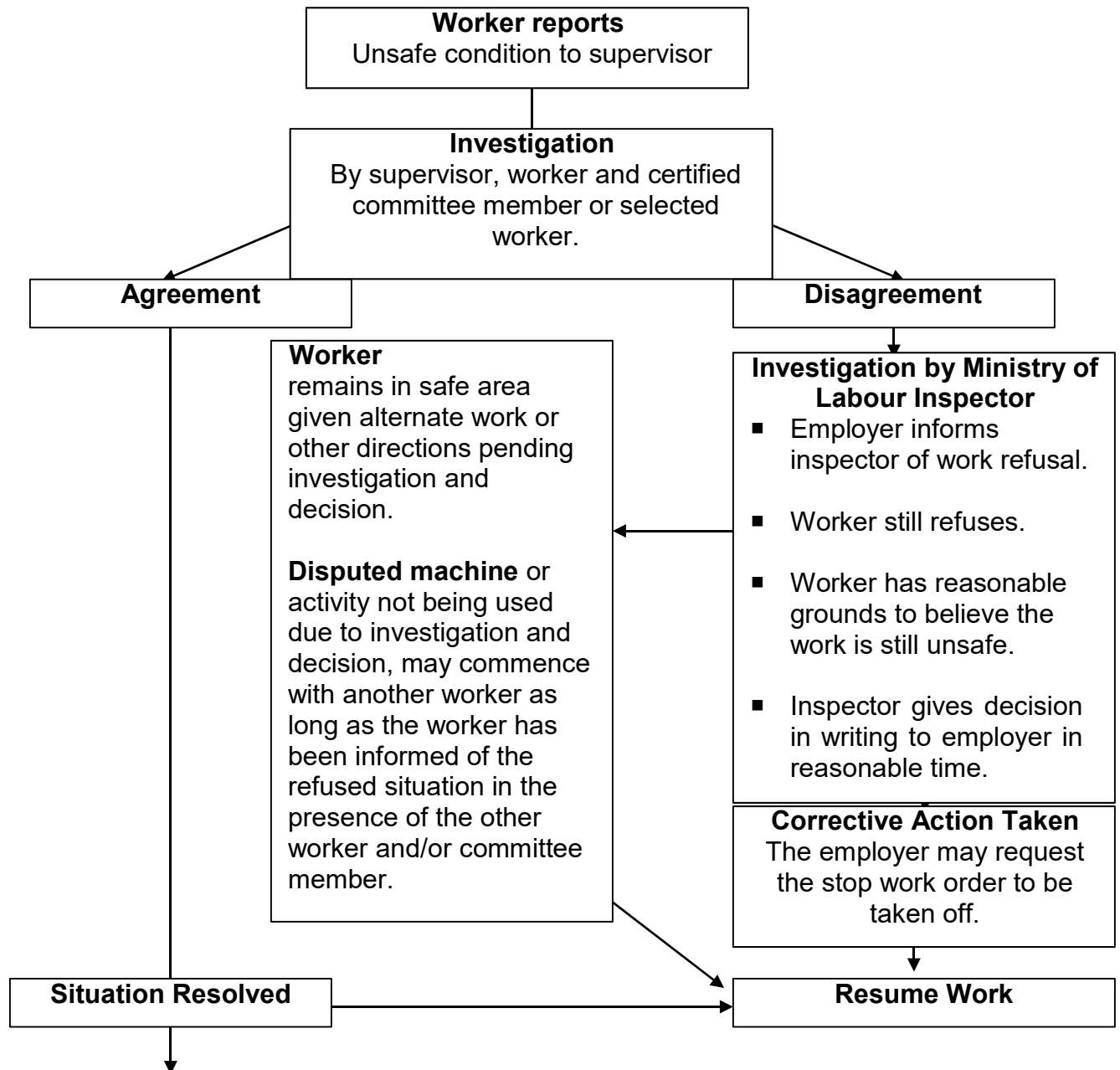
A worker may refuse to do a particular job where he/she has reason to believe that, any equipment, physical condition, or contravention of the Occupational Health and Safety Act, is likely to endanger oneself or any other worker. The work refusal does not apply when the danger is inherent in the work or is a normal condition. Any reprisal for a work refusal to the employee is prohibited.

Steps to Follow for a Work Refusal for Unsafe Work Conditions

- Upon refusing, the worker must notify the supervisor and complete an unsafe condition report (ISF-004).
- The supervisor, the refusing worker and a Joint Health and Safety Committee representative shall investigate the situation.
- Until the investigation is complete, the worker shall remain in a safe location, away from the hazard or be given suitable work to perform while the investigation is being performed. If following the investigation, the worker still has reasonable grounds to believe that the job is unsafe he/she may still refuse to do that job.
- If the refusal cannot be solved, then a Ministry of Labour inspector must be notified.

Ministry of Labour inspector Will

- Investigate the refusal to work in the presence of the employer and the worker.
- Decide if the job is safe or unsafe and shall give his/her decision in writing.
- Pending the investigation another worker may be assigned to do that particular job if he/she has been advised of the refusal, in the presence of the refusing worker and/or committee member and therefore agrees to do the job.



Bilateral Work Stoppage For Dangerous Circumstances	Policy Number: AHS-022
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-004

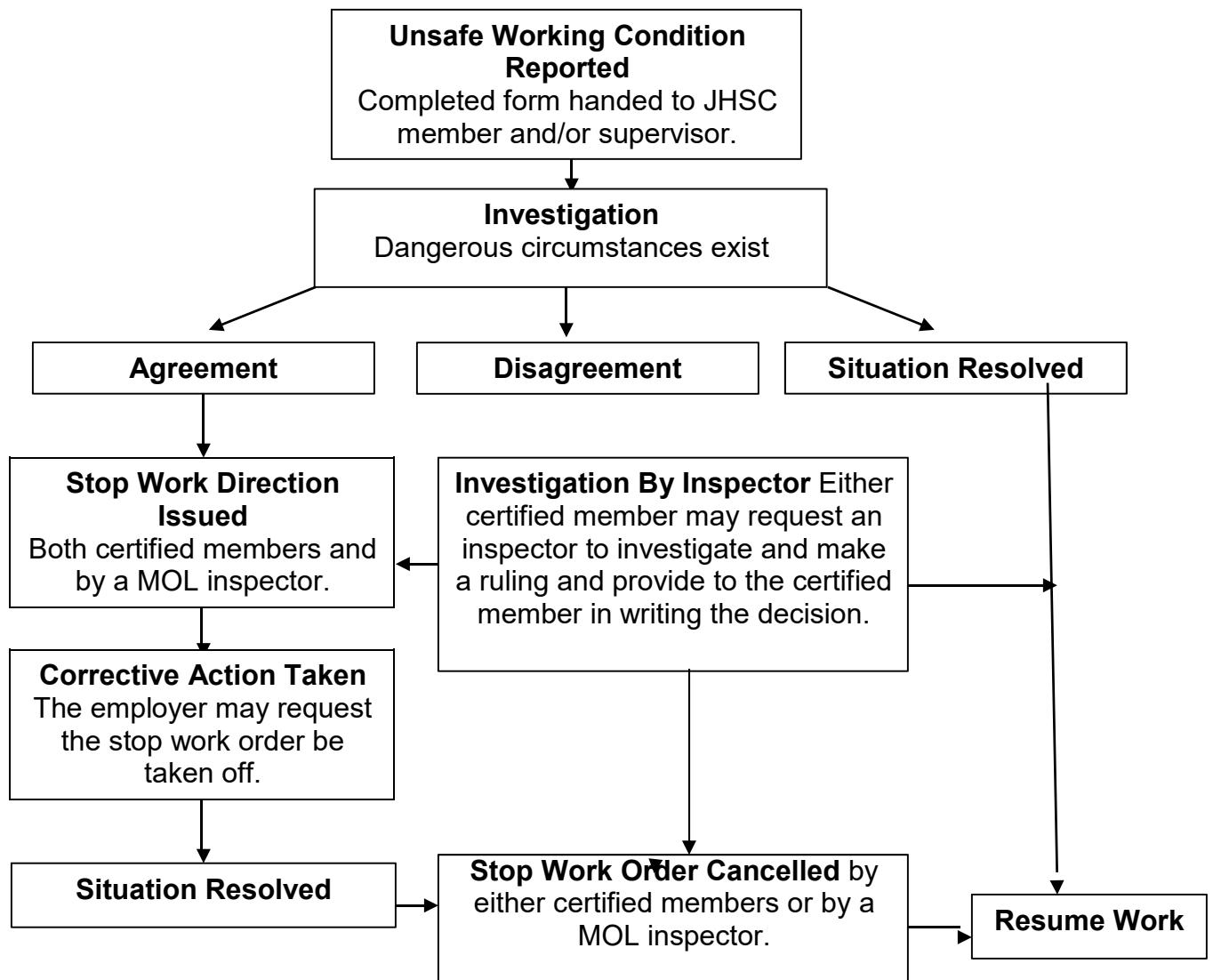
Policy

The Municipality of Mississippi Mills has implemented a bilateral work stoppage standard for dangerous circumstances to comply with all applicable legal requirements and takes every reasonable precaution to ensure the protection and safety of their employees. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe.

Safety Policy Overview

It is the responsibility of the health and safety representative or Joint Health and Safety Committee, along with that of management, to contribute and promote an effective health and safety environment and attitude in the workplace. If a dangerous circumstance arises, as outlined in the Occupational Health and Safety Act, the following procedure shall be followed with regards to a bilateral work stoppage for dangerous circumstances.

- An employee notices a dangerous circumstance. They will complete an unsafe working condition report (ISF-004) to their Joint Health and Safety Committee member and supervisor/manager.
- Once a report has been received, a bilateral work stoppage process begins when a certified member advises a supervisor that a dangerous circumstance exists and requests that a supervisor investigate the matter. The supervisor must do so promptly in the presence of the certified member.
- The certified member may believe that dangerous circumstances continue to exist, in spite of any action taken by the supervisor following his/her investigation.
- The first certified member might request that the second certified member representing the other workplace party investigate the matter. That second certified member must investigate the matter promptly in the presence of the first certified member.
- If both certified members agree that dangerous circumstances exist, they may direct the employer to stop the work that is causing the problem. The employer must immediately comply with the direction of the certified members. If the certified members cannot reach an agreement with regards to a dangerous circumstance existing, a Ministry of Labour inspector may be called in to investigate and make a decision on the case of a dangerous circumstance existing or not.
- When all corrective action has been taken by the employer to correct the problem(s) and no further dangerous circumstances exist, either the certified members or an inspector may cancel the stop work direction.



Ergonomics in the workplace	Policy Number: AHS-023
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF 025

Policy

The Corporation of Mississippi Mills policy strives to prevent workplace injuries, including musculoskeletal injuries / disorders.

Purpose

It is the purpose of this Policy to reduce the risk of injury by integrating sound ergonomics principles into the Municipal work place including Public Works.

Scope

The following program will apply the 4 Primary risk factors for MSD: 1)Awkward Posture 2) High Repetition 3) High Force 4) Time-Duration of Static Posture along with secondary risk factors e.g. high/low temperature, vibration, pre-existing health condition, noise, fatigue, stress etc. in identifying MSD as it relates to jobs and tasks within our Municipality

Responsibility

Employees shall:

- Report all discomfort, numbness, tingling and/or pain to their supervisors.
- Provide suggestions and job improvement ideas to their supervisors.
- Consistently use good work practices and proper body mechanics.
- Maintain their overall physical health and condition.
- Do not use supports or splints unless recommended by a medical professional.

Supervisors / Department heads shall:

- Provide the necessary equipment to safely perform the work.
- Ensure the workers have had general ergonomics awareness training.
- Train workers on early recognition of signs and symptoms.
- Allocate resources to ergonomic activities.
- Review injury data and trends on a regular basis.

The ergonomics team / Joint Health & Safety Committee shall:

- Review injury data and trends, at least annually.
- Review accident investigation reports.
- Perform regular workplace inspections to identify ergonomic hazards.
- Identify ergonomic priority areas.
- May administer discomfort survey.
- Assess the ergonomic problem areas and develop recommendations for control.

Employer

- Senior leadership to endorse goals and objectives of the ergonomics program.
- Provide resources to the program, (financial, human, etc.).

PROCEDURE

Each Department will complete an ergonomic checklist for each work area utilizing the ergonomics analysis form ISF 025.

The checklist will be completed by the area Supervisor/ JHSC certified Member or designated ergonomics champion.

Once a hazard has been identified, the necessary corrective action(s) will be taken to reduce / eliminate the hazard.

If discomfort or a musculoskeletal injury / disorder has been reported for a position, then a complete ergonomic evaluation will be completed to identify, assess and control the hazards.

Supervisors/managers and the JHSC/designated ergonomics champion will review injury and accident reports and trends to determine priority jobs for identification, assessment and control of hazards.

Supervisors/managers and the JHSC/designated ergonomics champion will continually observe jobs to identify potential hazards and make recommendations for improvement.

Discomfort surveys may be used to provide information regarding potential problem jobs / areas. These surveys may be administered every 1-5 years.

Engineering changes, where feasible, are the preferred method of control. However, administrative controls, work practices or personal protective equipment may be used.

Temporary control measures may be used, until more permanent controls can be implemented.

Prior to the purchase of any office equipment or accessories, they will be assessed using proper ergonomic design strategies prior to use.

Any changes to process, equipment, materials or environment will require an ergonomic review. (For example, changes to the workstation layout, purchase of new equipment etc.)

The Department Head/JHSC /ergonomics champion will consider the below listed risk factors in their evaluation. The Department Head in conjunction with the JHSC/Ergonomics champion will determine when they feel it is necessary to call in an expert to assess a job.

Risk Factors

The following ergonomic factors must be considered in the identification and assessment of risks:

Work postures

- Repetition and duration
- Force
- Layout and condition of the workstation
- Seating
- Floor surfaces
- Local contact stresses
- Temperature
- Lighting and glare
- Work schedules

COMMUNICATION

Goals and objectives for this program will be posted, as will the progress throughout the year. As significant ergonomic improvements are approved, a summary of their status will be posted, as well as a summary of injury statistics.

TRAINING

General Employee Awareness Training

All employees who work in the Municipality will receive general ergonomics awareness training to ensure understand risk factors and how to work safely with emphasis on Public Works, Parks and Recreation and Daycare.

Specifically, this training will include the early signs and symptoms of musculoskeletal injuries, and safe lifting techniques.

Ergonomic Risk Factor Training

The JHSC / designated ergonomics champion will receive additional ergonomics training to assist them to identify, assess and control office ergonomic hazards.

MEASURE / EVALUATE

The following are various methods that may be used to measure and evaluate the success of the ergonomics program.

- Review ergonomic process - number of checklists completed, objectives achieved, etc.
- Worker perception survey.
- Determine whether a reduction in injury frequency / severity has occurred.
- Determine whether a reduction in discomfort has occurred or number of complaints has decreased.
- Determine whether time on modified duties has decreased.
- Review cost effectiveness of program.
- Impact on production / quality.
- Changes in morale.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

According to the results of the program evaluation, the necessary changes / improvements will be made and successes will be acknowledged through appropriate means (for example, posting on H&S board, acknowledgement at a staff meeting, etc.)

Safe Operating Policies and Procedures	Policy Number: OHS-001
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Refer to the applicable safe operating procedures for the current task.

Policy

The Municipality of Mississippi Mills requires hazardous work to be carried out which utilizes specialized procedures. The Municipality of Mississippi Mills has developed safe operating policies and procedures that clearly describe the steps to be followed and the applicable personal protective equipment that must be used when performing these tasks. It is imperative that you adhere to these policies and follow the steps in the procedures. Your life and the life of your fellow workers may depend on it. Working safely and being safe is your responsibility.

Safety Policy Overview

Safe operating procedures have been established for areas which are high risk and are a frequent part of our daily inspections. This list of safe operating procedures may change based on our operational needs. If additional safe operating procedures are added, your supervisor will notify you.

Each department will have safe operating procedures that are specific to that area. See the department supervisor for a list of the safe operating procedures for their department.

Health and Safety Guidelines	Policy Number: OHS-002
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-004

Policy

The Municipality of Mississippi Mills has compiled a list of thirteen (13) health and safety guidelines that all employees, contractor/subcontractors and visitors must abide by while present at The Municipality of Mississippi Mills locations.

Safety Policy Overview

The following thirteen (13) general health and safety guidelines must be utilized by all parties on the various locations to ensure the safety of everyone involved. If any of these items are not within safety guidelines complete an unsafe condition report (ISF-004) and report it to your supervisor.

Health/Hygiene

All containers of hazardous materials used in the workplace must be appropriately labeled and material safety data sheets obtained from your suppliers must be available for everyone working with the controlled products.

Employees exposed to health hazards must be provided with the proper protective equipment and receive training. The training must include instruction on the hazards of the substance, the content of labels and data sheets, as well as the precautions to be followed in the handling, use and storage of substances, the proper use and care of personal protective equipment and the proper use of emergency procedures.

First aid for employees must be readily available.

Electrical Equipment

Improper installation or use of electrical equipment or tools can often cause serious and fatal injuries. Frayed wiring, broken sockets or overloading a circuit can be the cause of fires and can also contribute to injury.

The following practices may be modified if following Electrical Safety Association (ESA) Standards.

- Cord connected electrical equipment and tools must be effectively grounded.
- Electrical equipment must be suitable for its intended use and certified by either the Canadian Standards Association or the Ontario Hydro Electrical Inspection Department.
- Tools and other equipment which are capable of conducting electricity and endangering the safety of any person must not be used near live electrical installations or equipment where they might make electrical contact with the live conductor.
- Circuit breakers or fuse boxes should be marked legibly to show the circuits covered.
- Electrical interlocks installed to shut down machinery or equipment in an emergency should be inspected at regular intervals and be properly maintained. Interlocks should never be bypassed or otherwise rendered ineffective.
- Only qualified electricians should carry out repairs to electrical equipment and machinery.

Lighting

- Poor lighting can be the cause of injuries, fatigue and errors.
- Lighting fixtures, reflectors, windows or skylights used for natural lighting must be regularly inspected to ensure that they are clean.
- Automatic emergency lighting must be provided in an area of the building solely dependent upon artificial lighting, and checked once every month.

Personal Protective Equipment

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes. When operations and/or policies dictate the use of such equipment as prescribed under the applicable regulations, the applicable personal protective equipment must be used.

Basic personal protective equipment may include, but is not limited to:

- Hard Hats
 - CSA/ANSI approved hard hats must be worn on all projects at all times.
- Footwear
 - CSA/ANSI approved footwear must be worn on all projects at all times.
- Safety Vests
 - CSA/ANSI approved safety vests must be worn on all projects at all times.
- Fall Arrest Equipment
 - When there is no other form of protection from falling when working from a height of greater than three (3) meters, employees shall wear approved fall arrest equipment.
- Respiratory Protective Equipment
 - The proper type of respiratory protective equipment must be worn when performing any operation where an oxygen deficiency may exist, or where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or harmful vapours.
- Eye and Face Protection
 - CSA/ANSI approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard. When grinding, a face shield must be worn in addition to the eye protection.
- Hearing Protection
 - CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure levels as prescribed under the regulations.
- Hand Protection
 - Appropriate gloves must be worn when handling rough, sharp or hot objects and caustics, acids, solvents, concrete or chemicals as prescribed under the regulations
- Clothing
- See supervisor for information on the department's clothing policy. Public Works provides employees with overalls, gloves, boots and all safety apparel.
- Manual Lifting
 - Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend your knees, keep your back straight and avoid twisting. Plan before you lift. Consider weight, size, shape, path of travel and set down location. If you feel the weight is more than you can lift safely without injuring yourself, get help.

Ladders

- Ladders must be long enough to pass landing points by three (3) feet.
- Ladders must be held until tied off.
- Top and bottom landing areas must be kept clear
- See your supervisor to ensure you have proper equipment.
- Inspect all ladders for defects prior to use. If the ladder is showing any signs of wear or defects, report them to your immediate supervisor
- Verify that ladders maintain a 4:1 safe working angle.
- Stepladders must be fully opened with the spreader arms locked.
- Do not work off the top two (2) rungs of a ladder.
- Do not use a painted wooden ladder.
- Always maintain three (3) points of contact when climbing up a ladder.

Guardrails / Handrails

Whenever a danger of falling exists, a guardrail is required (floor openings, platforms and excavations). Adhere to all applicable regulations, guides and codes:

- Handrails are required on stairways.
- A guardrail shall consist of a top rail, intermediate rail and toe board and shall be capable of resisting any load that may be applied to it.
- Every guardrail shall be forty two (42) inches in height and be braced every eight (8) feet
- Temporary barrier cables will be used to alert employees of all hazards (fly forms, danger signs posted in plain sight etc.).
- All openings must be barricaded and be covered with reinforced plywood.
- Never lean against guardrails or handrails.
- Never leave an opening unattended and report any unsafe conditions to your immediate supervisor.

WHMIS (Workplace Hazardous Material Information System)

The Workplace Hazardous Material Information System is designed to provide employees with vital information about the hazardous materials or substances used and stored in the workplace.

The key elements are:

- Labels on all hazardous products.
- Material Safety Data Sheets /Safety Data Sheets under Whmis 2015 that provide additional information.
- Worker education.

Always take the time to read the supplier label. The labels will tell you:

- Material and supplier identification.
- Hazard symbols.
- Risks.
- Precautionary measures.
- First aid measures.

Material Safety Data Sheets/Safety Data Sheets are available for all hazardous products at all locations. All flammable and combustible chemicals must be stored in a CSA approved container.

Tools

The following rules apply while working with tools and equipment at our company's facilities:

- Unsafe tools, frayed and defective electrical cords and extensions, and unguarded machinery must not be used. Report unsafe conditions immediately to your supervisor.
- When using electrically powered equipment or portable hand tools, ensure that they are properly grounded.
- Only an approved low combustion cleaning solvent shall be used to clean tools.
- When safety guards are removed from tools for repairs or adjustments, the tools must be locked-out and made inoperable.

Compressed Gas Cylinders

The following rules apply when working with compressed gas cylinders:

- Secure cylinders in the upright position.
- Replace caps when not in use.
- Keep full and empty cylinders separate.
- Spare cylinders must be capped and stored outside in a designated storage area.
- Oxygen and fuel (propane, acetylene) cylinders must be stored at least twenty (20) feet apart.
- Do not smoke near cylinders.
- Hoisting of cylinders must be done only in approved carts or cages.
- Contractor/subcontractors/suppliers must identify their cylinders with their company name or logo.

Vehicles and Equipment

The following rules apply while working with and around vehicles and equipment. In some cases employees are exempt from these rules. Please refer to the applicable safe operating procedures for the machinery that you will be working with in order to see what employees are exempt. Operation of equipment without authority will result in termination:

- Seat belts shall be worn at all times except unless a person:
 - holds a certificate signed by a legally qualified medical practitioner certifying that the person is,
 - for the period stated in the certificate, unable for medical reasons to wear a seat belt assembly, or
 - because of the person's size, build or other physical characteristic, unable to wear a seat belt assembly;
- Do not ride on running boards or stand up in moving vehicles
- The occupant shall not remain in the truck cab when being loaded or unloaded from overhead by a crane or hoist.
- All vehicles must be shut down for refueling or cleaning.
- Repair or preventative maintenance procedures shall be followed as specified by the manufacturer or maintenance department.
- When vehicles or equipment are stuck or broken down, their removal will be performed under the direction of a competent person.
- Any equipment back up alarms must have a noise intensity that is superior to the noise of the equipment while it is operating.
- Never disconnect or make ineffective any back up safety device or alarm.

- Safety and repair requirements of your machine are to be reported to your immediate supervisor.
- Removal of lock-outs or tag-outs without proper authority is prohibited; may result in termination.

General Housekeeping

All employees are responsible to see that their work area is kept clean and free from slip, trip and fall hazards at all times.

Debris and garbage must be piled neatly and removed on a regular basis. If conditions become unsafe, workers shall report this condition to their supervisor.

Fire Prevention

Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include:

- Where fire extinguishers are located.
- The proper operation of a fire extinguisher.
- The emergency evacuation routes and assembly area.
- Check with your supervisor. You must know the emergency response procedures you are to follow in the event of a fire.

Pre-Use Equipment Inspections	Policy Number: OHS-003
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

The Municipality of Mississippi Mills wants to ensure that all the equipment in their facilities is functioning correctly and properly. Pre-inspections must be done to ensure that each piece of equipment is functioning and ready to be used for that shift or time period.

Safety Policy Overview

All employees that operate equipment that requires a pre-use inspection as per the safe operating procedures must fill out and complete a formal inspection report when required and file the form in the appropriate locations.

The Municipality of Mississippi Mills will ensure that the employees will receive the necessary training and competency to conduct these pre-use inspections in and around the workplace. All of the inspections will be recorded on a permanent checklist and will be kept on file for a period of two (2) years.

Process

The following steps will be done to complete the inspection:

1. Perform a visual inspection of the unit:
 - a. Wear and tear to belts, hoses.
 - b. Cracks to welds or structure.
 - c. Damage to any part or area of the unit.
2. Perform a practical inspection of the unit, testing:
 - a. All lights.
 - b. Engine.
 - c. Brakes.
 - d. Horn.
 - e. Safety equipment.
3. Complete and document the condition of the unit using the appropriate checklist or form:
 - a. Date and time.
 - b. Hours of operation/kilometers.
 - c. Name and signature of inspector.
 - d. Condition of the unit.

4. If the inspector finds defect or items that are not functioning correctly, the following must be done:
 - a. Make a notation on the inspection form.
 - b. Remove the unit from service and apply an “out of service” tag to the steering wheel and ignition key.
 - c. Remove the key from the unit.
 - d. Report the situation immediately to the Supervisor and hand them the key and inspection report.
5. The supervisor will then:
 - a. Call the service repair company or the Public Works Mechanic to investigate and fix the situation.
 - b. Get authorization to have the unit fixed.
6. The repair company will investigate and fix the necessary parts or condition and create a work order report that can be filed with the inspection report to prove that the equipment is repaired and safe for operation.

Preventative Maintenance	Policy Number: OHS-004
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

In the effort of The Municipality of Mississippi Mills to maintain a high level of efficiency and quality, The Municipality of Mississippi Mills has put into effect a preventative maintenance program for equipment and systems in their facility. The intent of the program is to ensure that the necessary equipment is functioning as per the manufacturer's specifications and that repairs are completed by a competent individual. All equipment should always be kept in good working order and preventative maintenance is not to be completed by any Municipality of Mississippi Mills employees that are not qualified to complete that specific job.

Lock-Out/Tag-Out	Policy Number: OHS-005
Approved By: CAO	Review/Revision date: May, 2019
Areas Involved: All departments	

Associated ISF Forms: Please see departmental lock out procedure
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Policy

All workers shall follow proper lock-out procedures in compliance with the applicable legislative requirements, when servicing, repairing, adjusting or maintaining any machine, equipment or device. These procedures will ensure that the employee will avoid contact with an uncontrolled energy source.

Safety Policy Overview

For The Municipality of Mississippi Mills to ensure the protection and safety of their employees, we have implemented a lock out/tag-out procedure to ensure employee safety with regards to maintenance/cleaning and defective equipment in need of repair.

This policy will ensure that all sources of energy (electrical, hydraulic, pneumatic, stored or gravitational) that powers the various types of equipment will have a zero energy status while the equipment is being serviced. This will ensure against accidental activation creating an endangerment to the employee's health and well-being. Failure to follow and abide by this procedure or requirements will result in the corrective disciplinary action.

1. The employee must be authorized and have knowledge of how the equipment or machinery operates. Review operator manuals, training and instruction, for more details regarding machine specific lock-out procedures.
2. The employee must know how to turn off and disconnect the power supply to the equipment or machinery (circuit breaker, fuse panel, power supply box, unplug, etc), turn the equipment or machinery off and allow all moving parts to come to rest.
3. Inform a supervisor of the lock-out/tag-out situation and ask for direction if unsure of the correct procedure. Never assume or guess if you are performing it correctly. Identify all related systems that may be involved and ensure that a lock-out/tag-out system is applied to all pertinent equipment if necessary.
4. Disconnect or turn off the main power supply, apply a locking device to the power supply to ensure that the machine or equipment cannot be turned on (examples: padlocks, circuit breakers lock-out devices and plug cover). If more than one (1) person is working on the same piece of equipment, each person must apply an independent lock to the system. Each lock shall have a tag attached to it to identify the reason(s), date, and individual that locked out the equipment or machinery. Each lock system will have an independent key that the employee will keep on their person to ensure that no one else can disengage the lock-out/tag-out system and restore power to the equipment or machinery until the work is completed.
5. Once the lock-out/tag-out system is applied to the equipment or machinery, the start button shall be turned on to determine that a zero energy status has been achieved, then turned off, while the work is being performed.
6. Commence servicing of equipment or machinery wearing the appropriate personal protective equipment that is required to ensure employee's health and safety (examples: eye protection, foot protection, hand protection etc.)
7. When the work is completed, only the individual(s) involved will remove the lock-out/ tag-out system. No one ever removes someone else's lock and tag out system. Inform a supervisor that the work is complete.

Note: The only exception to this rule is if the worker has forgotten to remove his/her lock-out system and is unable to come into work to remove it. The worker must be contacted and notified of the situation. The lock may be removed, with the supervisor and another worker present. A competent person must inspect the machine to ensure that it is functioning correctly. If the employee loses their key to the lock-out system, a supervisor in the presence of the worker may remove the lock. Re-energize the equipment or machinery, ensuring that all the individuals involved are free from the danger zones and all guards and protective devices are replaced.

Potential Hazards

Unless a formal procedure is established and executed while dealing with machinery and equipment when performing maintenance, repairs and detecting defective parts, employees may be exposed to severe and unnecessary hazards.

- Belts, chains, conveyors, rollers, shafting, blades etc. that could cause potential entanglement, lacerations, crushing and amputations.
- Live exposed electrical wire that may cause electrocution.
- Heating equipment that may cause fire, explosion or burns.
- Defective equipment may cause product damage and result in employee accidents from not operating correctly and safely.

The above list is not inclusive; other hazards may arise from not utilizing a lock-out system.

When determining the correct action to take when dealing with servicing, completing preventative maintenance, or repair operations on equipment and machinery, all connected energy sources (equipment may have more than one source) must be disconnected to a zero energy status.

Hot Work	Policy Number: OHS-006
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: ISF-023

Policy

Hot work includes any activity that creates sparks, or involves heat, or open flames. Some examples of hot work are: welding, soldering, abrasive wheel cutting, tarring and thermal bonding (this list is not inclusive).

Prior to the commencing of any activity that can generate sparks, heat or open flames; a hot work permit (ISF-023) must be completed to ensure the safety of all parties and properties involved in, around or near the workplace. Based on the assessment, the involved parties will take the appropriate steps to protect and minimize the risk of fire. For tasks longer than one (1) shift, an additional hot work permit (ISF-023) must be completed for the new shift.

Safety Policy Overview

Physical Hazards

- Radiation.
- Noise.
- Infra-radiation.
- Visible light and gamma rays.
- Extreme temperatures.
- Electrical energy.
- Stray currents.

Personal Protective Equipment Required

- Respirator.
- Welding helmets and shield.
- Welding screens.
- Hearing protection.
- Fireproof clothing.
- Leather gloves.
- Leather apron.
- Leather chaps.

Procedure

1. The employer, subcontractor/subcontractor and involved parties shall discuss the activities that are going to be conducted to determine if the work is considered and defined as hot work.
2. The employer will issue a hot work permit (ISF-023) and will then require the worker to complete the permit. The permit will cover activities being completed, area of activities, equipment and material near the hot work area, precautions taken to protect employees and property.
3. The precautions (covered areas, fire watch, fire extinguisher, tarps, etc.) will be implemented and a copy of the permit will be posted in a conspicuous location near the work activities.
4. A worker will commence the hot work activities. If the activities will last longer than the original shift, a second permit will be completed and posted to ensure that the conditions have not changed.
5. Once the work activities have been completed, the permit must be terminated, end time added to permit and a permanent copy must be filed in the employer's hot work file.

Required Training

Both the maintenance staff and the maintenance supervisor will be trained in both the technical and safety aspects of their work.

The training will include but is not limited to:

- Hazard identification.
- Safe welding and cutting procedures.
- Fire and safety precautions.
- Control methods.
- Proper use and maintenance of the welding equipment and of personal protective equipment.
- Proper use and completion of the hot work permit.

Personnel Required

- Trained maintenance staff.
- Trained first aider.
- Trained maintenance supervisor.

Determination for a Fire Watch

A fire watch is required for the hot work permit if any of the following conditions exist:

- The employer or subcontractor/subcontractor requests a fire watch.
- Any flammable or combustible material is located within ten (10) meters of the work.
- The hot work is being conducted more than ten (10) meters away from flammable or combustible material, but could easily ignite from a spark.
- Conditions change during the work activity that increases the risk of fire.

If you are not sure of the conditions or requirements, a fire watch shall be used and the fire watch will last for thirty (30) minutes past the completion of the hot work activity to ensure there is no accidental start of fire in the exposed area.

Process and Equipment Purchase and/or Modifications	Policy Number: OHS-007
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Associated ISF Forms: Not applicable

Policy

To ensure that any goods or equipment purchased for The Municipality of Mississippi Mills are in good condition, that health and safety issues will be reviewed for existing or potential hazards and ensuring that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

Safety Policy Overview

The Joint Health and Safety Committee will:

- Review the new/modified main activities to determine whether hazards exist.
- If a major hazard is identified, then safe operating procedures are to be developed.
- Ensure that the new purchase or modification meets all appropriate legislation and industry standards.
- Include a review of any material safety data sheets as they apply to any chemicals being introduced into the workplace.
- Ensure that the review outlines the use, storage or disposition requirements.
- Ensure that the appropriate controls are put in place to either eliminate or control the hazard.
- Complete the purchase/modification health and safety form with all relevant information.
- Forward the purchase/modification health and safety form to the Joint Health and Safety Committee for their review.

The Joint Health and Safety Committee/Health and Safety Representative will:

- Review the purchase/modification health and safety form.
- Provide input on any additional hazards or controls.
- Provide feedback to the appropriate Municipal department.

A manager/supervisor will:

- Assist the Joint Health and Safety Committee with the hazard review.
- Train the appropriate staff who will be exposed to, or work with, the new/modified equipment/process on the safe operating procedures.

Pre-start up inspections will be conducted by the health and safety representative/Joint Health and Safety Committee, the Joint Health and Safety Committee, managers/supervisors and any operators or people who have potential to operate the machinery or be involved in the new or modified process.

The Municipality of Mississippi Mills Health and Safety Policy Manual Acknowledgement Form

I have read the Municipality of Mississippi Mills health and safety policy manual and I will comply with all company health and safety policies and procedures and all applicable federal, provincial, industrial and municipal health and safety regulations, guides and codes.

As a condition of employment, I am expected to abide by these policies and procedures and that failure to comply with these policies and procedures is grounds for disciplinary action.

Date: _____

Employee Name: _____

Employee Signature: _____

Manager/Supervisor: _____

Witness: _____

Disciplinary Action Form	ISF-001
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Stage of Warning

- Verbal Warning
- Written Warning
- Suspension
- Termination

Employee Name: _____ **Date:** _____

Reason for Discipline

Action Taken

Employee Comments

The above situation has been reviewed with:

Employee

Supervisor

One copy to employee, one copy to Supervisor, one copy to Human Resources

Previous Disciplinary Action No yes, if yes please explain:

Visitor Responsibilities	ISF-002
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

To ensure the safety of all visitors, the following responsibilities must be communicated. All employees are required to enforce this policy.

Each visitor must read the visitor responsibilities and sign in. It is the responsibility of the municipal employee contact to direct the visitor to their destination.

Visitors must:

- Sign in and sign out in the logbook.
- Only visit areas that have been authorized.
- Wear the appropriate personal protective equipment when touring the facility.
- Not smoke anywhere in the buildings.
- Be aware of heavy equipment traffic while on the site.
- Remain in the designated areas.
- Report any injuries immediately to your host no matter how minor.
- Do not touch any Town equipment or product unless authorized.
- Follow all posted signs and rules.
- In the event of an emergency, follow the instructions of Municipal staff and remain in the gathering area until given further information.

Visitor Log

By signing this log you are acknowledging that you have read and understood and will abide by the visitor health and safety responsibilities.

Date	Print Name	Reason for Visit	Time In	Time Out

This form must be taken by the Supervisor/Manager during an evacuation to ensure that all visitors have been evacuated and are accounted for.

Workplace Hazard Analysis to Determine Health and Safety Risk and Controls	ISF-003
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Position/Job Tasks: _____ **Date:** _____

A – Work Process, Work Area or Job <i>List a process, a work area or a job.</i>	B – Potential Hazard Description <i>Ask yourself what could happen while doing this job.</i>	C Exposure (1-6)	D Occurrence (1-6)	Risk Evaluation E Consequence (1-6)	F Risk Mapping (H-M-L)	G – Current <i>What do we have in place and what could be added</i>

Risk Assessment

C - Likelihood of Exposure
6 – Continuous.
5 – Frequent (daily).
4 – Occasional (once per week).
3 – Unusual (once per month).
2 – Rare (few per year).
1 – Very rare (yearly or less).

D - Likelihood of Occurrence
6 – Very likely (is expected).
5 – Likely (probable).
4 – Rare (seldom, but possible).
3 – Very Rare (very seldom, possible).
2 – Very unlikely (slight possibility).
1 – Practically impossible.

E - Consequences
6 – Major injury, fatality.
5 – Major injury, disabling injury.
4 – Medium injury medical aid with lost time.
3 – Medium injury, medical aid with modified duties.
2 – Minor injury, medical aid required.
1 – Minor injury, first aid only.

Risk Assessment Calculation

Column “C” + Column “D” + Column “E” = Column “F” Risk Mapping Score

F - Risk Mapping Score
3-8 – Low risk.
9-12 – Medium risk.
13-15 – High risk.

Unsafe Condition Report Form	ISF-004
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Reported by (Employee): _____

Reported to (Manager): _____

Date of report: _____

Report of Hazard

Location of hazard concern:

Please describe hazard concern:

Please describe safety issue:

Rate hazard class using the criteria listed below: _____

Hazard Classes	
"A" (Major)	High risk (immediately dangerous to life and health)
"B" (Moderate)	Medium risk (medium term potential for non-life threatening injury)
"C" (Minor)	Low risk (long term potential for slight injury or illness)

If this is a repeat issue, whom have you reported it to before: _____

Original kept by Joint Health and Safety Committee. Copy posted on Health & Safety Board for minimum 1 week.

To Be Completed by Manager

Actions taken/response given: _____

Date: _____ Signature _____

Worker Representative Nomination for Joint Health and Safety Committee	ISF-005
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

If you would like to nominate a co-worker to represent you on the Joint Health and Safety Committees please place the individuals name below.

Joint Health and Safety Committee Candidate	Person who Nominated Candidate
1.	
2.	
3.	
4.	
5.	
6.	
7.	

The posting will run from

_____ to _____
 (dd/mm/yy) (dd/mm/yy)

Once the posting period is over, a voting ballot system will be held to select the new worker(s) representative(s) for the Joint Health and Safety Committee.

Voting Ballot	ISF-006
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Voting Ballot

I would like to select the following individual to represent the employee's side of the Joint Health and Safety Committee

Please print the nominees name here

-----Detach Here -----

Voting Ballot

I would like to select the following individual to represent the employee's side of the Joint Health and Safety Committee

Please print the nominees name here

-----Detach Here -----

Voting Ballot

I would like to select the following individual to represent the employee's side of the Joint Health and Safety Committee

Please print the nominees name here

-----Detach Here -----

Voting Ballot

I would like to select the following individual to represent the employee's side of the Joint Health and Safety Committee

Please print the nominees name here

Joint Health and Safety Committee Meeting Agenda	ISF-007
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Location:

Date of Meeting:

Time:

Items/Issues:

Old Business

Time Frame

- | | |
|---|------------|
| 1. Read Minutes from Last Meeting | 5 minutes |
| 2. Unfinished Items – Health & Safety Policy Manual | 10 minutes |

New Business

- | | |
|---|------------|
| 3. Review Workplace Inspection Reports | 10 minutes |
| 4. Review Workplace Accidents | 5 minutes |
| 5. Training Needs | 10 minutes |
| 6. Additional Items | 20 minutes |
| a. Unsafe Condition Reports_____ | |
| b. Formal Recommendation to Management_____ | |
| c. S.O.P.s_____ | |
| d. _____ | |

If you have any safety concerns or issues, please speak to a member of your Joint Health and Safety Committee.

Together we can make a difference!

Joint Health and Safety Committee Meeting Minutes	ISF-008
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Date:

Time:

Chair:

Members in Attendance:

Members NOT in Attendance:

Item	Issue or Concern (Description)	Solution or Resolution	Member Responsible	Date to be Completed	Date Completed
1.	Review Last Meeting Minutes				
2.	Unfinished Items				
3.	New Business: Workplace Inspection Reports				
4.	Review Workplace Accidents				
5.	Training Needs				
6.	Additional Items				

Meeting Ended:

Next Meeting:

Date:

Time:

Location:

Joint Health and Safety Committee Formal Recommendation to Management	ISF-009A
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Date Submitted to Manager: _____

Area of Concern/Problem:

Supporting Information: (accident reports, employee's concerns, legislation, etc)

Recommended Solutions to Concern/Problem:
1) _____

2) _____

Verification of Recommendation

Co-Chair Member Signature

Management Signature

Important: Management must respond in writing within twenty-one (21) days of submission.

One copy to Joint Health and Safety Committee file one copy to management

Management Response to Formal Recommendation	ISF-009B
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Date Received: _____

<p>Joint Health and Safety Committee Concern/Problem</p> <hr/> <hr/>

Management

<p><input type="checkbox"/> Agrees with the concern brought forth by the committee and will perform the following to correct the concern/problem.</p> <p>Action plan/time frame</p> <hr/> <hr/> <hr/> <hr/>
--

<p><input type="checkbox"/> Disagrees with the concern brought forth by the committee and the reasons are:</p> <p>Action plan/time frame</p> <hr/> <hr/> <hr/> <hr/>

Management Signature

Date

Workplace Inspection Report	ISF-010A
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: Arenas & Public Works	

Location: _____ **Date:** _____

Inspected By: _____

1) Offices, Hallways/Arena/Stands /Washrooms

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Floors are clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS					

2) All Storage Areas/Warehouse Area/Under stands/Kitchens/Bar areas/Lobby

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Aisle ways clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed and are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguishers are marked and accessible.	<input type="checkbox"/>	<input type="checkbox"/>			
No slip, trip or fall hazards present.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>			
Floor is free of spills and wet and oil conditions.	<input type="checkbox"/>	<input type="checkbox"/>			
Racking and other structures are not damaged or broken.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are labeled	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS					

3) Change Rooms/Curling Lounge/Locker Rooms

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Aisle ways clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed and are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguishers are marked and accessible.	<input type="checkbox"/>	<input type="checkbox"/>			
No slip, trip or fall hazards present.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>			
Floor is free of spills and wet and oil conditions.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency lighting installed/working	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS:					

4) Heating Room/Furnace Rooms/ Compressor Room/Zamboni Room/ Garage/Electrical Room

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Aisle ways clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed and are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguishers are marked and accessible.	<input type="checkbox"/>	<input type="checkbox"/>			
No slip, trip or fall hazards present.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
Floor is free of spills and wet and oil conditions.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency lighting installed/working	<input type="checkbox"/>	<input type="checkbox"/>			

Power equipment to be operated by trained personnel only	<input type="checkbox"/>	<input type="checkbox"/>			
Powered equipment operators are wearing necessary PPE	<input type="checkbox"/>	<input type="checkbox"/>			
Proper venting of equipment	<input type="checkbox"/>	<input type="checkbox"/>			
Eyewash bottles are in good condition and are accessible	<input type="checkbox"/>	<input type="checkbox"/>			
Satellite first aid kits are in good condition	<input type="checkbox"/>	<input type="checkbox"/>			
Ammonia Handling procedures in place	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS:					

5) Health and Safety Communication Board

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Corporate Health and Safety Policy posted and signed.	<input type="checkbox"/>	<input type="checkbox"/>			
Name(s) of health and safety representative(s) are posted.	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS Poster.	<input type="checkbox"/>	<input type="checkbox"/>			

WSIB Form 82 "1, 2, 3, 4" Poster.	<input type="checkbox"/>	<input type="checkbox"/>			
First Aid Regulation 1101 is located in the main kit.	<input type="checkbox"/>	<input type="checkbox"/>			
Signage identifying First Aid Kits.	<input type="checkbox"/>	<input type="checkbox"/>			
List of certified first aiders with expiry dates is posted.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire evacuation plan and floor plan with meeting location is posted.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguisher service certificate.	<input type="checkbox"/>	<input type="checkbox"/>			
OHSA and Regulations (The Green Book) are hanging on board.	<input type="checkbox"/>	<input type="checkbox"/>			
Signage identifying MSDS /SDS locations.	<input type="checkbox"/>	<input type="checkbox"/>			
Ministry of Labour orders are posted (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS					

6) First Aid Equipment

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
The main WSIB first aid kit is	<input type="checkbox"/>	<input type="checkbox"/>			

completely stocked.					
Satellite first aid kits are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>			
Eyewash bottles are in good condition and are accessible.	<input type="checkbox"/>	<input type="checkbox"/>			

7) WHMIS

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
WHMIS storage areas are neat and tidy.	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are all labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
MSDS/SDS sheets are up to date.	<input type="checkbox"/>	<input type="checkbox"/>			
MSDS/SDS sheets are accessible to all employees.	<input type="checkbox"/>	<input type="checkbox"/>			

8) Fire Extinguisher Inspection Report

Section Not Applicable

Fire Extinguisher Location	Yes	No	Comments/Recommendation	Hazard Class	Completion Date

9) Exterior of building

Exterior	Comments/Recommendation	Hazard Class	Completion Date
GENERAL COMMENTS			

Hazard Classes

Class "A" Hazards: High risk hazard/situation and must be rectified and/or solved immediately.

Class "B" Hazards: Medium risk hazard/situation and must be rectified and/or solved in a seven (7) day period.

Class "C" Hazards: Low risk hazard/situation and must be rectified and/or solved in a thirty (30) day period.

Additional Comments:

Worker(s) Interviewed During Inspection:

Assessor (Print Name) _____

Assessor (Signature) _____

Date: _____

Workplace Inspection Report	ISF-010B
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: Municipal office, Libraries, Daycare, Almonte Old Town Hall	

Location: _____ **Date:** _____

Inspected By: _____

1) Offices/Washroom/Foyer areas

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Floors are clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS					

2) 2nd, 3rd floor Offices/Washroom Areas

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Aisle ways clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed and are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguishers are marked and accessible.	<input type="checkbox"/>	<input type="checkbox"/>			
No slip, trip or fall hazards present.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
Floor is free of spills and wet and oil conditions.	<input type="checkbox"/>	<input type="checkbox"/>			
Powered equipment to be operated by trained personnel only.	<input type="checkbox"/>	<input type="checkbox"/>			
Powered equipment operators are wearing necessary PPE.	<input type="checkbox"/>	<input type="checkbox"/>			

Racking and other structures are not damaged or broken.	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS					

3) Mechanical/Storage/Closet areas

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Aisle ways clear of clutter and debris.	<input type="checkbox"/>	<input type="checkbox"/>			
All exits are unobstructed and are identified.	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency exits are illuminated and emergency lighting is functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguishers are marked and accessible.	<input type="checkbox"/>	<input type="checkbox"/>			
No slip, trip or fall hazards present.	<input type="checkbox"/>	<input type="checkbox"/>			
All light fixtures are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>			

WHMIS products are labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
Floor is free of spills and wet and oil conditions.	<input type="checkbox"/>	<input type="checkbox"/>			
Powered equipment to be operated by trained personnel only.	<input type="checkbox"/>	<input type="checkbox"/>			
Powered equipment operators are wearing necessary PPE.	<input type="checkbox"/>	<input type="checkbox"/>			
Racking and other structures are not damaged or broken.	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS;					

4) Health and Safety Communication Board

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
Corporate Health and Safety Policy posted and signed.	<input type="checkbox"/>	<input type="checkbox"/>			
Name(s) of health and safety representative(s) are posted.	<input type="checkbox"/>	<input type="checkbox"/>			

WHMIS Poster.	<input type="checkbox"/>	<input type="checkbox"/>			
WSIB Form 82 "1, 2, 3, 4" Poster.	<input type="checkbox"/>	<input type="checkbox"/>			
First Aid Regulation 1101 is located in the main kit.	<input type="checkbox"/>	<input type="checkbox"/>			
Signage identifying First Aid Kits.	<input type="checkbox"/>	<input type="checkbox"/>			
List of certified first aiders with expiry dates is posted.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire evacuation plan and floor plan with meeting location is posted.	<input type="checkbox"/>	<input type="checkbox"/>			
Fire extinguisher service certificate.	<input type="checkbox"/>	<input type="checkbox"/>			
OHSA and Regulations (The Green Book) are hanging on board.	<input type="checkbox"/>	<input type="checkbox"/>			
Signage identifying MSDS/SDS locations.	<input type="checkbox"/>	<input type="checkbox"/>			
Ministry of Labour orders are posted (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>			
GENERAL COMMENTS:					

5) First Aid Equipment

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
The main WSIB first aid kit is completely stocked.	<input type="checkbox"/>	<input type="checkbox"/>			
Satellite first aid kits are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>			
Eyewash bottles are in good condition and are accessible.	<input type="checkbox"/>	<input type="checkbox"/>			

6) WHMIS

Section Not Applicable

	Yes	No	Comments/Recommendation	Hazard Class	Completion Date
WHMIS storage areas are neat and tidy.	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS products are all labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
MSDS/SDS sheets are up to date.	<input type="checkbox"/>	<input type="checkbox"/>			
MSDS/SDS Sheets are accessible to all employees.	<input type="checkbox"/>	<input type="checkbox"/>			

7) Fire Extinguisher Inspection Report

Section Not Applicable

Fire Extinguisher Location	Yes	No	Comments/Recommendation	Hazard Class	Completion Date

8) Exterior of building

Exterior	Comments/Recommendation	Hazard Class	Completion Date
GENERAL COMMENTS			

Hazard Classes

Class "A" Hazards: High risk hazard/situation and must be rectified and/or solved immediately.

Class "B" Hazards: Medium risk hazard/situation and must be rectified and/or solved in a seven (7) day period.

Class "C" Hazards: Low risk hazard/situation and must be rectified and/or solved in a thirty (30) day period.

Additional Comments:

Worker(s) Interviewed During Inspection:

Assessor (Print Name)

Assessor (Signature)

Date: _____

First Aid Log	ISF-011
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

As per Regulation 1101, "In All Cases of Injury/Disease

The worker must:

1. Get first aid immediately.
 - First aid includes treating any illness or injury as taught by the first aid delivery organization.
 - If applicable, first aid also consists of calling Emergency Medical Services (EMS), beginning Cardio Pulmonary Resuscitation (CPR), and using an Automatic External Defibrillator (AED) if available.
2. Tell the employer of any injury or the possible onset of a work-related disease/condition.
3. Claim benefits if the injury causes him or her to seek health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

The worker should also claim benefits if the injury causes him or her to:

- Be absent from regular work
 - Require modified duties at less than regular pay
 - Require modified work at regular pay for more than seven calendar days after the date of accident
 - Earn less than regular pay at regular work.
4. Claim WSIB benefits by:
 - Signing WSIB Form 6, Worker's Report of Injury/Disease and giving a copy of the form to the employer.
 5. Choose a doctor or other qualified health professional. Do not change health Professionals without permission from the WSIB
 6. Cooperate in health care treatment.
 7. Consent to disclose their Functional Abilities information by signing the:
 - WSIB Form 6, Worker's Report of Injury/Disease
 - Functional Abilities Form for Planning Early and Safe Return to Work (FAF), or
 - REO6 - Worker's Continuity Report (REO6) (if applicable)
 8. Cooperate in the work reintegration process.
 9. Complete and return all WSIB forms promptly.
 10. Report to the WSIB any material change (i.e., change in income, return to work status, or medical condition).

The employer must:

1. Make sure first aid is given immediately. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

2. Make sure there is a record of the first aid treatment/advice given to the worker.

3. Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.

4. Complete WSIB Form 7, Employer's Report of Injury/Disease.

If the worker gets health care, Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

He or she must also complete WSIB Form 7, Employer's Report of Injury/Disease if the injury causes the worker to:

- Be absent from regular work
- Require modified duties at less than regular pay,
- Require modified work at regular pay for more than seven calendar days after the date of accident
- Earn less than regular pay at regular work.

5. Return the completed Form 7 to the WSIB within three calendar days of learning of their reporting obligation. If the worker is unable or unwilling to sign the Form 7, send the form in without the signature.

6. Give the worker a copy of the accident report (including any attachments to the Form 7) which is provided to the WSIB.

7. Pay full wages and benefits for the day or shift on which the injury occurred.

8. Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure that the worker's signed consent to the release of the functional abilities information is attached. This signed consent will either be on the Form 2647 or the employer's copy of the Form 6.

9. Cooperate in the work reintegration process.

First aid Kits will contain at a minimum:

- (a) A current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) Dressings consisting of,
 - 24 adhesive dressings individually wrapped,
 - 12 sterile gauze pads, 3 inches square,
 - 4 rolls of 2-inch gauze bandage,
 - 4 rolls of 4-inch gauze bandage,
 - 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - 6 triangular bandages,
 - 2 rolls of splint padding, and
 - 1 roll-up splint.

Vehicle first Aid Kits:

The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first aid kit containing:

- (a) A current edition of a standard St. John Ambulance First Aid Manual;
- (b) Dressings consisting of,
 - 12 adhesive dressings, individually wrapped,
 - 1 four-inch bandage compress,
 - 2 two-inch bandage compresses
 - 1 triangular bandage.

The first aid log is located inside each first aid kit and must be completed whenever medical supplies are removed from the kit.

Report any Accidents or incidents to your immediate Supervisor or Manager.

First Aid Log Sheet

This form must be completed by the First Aider or designate and kept available

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

The Health and Safety Coordinator will collect the forms monthly

Declaration of Modified Work	ISF-012
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Early intervention and rehabilitation of all injured or ill employees is encouraged in compliance with the Workplace Safety and Insurance Board (WSIB) requirements. Modified work will be provided whenever possible to accommodate the restrictions and limitations of each employee during their rehabilitation and recovery period.

The modified work program is a means of accommodating an employee's temporary or permanent work restrictions. It is designed primarily to assist injured employees to make a safe and speedy return to their regular duties. It is usually a temporary measure that is to bridge the gap between injury and return to regular duties.

A functional abilities form (found in the accident reporting kit) will be handed to the employee by a supervisor and required to be completed by the treating physician so that the Municipality of Mississippi Mills may select an appropriate modified work program that will be within the restrictions of the employee and so as not to aggravate the employee's injury.

This form and the modified work that meets the employee's functional abilities have been reviewed with the employee and they are aware of the modified work program and their responsibilities to comply and actively participate in the program.

If the employee has any further questions or concerns regarding their modified work program they can contact their supervisor for information.

Worker Signature

Date

Manager Signature

Date

Critical Injury Report	ISF-013
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Note: To be completed by the Supervisor and Worker Health and Safety Representative.

Date: _____

1. Employee(s) Name and Address

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Name: _____

Address: _____

Phone #: (_____) _____ - _____

2. Date of Injury/Accident

_____/_____/_____: ____: ____AM/PM
 Day / Month / Year Time

3. Employer Information (Complete address and telephone numbers)

Location: _____

Address: _____

Contact: _____

Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

4. Nature of Critical Injury

(Accident description, particulars of accident - date, time, location, and equipment used operation or tasks).

5. Description of Equipment or Material (Height, weight, defects, etc.)

6. Witness(es) Information (Name, Address, Telephone Number)

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

7. Attending Physician (Name, Address, Telephone Number)

Name: _____

Address: _____

Phone #: (_____) _____ - _____

8. Additional Information

Worker Representative Signature

Date

Management Representative Signature

Date

Must be completed and sent to the Ministry of Labour within 48 hours.

Modified Work Weekly Progress Report	ISF-014
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Completed by the Manager and given to the Payroll Administrator once completed and signed

Date: _____

Employee Name: _____ Job Title: _____

Duration: _____ Supervisor: _____

Scale Rating

1 = Poor 2 = Needs Improvement 3 = Competent/Good 4 = Above Average 5 = Outstanding

Scale: 1 2 3 4 5

Quantity of Work: _____

Quality of Work: _____

Attitude to Fellow Workers: _____

Absenteeism/Punctuality: _____

Comments: _____

Manager Signature: _____ Employee Signature: _____

Annual Training Review Document	ISF-015
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

The Joint Health and Safety Committee and management representatives will review the company's training programs on an annual basis to ensure relevance and compliance with applicable legislations

Review Course: _____ **Date:** _____

Objective: Ensure relevance of Training Program

- Up to date with current legislation.
- Current for each occupation.
- New or modified equipment and/or processes required to add to training.
- Employee training records including new hires/transfers or promoted employees.
- Hazard analysis is still current.

Training Methods

- Classroom Lecture and Theory
- Videos
- E Learning
- Practical Exercises
- PPT presentation

Comments for Review Committee

Review Training Evaluation Records

Review Committee Decision

- No changes to program
Remove program from list
- Make changes to program to make relevant

New Employee Orientation Checklist	ISF-016
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

This form must be completed and provided to the Human Resources Department whenever an employee is hired or transferred to a new position.

Name of Employee: _____ **Date of Hire:** _____

	Completed	Required	Not Required
Physical tour of Workplace _____ (location) highlighting:			
➤ Potential hazards;	<input type="checkbox"/>		
➤ emergency procedures;	<input type="checkbox"/>		
➤ hazardous procedures;	<input type="checkbox"/>		
➤ locations of emergency exits;	<input type="checkbox"/>		
➤ location of first aid kit;	<input type="checkbox"/>		
➤ location of fire extinguisher;	<input type="checkbox"/>		
➤ safety information board; and	<input type="checkbox"/>		
➤ emergency contact information	<input type="checkbox"/>		
 Health and Safety Policy Manual	<input type="checkbox"/>		
 Due Diligence Course	<input type="checkbox"/>	<input type="checkbox"/>	
WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	
Standard First Aid with CPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Automated External Defibrillator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation of Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trenching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chain Saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smart Serve Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventing Waterborne Illnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration Operator Class "B"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Certified Playground Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed	Required	Not Required
Anaphylactic Pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Handlers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Supervisor Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Aquafit Leader's Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifesaving Instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim Instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NLS – Waterfront	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NLS – Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Provide copy of certificate for courses which are complete.

Employee

Date

Manager

Date

Accident Report Form	ISF-017
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All locations	

Section 1: Employee Information (Form 7: Section A) To be completed by Supervisor for all reported injuries		
Last Name	First Name	Employee Number
Location	Occupation	Employment Type <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Section 2: Type of Injury (Form 7: Section D) Functional Abilities Form to be given to employee when medical treatment is required							
Did the worker receive:							
<input type="checkbox"/> First Aid				<input type="checkbox"/> Health Care/Medical Attention			
Day	Month	Year	Time	Day	Month	Year	Time
			<input type="checkbox"/> AM <input type="checkbox"/> PM				<input type="checkbox"/> AM <input type="checkbox"/> PM
Is the incident a critical injury? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete a critical injury report.							
Name and address of health care facility/professional							

Section 3: Detailed Accident Information (Form 7: Section C)								
1	Date and hour of accident/awareness of illness				Date and hour of report to employers			
	Day	Month	Year	Time	Day	Month	Year	Time
				<input type="checkbox"/> AM <input type="checkbox"/> PM				<input type="checkbox"/> AM <input type="checkbox"/> PM
2	Who was the accident/illness reported to?							
	Name:			Position:		Phone:		
3	When was the accident/illness?							
	<input type="checkbox"/> Sudden/specific event			<input type="checkbox"/> Gradually occurring over time				
	<input type="checkbox"/> Occupational disease			<input type="checkbox"/> Fatality				
4	Type of accident (please check all that apply):							
	<input type="checkbox"/> Struck/caught	<input type="checkbox"/> Fall	<input type="checkbox"/> Slip/trip	<input type="checkbox"/> Overexertion	<input type="checkbox"/> Motor vehicle incident			
	<input type="checkbox"/> Harmful substances	<input type="checkbox"/> Occupational disease	<input type="checkbox"/> Repetition	<input type="checkbox"/> Assault	<input type="checkbox"/> Fire/explosion			
5	Area of injury Please check all that apply)							
	<input type="checkbox"/> Head	<input type="checkbox"/> Teeth	<input type="checkbox"/> Chest	<input type="checkbox"/> Upper back	<input type="checkbox"/> Eyes	<input type="checkbox"/> Abdomen		
	<input type="checkbox"/> Face	<input type="checkbox"/> Neck	<input type="checkbox"/> Pelvis	<input type="checkbox"/> Lower back	<input type="checkbox"/> Ear(s)	<input type="checkbox"/> Other		

	Right <input type="checkbox"/> Ankle <input type="checkbox"/> Foot <input type="checkbox"/> Toe(s)	Left <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Right <input type="checkbox"/> Shoulder <input type="checkbox"/> Arm <input type="checkbox"/> Elbow <input type="checkbox"/> Forearm	Left <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Right <input type="checkbox"/> Hip <input type="checkbox"/> Thigh <input type="checkbox"/> Knee <input type="checkbox"/> Lower leg	Left <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Right <input type="checkbox"/> Wrist <input type="checkbox"/> Hand <input type="checkbox"/> Finger(s)	Left <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
6	What activities or actions caused the injury/ (substandard action/conditions, personal/job factors)											
7	Where was the worker when the injury occurred? (Address, job site etc.)											
8	Witnesses name(s) and phone number(s): Name: _____ Phone: _____ Name: _____ Phone: _____											
9	Was any individual who does not work at the company responsible for the injury? Name: _____ Phone: _____ Name: _____ Phone: _____											
10	Has the worker had a similar disability? (does not have to be work related) If yes, specify: _____ <input type="checkbox"/> No <input type="checkbox"/> Yes											
11	Is there any reason to doubt that the injury is work related? If yes, specify: _____ <input type="checkbox"/> No <input type="checkbox"/> Yes											
Section 4: Lost Time – No Lost Time (Form 7: Sections E and F)												
Please choose one of the following indicators. After the day of the accident/awareness of illness, this worker:												
<input type="checkbox"/> Returned to his/her regular job and has not lost any time and/or earnings. (Complete Form 7: Sections G and H)												
<input type="checkbox"/> Returned to modified work and has not lost any time and/or earnings (Complete Form 7: Sections F, G and H)												
<input type="checkbox"/> Has lost time and/or earnings. (Complete all remaining Form 7 sections)												
This lost time-no lost time-modified work information was confirmed by: <input type="checkbox"/> Myself <input type="checkbox"/> Other (please specify): _____												
Have you been provided with the worker's limitations? <input type="checkbox"/> No <input type="checkbox"/> Yes												
Has modified work been discussed with the worker? <input type="checkbox"/> No <input type="checkbox"/> Yes												
Has modified work been offered to the worker? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, was it accepted or declined?												
Who is responsible for arranging worker's return to work? <input type="checkbox"/> Myself <input type="checkbox"/> Other (please specify): _____												
Section 5: Employee Information (Form 7: Section H)												
Scheduled hours on accident date		Regular scheduled week hours						Date and time returned to work				
Start	End	S	M	T	W	T	F	S	Avg	Day	Month	Year
Section 6: Signatures												
The information above is correct to my understanding of the facts and details.												
Employee Signature: _____ Date: _____												
Manager Signature: _____ Date: _____												

Please fax form to the human resources department upon completion.

Accident Investigation Report	ISF-018
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Department		Exact Location	
Date of Occurrence	Time of Occurrence	Date Reported	Time Reported
Personal Injury		Property Damage	
Injured's Name	Date of Employment	Property Damage	
Occupation	Length of Service in Job	Estimated Costs	Actual Costs
Nature of Injury	Part of Body Injured	Nature of Damage	
Object/Equipment/Substance/Inflicting Injury		Object/Equipment/Substance Inflicting Damage	
Person with Most Control of Object/Equipment/Substance		Person with Most Control of Object/Equipment/Substance	
D E S C R I P T I O N	Describe clearly how the accident occurred. Attach accident report for all motor vehicle accidents.		
A N A L Y S I S	What acts, failures to act and/or conditions contributed most directly to this accident?		
Loss Severity Potential		Probable Recurrence Rate	
<input type="checkbox"/> Major	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Frequent
			<input type="checkbox"/> Occasional
			<input type="checkbox"/> Rare
P R E V E N T I O N	What action has or will be taken to prevent recurrence		
Investigated By	Date	Reviewed By	Date

This form to be posted on Workplace Health & Safety Board with Personal information removed

Continuous Improvement Plan Form	ISF-019
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Task	Completion Date	Responsibility
General Policies		
Standard Forms		
Employee Training and Tracking System		
Standard Operating Procedures (SOPs)		

Management approval: _____

Approval Date: _____

Distribution: One copy to Management and one to the Joint Health and Safety committee

Emergency Telephone Numbers	ISF-020
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

For all Emergencies dial **911**
Direct Lines to Emergency Services

- Ambulance – 613-257-4444
- Almonte General Hospital – 613-256-2500
- Fire Administration – 613-256-1589
- Ottawa River Power Corp.- 613-256-3722
 After hours Emergencies - 613-256-3191
- Hydro One Emergencies and Outages
 – 24 Hour 1-800-434-1235
- Ministry of Labour – 613-228-8050
- Ministry of Environment – 1- 800-860-2195 & Ottawa 613-521-3450
 to inform them that a spill has been reported to Toronto
- Spills Action Centre – 1-800-268-6060
- Natural Gas Emergency – 1-866-763-5427
- O.C.W.A. Sewage & Water – 613-257-4990
- Poison Information – 1-800-268-9017
- Police Communication Centre – 1-888-310-1122 (obscene calls)
- Public Works After Hours – 613-256-3167
- The Municipality of Mississippi Mills – 613- 256-2064
- Workplace Safety Insurance Board –1- 800-267-9601
- Canutec 1-613-996-6666 (product information)

Evacuation Procedure	ISF-021
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Areas	

Responsibilities

As a means to reduce the risk of injury/loss due to fire, all staff must be familiar with:

- The evacuation procedures (as identified through the orientation - fire safety training).
- The location of all fire extinguishers,
- And avoid fire hazards in the building by:
- Not permitting the accumulation of combustible materials in and around the facility.
- Reporting all dangerous ignition sources (example: worn electrical cords, oily rags, overheating equipment, etc.).
- Ensuring that all exit routes, stairwells, etc. are not obstructed.
- Reporting any fire protection equipment that is not in good repair and ready for use.
- Not smoking in the facility.
- Allowing unnecessary and unused equipment, carts, furniture, etc. to be stored in corridors.

Duties

If you discover a fire (if you see, smell or suspect a fire):

Act quickly:

- Pull the Fire alarm and Call 911 to alert the fire department, provide them with the address details
- Notify all persons nearby and Evacuate the building
- Leave the area of danger, leave the lights on and close all doors as you exit, do not lock doors.
- Alert the Supervisor or Manager of the situation.
- Walk quickly away from the area of danger and remain in the designated meeting place until the all clear is given by the fire department.

If you see or discover smoke:

- **Dial 911; notify your immediate Supervisor or a Manager.**
- Turn off all working equipment, if practical.
- Warn all persons nearby.
- Open doors cautiously, leave area, leave the lights on and close all doors as you exit, do not lock doors.
- Walk quickly away from the area of danger and remain in the designated meeting place until the all clear is given by the fire department.

Request for Safety Training	ISF-022
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Employee Name: _____

Training Session

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Please hand copy to supervisor.

Employee signature: _____

Supervisor signature: _____

Date: _____

Hot Work Permit	ISF-023
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

This hot work permit is required for any temporary operation involving open flame or producing heat and/or sparks outside the maintenance or welding area. This includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing and welding.

Hot work being completed by: Employee Contractor

Name: _____ **Date:** _____

Location: _____ **Nature of Job:** _____

Time Started: _____ **Time Finished:** _____

I verify the work location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and the permission is authorized for this work.

Required Precautions Checklist

- | | |
|--|--|
| <input type="checkbox"/> Extinguishers are serviced/operable and conveniently available. | <input type="checkbox"/> Flammable liquids, dust, lint and oil deposits have been removed. |
| <input type="checkbox"/> Hot work equipment is in good condition. | <input type="checkbox"/> Explosive atmosphere in area eliminated. |
| <input type="checkbox"/> Floors are swept or vacuumed clean. | <input type="checkbox"/> Wall and floor openings covered. |
| <input type="checkbox"/> Combustible floor wet down, covered with damp sand or fire-resistive shields. | <input type="checkbox"/> Wear appropriate personal protective clothing. |
| <input type="checkbox"/> Enclosed equipment/containers cleaned of all combustibles. | <input type="checkbox"/> Remove other combustibles where possible or protect with fire-resistive materials or shields. |
| <input type="checkbox"/> Containers purged of flammable liquids/vapours. | |

Other precautions taken: _____

Work area was monitored for at least 30 minutes following hot work and found fire safe.

Authorized worker signature: _____ **Date:** _____

After completing and signing all areas please return permit to supervisor.

Contractor Safety Practices Acknowledgment	ISF-024
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All locations	Completion of Project:

Contract Number: _____

Scope of Work: _____

Contractor Contact:
 Name: _____
 Phone: _____
 Address: _____
 E-mail: _____

Number of Employees: _____

Contractor's WSIB #: _____ WSIB Clearance Certificate Attached
(Updated Certificate to be provided every 60 days)

Contractor's Health and Safety Policy Attached Provided Electronically N/A

Contractor _____ hereby commits to ensuring that all work shall be completed in a safe manner conforming to all applicable legislation and our firm's Health and Safety Policy. All workers will be aware of potential hazards and be properly trained for the tasks they are assigned and wear appropriate personal protective equipment as may be required.

Furthermore, any accident or workplace injury which occurs while working for the municipality shall be immediately reported to the Municipality of Mississippi Mills.

Upon request, the Contractor _____, will provide documentation confirming compliance with the Health and Safety Policy and that workers are properly trained.

 Signature

 Date

To be completed by Municipal Staff

I, _____, have reviewed documents submitted by this Contractor and
 (Name)
 They appear to have appropriate Health and Safety policies related to the scope of work.

Ergonomics Analysis to Determine Musculoskeletal Disorders (MSD) in the workplace	ISF-025
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

Position/Job Tasks : _____ **Date:** _____

A – Work Process, Work Area or Job <i>List a process, a work area or a job.</i>	B – Potential Hazard Description <i>Ask yourself what could happen while doing this job.</i>	Risk Evaluation					G Priority High, Med, Low	H - Comments
		C Posture *	D Repetition	E Force	F Time			
E.g. driving	Sitting	22	✓			✓	HIGH	Assess quality of seating, more breaks

Musculoskeletal Disorders (MSD) Inspection Checklist

The MSD Inspection Checklist above is to be used in conjunction with the diagrams below. JHSC members, management, MSD committees, health & safety and ergonomic specialists to identify musculoskeletal disorder (MSD) risk factors through an enhanced inspection process of the workplace. This checklist looks at 4 primary risk factors for MSD: (C) Awkward Posture (D) High Repetition (E) High Force (F) Time- duration of static posture. However, there are potentially secondary risk factors to MSD that you should consider e.g. high/low temperature, vibration, pre-existing health condition, noise, fatigue, stress etc.

Completed by: _____ Date: _____ Location: _____

Step 1. Observe work and talk to workers to determine if any of the awkward postures or tasks are present. If an awkward posture or task is observed (a risk factor), identify the other appropriate “risk factors” beside its picture:

“R” – Repetition: same awkward posture performed repeatedly

“F” – Force: high force is applied while in the identified posture/picture

“T” – Time: static posture performed for long period of time without a change in posture/activity

Step 2. In the inspection checklist above, in Column A write the task or Job, when you observe a hazard from column A, then in column B add the hazard name. In column C write the posture/task # from the chart below and add a checkmark in the relevant columns if the other risk factors are present (columns D-F). Using the priority list below, identify the priority for further MSD risk assessment as High, Medium or Low (column G).

High Priority= 2, 3 or 4 risk factors

Medium Priority= 2 risk factors

Low Priority= 1 risk factor







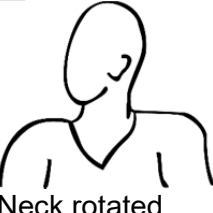








*Note: Depending on the nature of the work and the degree of risk factors, even 2 risk factors could be “high” priority for conducting an MSD risk assessment. E.g. twisting of the back and high repetition, deep forward bend to floor and high force (e.g. lifting heavy box or prolonged sitting in vehicle.)

In determining priority, consider whether workers on the job:




- Make comments about the job being very demanding, painful or tiring
- Make their own modifications to tools or workstations
- Wear splints or supports
- Massage muscles or joints or shake their limbs because of discomfort
- Avoid certain tasks or jobs because of task-related discomfort or pain
- Skip regularly scheduled breaks
- Have lack of control for pace of the work (if worker cannot control work pace, it may have high repetition)
- Work shifts greater than 12 hours or work consecutive shifts
- Lose time from work due to aches and pains that may be work-related
- Workers perform work beyond their physical abilities or physical restrictions

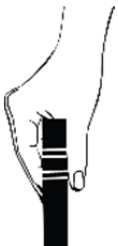









* Note: Under columns B-H, add horizontal lines for each Job/task that has the identified hazard.

Awkward/Static Postures

<p>1. R F T</p>  <p>Forward bend</p>	<p>2. R F T</p>  <p>Backward bend</p>	<p>3. R F T</p>  <p>Bent to side</p>	<p>4. R F T</p>  <p>Twisting</p>	<p>5. R F T</p>  <p>Neck bent forward</p>
<p>6. R F T</p>  <p>Neck backwards</p>	<p>7. R F T</p>  <p>Neck rotated</p>	<p>8. R F T</p>  <p>Neck side bend</p>	<p>9. R F T</p>  <p>Hands or elbows above shoulders</p>	<p>10. R F T</p> <p>Arms out to side</p> 
<p>11. R F T</p>  <p>Wrist bent up/down</p>	<p>12. R F T</p>  <p>Wrist bent to either side</p>	<p>13. R F T</p>  <p>Palm up/down</p>	<p>14. R F T</p>  <p>Kneeling</p>	<p>15. R F T</p> <p>Squatting</p> 

Manual Materials Handling

<p>16. R F T</p>  <p>Lifting</p>	<p>17. R F T</p>  <p>Pushing/Pulling</p>	<p>18. R F T</p>  <p>Carrying</p>
---	---	--

Gripping			
<p>19. R F T</p>  <p>Pinch Grip</p>	<p>20. R F T</p>  <p>Wide-finger or Power Grip</p>	<p>21. R F T</p>  <p>Contact Stress</p>	
Other			
<p>22. R F T</p>  <p>Sitting</p>	<p>23. R F T</p>  <p>Standing</p>	<p>24. R F T</p>  <p>Use of controls</p>	<p>25. R F T</p>  <p>Using knee or hand as a hammer</p>
<p>26. R F T</p>  <p>Hand-arm vibration</p>	<p>27. R F T</p>  <p>Whole body vibration</p>	<p>28. R F T</p>  <p>Hot/Cold temperatures</p>	<p>29. R F T</p> <p>(Any other relevant posture/activity/task)</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 21, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: ZONING BY-LAW AMENDMENT Z-06-19
Part Lot 1, Concession 5, Being Part 3 on Reference Plan 26R-769
Ramsay Ward, Municipality of Mississippi Mills

KNOWN AS: 487 Townline Road, Ramsay Ward
OWNER: Trevor and Travis Drummond

RECOMMENDATION:

THAT Council approve amendments to Comprehensive Zoning Bylaw 11-83 to change the zoning on the lands known municipally as 487 Townline Road, Ramsay Ward, from “Rural” (RU) to “Rural-Special Exception (Holding)” (RU-xh) to permit the following uses in addition to those permitted in the Rural zone:

“Commercial Storage”, “Container Sales and Rental Establishment”, and “Agricultural Equipment Sales, Service and Storage Business”;

AND THAT a holding provision denoted by the suffix “h” in the zone designation be applied until such time that the applicant has executed and fulfilled the provisions of a Site Plan Control Agreement;

AND THAT Section 5 of Comprehensive Zoning Bylaw 11-83 be amended to add the following definition:

“CONTAINER SALES AND RENTAL ESTABLISHMENT: Shall mean the use of land for the temporary erection and storage of shipping containers which are rented or sold for transport off-site for use by the general public.”

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural” to “Rural – Special Exception” to permit the addition of the following uses: “Commercial Storage” and “Container Sales Rental Establishment”. The proposal will see the recognition of an existing business which provides commercial storage on site in a series of shipping containers, while simultaneously providing an additional supply of shipping containers for rent for use off-site. The following definition is proposed for the “Container Sales and Rental Establishment”:

“Shall mean the use of land for the temporary erection and storage of shipping containers which are rented or sold for transport off-site for use by the general public.”

DESCRIPTION OF SUBJECT LANDS

The subject lands are composed of a 0.69 ha lot on the north corner of Burns Lane and Townline Road in Ramsay Township. The property is located on the boundary line between the Municipality and the Town of Carleton Place, located to the south.

The owner has stated that the property has exhibited a lengthy history of home-based rural businesses over the years including notably being the former location of the Silverfox Soap furs between 1920's-40's, a former concrete cinder block manufacturer and sales location, and a heating and cooling business as recently as 2007.

The applicant, and co-owner of the property, Mr. Trevor Drummond, is the proprietor of BEC Storage and Container Dealer, which operates as a shipping container retailer, rental, refurbishment and commercial storage operation. Mr Drummond and his brother reside in the residence located on the property.

Adjacent uses around the site are primarily Rural, being mixed residential and rural commercial operations. There are livestock facilities on the lands immediately located to the north of the site.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. An existing septic system and private well are present on the site.

Access to the property is provided by Townline Road, a County owned and maintained collector road. The County has indicated that an entrance permit upgrade will be required as part of the application to recognize the commercial operation of the site.



COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No concerns or objections.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No concerns or objections.

Director of Roads and Public Works: There seems to be very little detail with regard to what on-site works if any will be required for this Commercial Storage site (sketch does not quite cut it). Will the property be subject to a site plan application? I am not opposed to it, but we may need an engineering submission if the works trigger a site plan application.

Recreation Coordinator: No concerns or objections.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION

Comments were received from Enbridge Gas and the Leeds Grenville and Lanark District Health Unit indicating no objection to the application. The County of Lanark provided comments indicating that an upgrade to the entrance permit for the existing driveway on Townline Road would be required. The applicant has been advised to contact the County's Public Works Department directly.

The Municipality has also received comments from the Town of Carleton Place expressing the following considerations at the time of site plan approval:

- That the site be screened/fenced from the lot lines
- That the absence of sprinklers requires fire department staff to have access to all side of all buildings/structures
- That vehicle movement aisles need to be compacted in a way to support the weight of a fire truck
- That vehicle movement aisles must accommodate turning radii of emergency service vehicles.

COMMENTS FROM THE PUBLIC

Notice of the application was circulated in accordance with the provisions of the Planning and a public meeting was conducted on April 16th, 2019 to provide an opportunity for the public to make comment. One member of the public attended the session but no verbal comments were provided.

Following the public meeting, comments were received from a participant who indicated that they were an adjacent property owner, however the correspondent requested anonymity. A copy of the correspondence is provided in Appendix B. The comments were circulated to the applicant for review and comment and a rebuttal is provided for Council's consideration in Appendix C.

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2014

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per section 3(5)(a) of the Planning Act, R.S.O. 1990, all planning decisions must be consistent with the PPS.

The PPS encourages municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and avoiding development and land use patterns which may cause environmental or public health and safety concerns (Policy 1.1.1).

On rural lands located in municipalities, the health, integration and viability of rural areas should be supported by building upon rural character, and leveraging rural amenities (Policy 1.1.1.4.1). Rural land uses are permitted to include limited residential development and home occupations and industries as well as “other rural land uses”. Any development in the rural landscape should be assessed to ensure its compatibility with adjacent land uses and to ensure that it can be sustained by rural service levels (Policy 1.1.5.4).

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural”.

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

Generally, “Rural” lands are permitted to include a variety of uses that recognize the historic diversity of occurring operations in the rural environment. These include but are not limited to:

- (viii) Small scale rural commercial and industrial enterprises which primarily engage in the buying and selling of goods and services to area residents, farms, business or to the traveling public. Such uses include but are not limited to antique and craft shops, artisan studios, butcher and bakery shops, farm-related commercial and industrial, sawmills, feed mills, agricultural processing facilities, contractor’s yards, and tourist commercial establishments.*
- (ix) Rural commercial and industrial uses shall be limited to those that can operate on private services without danger of pollution or a serious drawdown of groundwater supplies and which create minimal obnoxious sound, odour, dust, vibration, fumes, smoke or solid waste disposal problems and are not deemed to be obnoxious uses in accordance with Ministry of Environment Guidelines.*
- (xii) An accessory residential dwelling for the owner or operator of a permitted rural commercial or industrial use may be permitted on the same lot as the principal rural commercial/industrial use where the type of commercial/industrial activity presents no reason to prohibit a residential dwelling; - Policy 3.3.2*



Rural commercial uses are provided with additional provisions to ensure the sustainable development of economic diversity in the townships, while managing the compatibility of the use with adjacent existing uses and the rural character of the landscape. While most commercial and industrial development shall be directed to the villages and urban areas, the Plan acknowledges that some commercial development may be most appropriate and well suited to rural lands. To ensure the compatibility of the proposed use, Policy 3.3.8.1 establishes the following policies for consideration:

3. *Lot sizes shall be adequate for the proposed use. In assessing the appropriateness of the proposed lot size, consideration shall be given to parking and loading, servicing, storage, signage, landscaping and buffering requirements. Such lots shall have frontage on and direct access to an open public road, maintained year-round*
8. *Adequate off-street parking and loading facilities shall be provided. Where possible, parking areas shall be sited on a property such that large expanses of parking fronting on public streets are avoided. The visual appearance of parking areas and structures shall be enhanced through the use of diversity of plant forms, rural landscaping methods, naturalized landscape or other architectural elements. Parking areas adjacent to residential areas shall be appropriately screened.*
9. *Outdoor storage areas (equipment, garbage, etc.) shall be screened or fenced from adjacent uses and the street. Permanent display areas shall not be located in designated parking areas. Temporary or seasonal displays shall be permitted where they do not conflict with traffic flows or the safety of pedestrians.*
10. *Where rural commercial and industrial development is located adjacent to residential uses, appropriate screening, buffering, distance separation or other measures designed to minimize or mitigate potential land use conflicts or adverse effects shall be required.*
12. *The Zoning By-law shall place rural commercial and industrial uses in a separate zoning category.*

ZONING BY-LAW #11-83

The subject property is presently zoned “Rural” (RU) in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The intent of the zoning is to permit a mix of traditional agricultural, forestry and non-farm residential uses while ensuring compatibility of enhanced development opportunities with the adjacent uses in the rural context. Limited home based businesses in accordance with Section 8 of the Zoning Bylaw are also permitted.

Mr Drummond has suggested that the use of the property could be permissive by either: “grandfathering” from historic commercial enterprises; qualify as a homebased business; or qualify under the provisions of the zone “Rural-22”.

The request for consideration as a “grandfathered business” or home-based business have been considered but cannot be found to comply with the provisions of the Zoning Bylaw and Planning Act. Staff have also reviewed the Rural-22 zone category and conclude that the uses prescribed are similar to the permitted used requested by Mr Drummond, but that the specific zoning category only applies to a single property on Highway 7.

Mr Drummond’s application for Zoning Amendment indicated that he is seeking approval of Council to recognize the property into a site specific zoning category to permit “Commercial Storage” and “Container Sales Rental Establishment”, the latter of which requires a new definition to be established.

Since the time of his original application, Mr Drummond has subsequently requested the following additional uses be considered and permitted through the zoning amendment application:

- Contractors or trade establishment
- Small engine sales, service or storage business
- Agricultural equipment sales, service and storage business
- Machine Shop
- Welding shop
- Custom Workshop

Having reviewed the additional request, staff would suggest Council consider adding the following permissions: agricultural equipment sales, service and storage business.

The request to recognize a welding shop, machining shop, small machinery repair and trades persons business are permitted in accordance with Section 8.11 to recognize Home-based – Rural Businesses as prescribed by the provisions therein.

The requested additional use is consistent with the original intent and nature of the zoning application publically circulated and as such staff are satisfied that the change is immaterial and does not result in the need for re-notification.



CONCLUSION

Following the receipt of comments from the public and a fulsome review of the provisions of the Official Plan, staff believe that it is both appropriate and effective to require the execution of a Site Plan Control agreement with the applicant to: govern the location and distribution of containers on the site, require the completion of buffering and screening from adjacent properties and the road allowance, and to ensure the sufficient grading and drainage of the site to provide for safe access to emergency vehicles.

While the Site Plan Control Bylaw does not require the completion of site plan control applications for Rural lot development, Council may use the authority granted under Policy 5.3.3.4 of the Official Plan to levy such a condition of the development approval as a Holding Provision on a Zoning Amendment where it feels it is warranted:

4. *The Town may use holding provisions of the Planning Act where there is a need for the owner/developer to:


 - (i) enter into a Site Plan Control or Subdivider's Agreement with the Town;
 - (iii) make arrangements for environmental or physical improvements to the site;*

The primarily commercial nature of the enterprise proposed, and the visibility of the site on two streets, both of which are gateways to the Municipalities of Carleton Place and Mississippi Mills, are reason enough for staff to recommend the approval of the zoning subject to the satisfaction of the requirement for Site Plan Control.

The applicant will also be required to file for building permits for all structures on site in accordance with the Ontario Building Code, some of which will require retroactive inspection. This step can be completed in conjunction with the Site Plan approval, as

the number of containers and objects on site may be further regulated by the Ontario Building Code and Fire Code.

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning



Shawna Stone
Acting Chief Administrative Officer

ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location

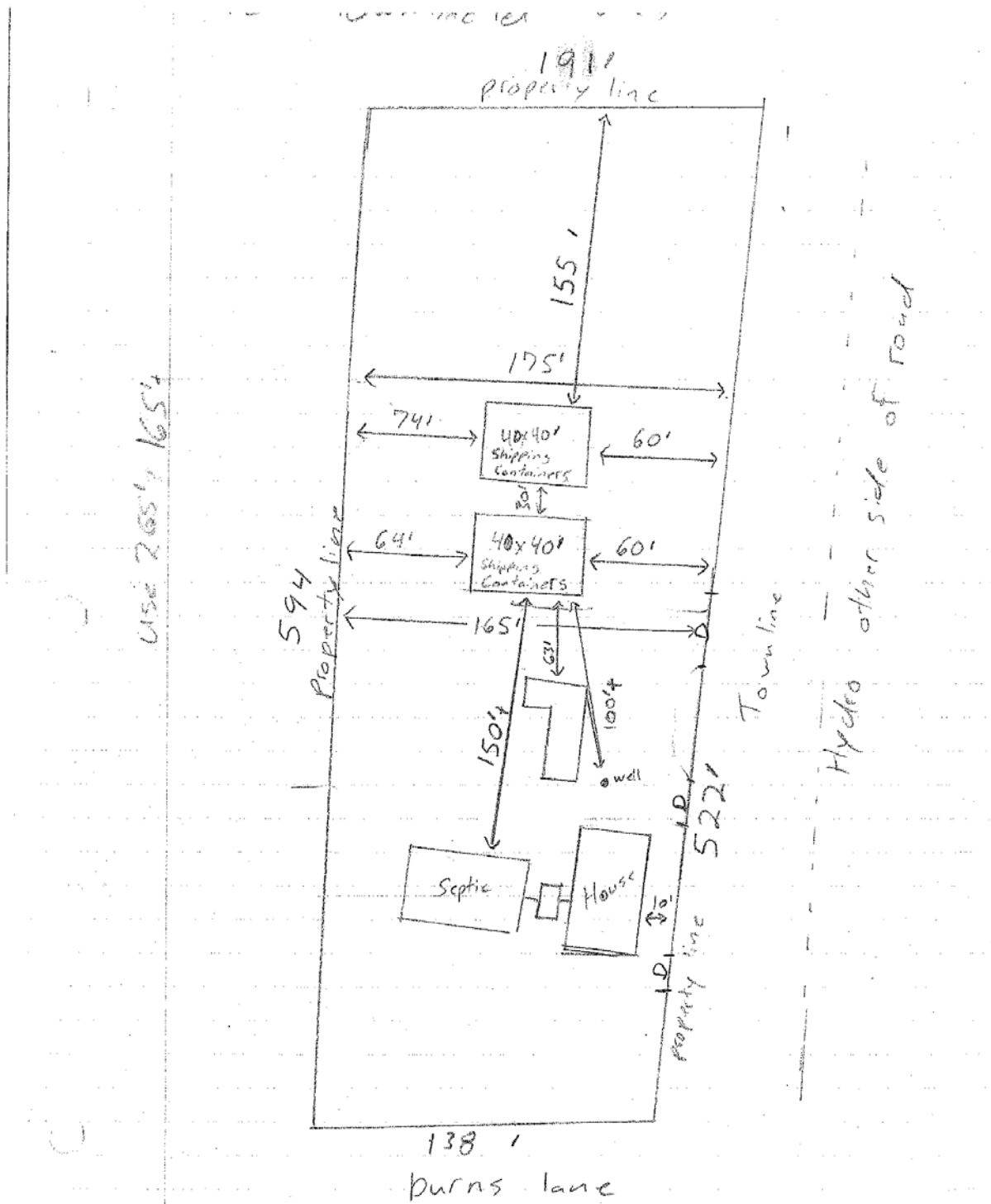
Appendix B – Site Photos

Appendix C – Correspondence from Neighbour

Appendix D – Correspondence from Owners

APPENDIX A

Proposed Sketch of the Development Location (Provided by the applicant)



Appendix B – Site Photos

Appendix C – Correspondence from Neighbour

To Whom it May Concern,

We prefer to keep our names anonymous, but we are neighbours of the property in question (487 Townline Road West.)

We would like to raise a few issues and concerns that we have with the application for a zoning amendment, as we feel this would negatively impact the enjoyment of our property.

We are concerned that this property is requesting this amendment because the state of their property is very untidy. Prior to being notified by the town of this application, we noticed City of Ottawa vehicles excavating and doing work to the land on the applicants property. We were confused, because the City of Ottawa shouldn't be doing any sort of construction work on a property located in the Municipality of Mississippi Mills, as it is not in their jurisdiction. Following this, the applicant put a bunch of used shipping containers, old trailers, vehicles, kids toys and other unsightly items on a patch of dirt close to the property line. The applicant also is also in violation of section 5.1.2, as the land they cleared last year is still sitting in a pile on their property, currently growing weeds. We had no idea at this time that they were even conducting any sort of business, as we thought the applicant would have had to apply for that prior to initiating construction.

We came to the conclusion that the applicant was storing all this stuff when we realized that week after week it wasn't being moved anywhere else. We find this quite annoying because it looks like a mess and there is no screening from the road. This is in direct violation of the Property Standards By-Law, Part 3, section 5.1.3 which states:

“No derelict vehicle scrap and/or junk material including without limiting its generality, wrecked, dismantled, unused, unlicensed or non-restorable vehicles, trailers, machinery, tools, tires, appliances, equipment or any part thereof shall be parked, stored, moored or left on lands or water front property unenclosed except in an establishment licensed or permitted to conduct and operate such a business, and only then under circumstances that prevent unsafe or unsightly conditions. “

This is also a violation of section 5.1.4 which discusses that vehicles and mechanical machines must be screened from the street. We believe that the applicants yard, (which by definition listed in the Property Standards By-Law as the one acre of land immediately around or adjoining to a residential, commercial or industrial or institutional property,) is NOT kept clean and free from “wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats...” (Section 5.2.1 (3)).

There is minimal attempt (if any) to screen the storage containers and other discarded items on the applicants property. We do not appreciate having to see all of the junk that people don't want, stored so close to our property. It is very close to the property line and in plain site.

We purchased our house because of the location. The neighbourhood is quiet and kept in a clean state. We worry that with the proposed uses of the property wanting to be added (ie. The machine and welding shop,) we are going to lose the quiet we have come to love about our property. The expansion of the business into these areas will create more traffic, and produce excess noise for the neighbours who are close by to the applicants property. We would not like to come home to the sound of grinding and banging metal, as well as loud trucks constantly going in and out of the property. The added vehicles and work on the property would churn up an excess of dirt and dust.

Another reason we are opposed to this amendment, is for environmental reasons. We are alarmed to hear that one of the uses being proposed for this property is a machine and welding shop. How will this affect the surrounding land? We are concerned that the applicant can make no promises as to the contamination that it may cause to the land. We rely on a well as our water source, and do not want this to be affected in the future due to soil contaminant. Oil and other pollutants leaking into the ground is a big concern.

All these concerns lead us to wonder how our property value will be affected. We already live next to a few businesses, and do not want another to be added. We purchased our house knowing that these businesses were there and would have not wanted to purchase the property if we knew the businesses were going to threaten our property value and as well as the peace and quiet we look forward to when we come home. The other nearby businesses all properly maintain their properties, and are conscious of their businesses affect on the neighbours. They also produce minimal noise. Art's Storage Sheds (located across the street from the applicants property) works hard to keep their property in good shape. They have proper storage lockers, which help to screen the items being stored from the public eye. It is frustrating to see the applicants come along as a competitive business to Art's, but maintain lower standards. We have also spent a lot of time and money trying to maintain and upgrade our home to increase our property value and would be extremely upset if that gets decreased due to neighbouring properties.

This property is intended for residential and agricultural use, and as such should not be allowed to conduct the proposed uses of the property. These should be kept off site, and would not be well suited to the neighbourhood as a whole. We ask that counsellors come and take a look at the property and see what we are describing. This decision affects our home, and we would really prefer to keep things the way they are. We are greatly concerned that this will affect the enjoyment of our property due to the uncleanliness, noise, and negative affect to our property value. We are not against the idea of the applicant opening a business the issue is the location. This area is mainly residential with a few nice small town retail businesses that are nice to go and look around in.

Please ask yourself if you would want to look out and see this mess across from your own home.

Thank you for taking our concerns into consideration when making this very important decision.

Sincerely,

Concerned Neighbours

Appendix D – Correspondence by Owners

To Mississippi Council
On the matter of 487 Townline Road Zoning Amendment
May 10, 2019

In favor of allowing zoning amendment
From: Trevor Drummond,
Young businessman & property owner,

To who it may concern, there is zero harm to the property owners or public around the area of storage and shipping container sales.

For the business, 85% of the sales are online with inventory stocked in Montreal and Toronto. The containers go directly from the stock yard to the individual, and therefore hardly ever come to 487 Townline Road property. For traffic with customers coming in and out of the property there is maybe one per day, and one big truck per week. With this small amount it poses absolutely no threat to public safety.

Individuals should also know, there are other businesses next to the property. Across the road and beside 487 Townline are commercial businesses and home based businesses:

- Art's Mini Sheds
- Art's Propane
- The New Oak Tree
- Murray's Furniture and Flea Market
- Apple Hill Towing

For noise, there would be no addition noise to what is already there. Some businesses are open 7 days a week like Art's Propane that make more noise than 487 would, with only being open 6 days. Prior to the business at 487 there was already frequent heavy truck traffic on Townline Road. Highway 7 beside the property makes the most noise with large trucks driving on the road 24 hours a day 7 days a week.

As the property owner living at the property there is no one else more concerned about the water and well being of the property than me. After all I drink the water here, so I assure you there will be no water contamination.

With shipping containers there are zero fluids to leak out to contaminate the water in the area, unlike Art's Propane. If there is any environmental concern in the immediate area it would be Art's Mini Sheds and Propane, with very a large dated propane tank and old propane tanks sitting around rusting into the ground in the open. Furthermore, this can be considered an eyesore as there is no screen between it and the road.

Despite what others uneducated on the property may think, 487 is zoned as rural not residential or agriculture. As an experienced individual on property would know, rural zoned property

allows for home-based business. The storage and sales of containers are parts of the home based business.

Containers sales and storage rental is not the first business on the property with business on the property dating back to the 1920's long before any other business or homeowner in the area came around. Below a short summary of business on the property:

-Silverfox Soap Furs was sold at the cabin, still standing, on the property in the 1920s and 1930s. 1920 to 1940

-The manufacturing and sales of Concrete Cinder Blocks started in the 1940's up and continued into the late 1960's (the building from which they were made and sold is still standing). 1940 to 1970

-Allan Burns lived on the property delivering milk as a contractor (dates unclear).

- Burns Right Heating, a furnace business was based on this property from 2000 to 2007.

-Allan Drummond rented the property in 2015. He operates a general contracting business. 2015 to present

-My brother and I purchased the property in the winter of 2017 and currently reside in the house on the property. 2018 to present run a home base container sales and storage business

In addition 487 is not the only property in the area with shipping containers. Murry Flea Market and Apple Hill Towing also have shipping containers so having containers for sale on the property at 487 would not be changing the landscape of the area.

All the containers close to the road are nice brand new containers or painted one color green to match the landscape to be more out of sight. As well there is a bush line that covers the back half road side. The vast majority of vehicles and equipment are parked at the back behind the nice containers out of sight from the road. There are no dismantled equipment/vehicles and at no time were City of Ottawa vehicles on the property.

In summary I ask that you allow and vote in favor of the zoning amendment in order to help small family business survive and boost the community with positive employment and economic growth.

Signed, not afraid and proud to say;
Trevor Drummond

Responding to a concerned neighbor and their issues regarding 487 Townline Rd,

From Property Owner: Travis Drummond

To whom it may concern; there is absolutely no harm to the property owners or public around the area of this property.

It should be heavily noted that our concern for the water table and surrounding environment is of much importance to us as well. Being a permanent residence at 487 Townline, it would also affect my property value if anything happened to the water table. I am currently using the water for such commodities and will continue to do so with the knowledge that we are not harming it in anyway.

The majority of our business is running online and through phone calls instead of consistent meeting on the property to keep traffic down, and for minimal paper usage to keep our environment and business running as green friendly as possible. However, due to being located so close to a major highway, the Trans-Canada Highway #7, it is near impossible to keep this road "quiet" along with the noise coming from the main road between Carleton Place and Perth.

As for concern on the business, the certain individual should realize that we are not alone in this vicinity as there are also the following businesses operating,

- Art's Mini Sheds
- Art's Propane
- New Oak Tree
- Murray's Furniture and Flea Market
- Apple Hill Towing

In regards to the noise complaint, I am personally shocked for such a worry due to surrounding business traffic, Highway 7, and being so close to the town that will continue to have steady traffic coming and going. Being a homeowner living probably the closest to the road this end of Townline Road, we would know best. Once again, being a permanent residence at 487 Townline Road, we also like out peace and quiet when it is within our control, so we make sure of that when it is our part to do so.

The zoning issues about 487 Townline Rd is also a surprising issue, assuming we were zoned Residential or Agricultural is much of a surprise. With the property being zoned Rural we are allowed a "home based business". This isn't the first home based business located at 487 Townline either.

Such businesses date back as far as the 1920s! almost 100 years of various businesses running. The businesses previously operated out of this address include:

-Silverfox Soap Furs was sold at the cabin, still standing, on the property in the 1920s and 1930s. 1920 to 1940

-The manufacturing and sales of Concrete Cinder Blocks started in the 1940's up and continued into the late 1960's (the building from which they were made and sold is still standing). 1940 to 1970

-Allan Burns lived on the property delivering milk as a contractor - lots of heavy truck movement.
(Not sure on exact years running)

- Burns Right Heating, a furnace business was based on this property from 2000 to 2007.

-Allan Drummond rented the property in 2015. He operates a general contracting business. 2015 to present

-My brother and I purchased the property in the winter of 2017 and currently reside in the house on the property. 2018 to present run a home base container sales and storage business

In addition 487 is not the only property in the area with shipping containers. Murray Flea market and Apple Hill Towing also have shipping containers, so having containers for sale on the property across at 487 would not be changing the landscape of the area.

Regarding the concern of the "mess and junk" around my Property, these people need to keep such remarks to themselves. We have a standard of living to keep our property as clean and tidy as possible, to say my belongings are junk and doesn't look appealing to the area is very appalling as it is all we can afford to have. If I could buy brand new vehicles and afford beautiful items I would.

In summary I ask that you allow and vote in favor of the zoning amendment in order to help small family business survive and boost the community with positive employment and economic growth.

Signed, not remaining anonymous, Travis Drummond.

May 11th, 2019.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 21, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Request for Encroachment Agreement – 7 Mill Street

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to execute an Encroachment Agreement with Joe Princiotta, owner of Units 2-3 at 7 Mill Street for the purpose of erecting a projecting sign over part of the Mill Street Road allowance.

BACKGROUND:

Mr Princiotta is the proprietor of a proposed Italian Restaurant at the property known municipally as 7 Mill Street. He has filed a sign permit to make use of the existing bracketing for a projecting sign on the Mill Street façade of the subject property. The brackets of the sign have been in place for quite some time, but in reviewing the sign permit application staff determined that there has been no recognition or approval of the encroachment of the sign over the municipal road allowance. As a result, Mr Princiotta will require an Encroachment Agreement with the Municipality in accordance with the general provisions of the Municipal Act.

DISCUSSION:

The existing sign brackets are located at sufficient height to provide adequate clearance for pedestrians and snow clearing equipment to pass under the projection. To the best of staff knowledge, there have been no concerns or complaints regarding the signs placement or its interference with the municipal road allowance.

The purpose of recognizing the sign through an Encroachment Agreement is to ensure the indemnification of the Municipality should an incident occur. The sign will be required to be properly maintained by the applicant to ensure that there is limited opportunity for structural failure.

The Encroachment Agreement will be registered on the title of the property and carry forward in perpetuity until such time that the sign is removed or the Municipality deems it appropriate to remove the sign for a municipal purpose (i.e. road widening).

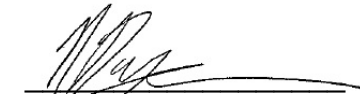
FINANCIAL IMPLICATIONS:

There are fees associated with the processing and registration of the agreement on title which shall be borne by the applicant.

SUMMARY:

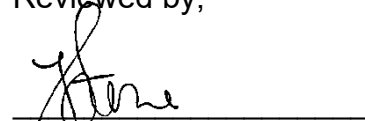
Having reviewed the existing site conditions and the proposed sign design, staff have no concerns with the recognizing and formalizing the existing encroachment over the Mill Street road allowance.

All of which is respectfully submitted by,



Niki Dwyer MCIP RPP
Director of Planning

Reviewed by,



Shawnna Stone
Acting Chief Administrative Officer

ATTACHMENTS:

Schedule A – Site Context

Schedule B – Existing Sign Elevations (submitted by the Applicant)

Schedule A – Site Context



Schedule B – Existing Sign Elevations (Submitted by the Applicant)



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 21, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: Federal Gas Tax Funding Options

RECOMMENDATION:

THAT Council approve Option 2 - allocate one-time Federal Gas Tax funding of \$394,474.08 to the Victoria Street project in the 2019 Water and Sewer budget to reduce the estimated long term financing for this project.

BACKGROUND:

In 2019, the Federal Government announced that municipalities would be receiving a one-time lump sum gas tax allocation equal to the amount received in 2018 contingent upon the Federal budget being passed. For Mississippi Mills, the amount is \$394,474.08. The funding has not yet been received; however, the Association of Municipalities of Ontario (AMO) has advised that it should come in June. This announcement came after the Municipality's 2019 budget deliberations had been completed and was therefore not included in the document. Historically, gas tax funding has been allocated to road projects within the capital budget.

DISCUSSION:

The Federal Gas Tax agreement was signed on May 7, 2014 and remains in effect for 2019. From Section 4 of the agreement, Eligible Project Categories include investments in infrastructure for its construction, renewal, or material enhancement in the categories of public transit, local roads and bridges, wastewater, water, solid waste, community energy systems, capacity building, local and regional airports, short-line rail, short-sea shipping, disaster mitigation, broadband connectivity, brownfield redevelopment, cultural, tourism, sport and recreational infrastructure, which are more specifically described in Schedules B and C of the agreement.

When considering projects that are eligible for funding, the Municipality should also give thought to the following:

- 1) Projects that benefit all taxpayers equally. Gas tax funding has been provided in the past to capital projects (roads) in the municipal budget rather than to water and sewer projects because it benefits all residents rather than just the users of the water and sewer system. An exception however would be a joint project that is included in both budgets.

- 2) Projects that would otherwise be debt financed. Any opportunity to avoid long term debt costs (interest) should be given a higher priority as often these projects cost approximately 1 ½ times more after factoring in the interest charges.
- 3) Projects that should be completed but have been put off because funding is not yet available. This one-time allocation offers the Municipality the opportunity to expedite a project that may have been removed from the 2019 budget because funding was not available or for a project that should be addressed now because of its declining condition.

There are options as to how this one-time funding allocation could be utilized:

Option 1- Invest the funds once they are received to earn interest and then consider how best to use the funding plus the earned interest during 2020 budget deliberations. This option would give Council more time to evaluate the best use of the funds. One suggested project is the Levi Bridge that was removed from the 2019 budget but is slated to proceed in 2020. The estimated cost is \$753,000.

Option 2 - Amend the 2019 budget to add or amend a project or projects that meet the eligibility requirements of the program. Council will need time to consider their options in terms of potential projects; however, a suggestion is to apply the funding to Victoria Street to avoid long term debt charges (the savings to the taxpayer would be approximately \$29,000 per year or \$572,000 over 20 years). Council should also consider the timing of any projects that may be added to the 2019 program to determine whether they can be completed this year in addition to the already approved capital projects.

Option 3 - A combination of Options 1 and 2. Amend the 2019 budget for a project or projects that utilize some of the funding and invest the balance to be used in 2020. Council will need time to consider what the project or projects should be done.

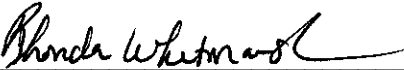
FINANCIAL IMPACT:

Any option chosen will allow the Municipality to invest in infrastructure without having to increase the tax burden or water and sewer rates to do so and could potentially avoid long term debt charges into the future.

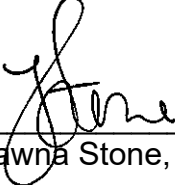
SUMMARY:

The options presented will have positive financial implications for the community. It is recommended that funding be applied to the Victoria Street project in 2019 to avoid long term financing which will have the greatest financial impact overall because it translates in total savings for residents of \$572,000.

Respectfully submitted,


Rhonda Whitmarsh, Treasurer

Reviewed by,


Shawna Stone, Acting CAO

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

- **Council Sets 2019 Taxation Policies:** Council has passed by-laws related to 2019 taxation policy, including tax ratios and levy apportionment to local municipalities. Council passed the 2019 budget in January with a levy of \$34.6 million and a net tax increase of 2.2 per cent, which is collected through the towns and townships. In a presentation to council, CAO Kurt Greaves explained that council apportions the tax burden between the various tax classes, determines how much of the levy comes from each municipality and decides on the mandatory continuation of tax protection (capping) for the commercial and industrial tax classes. When the levy is established, council then sets tax ratios, which distribute taxes between the various classes (e.g. industrial, commercial, residential). “The recommendation from the Lanark County treasurers is to again adopt revenue neutral tax ratios,” Mr. Greaves explained. “This ensures that reassessment does not shift the tax burden between the tax classes.” The county will refund its portion of landfill taxation to local municipalities, which was a new property tax and tax ratio introduced in 2017. Mr. Greaves noted the number of properties affected by the capping rebates following reassessment continues to decline and there are capping options available to allow municipalities to slowly reduce the number of properties in capping/claw-back situations. He said the recommendation is to adopt all the provisions to eliminate capping in the near future. The current value assessment for Lanark County is almost \$9 billion, with the residential class paying 85.6 per cent of the taxes. The county portion of the tax bill is only one of three components on the tax bill, with the local municipality and education portion making up the balance. For more information, contact Kurt Greaves, County CAO, at 1-888-9-LANARK, ext. 1101.
- **Public Meeting Planned for Perth Official Plan Amendment:** Council passed a motion to hold a public meeting and to notify affected agencies concerning proposed amendments to the county’s Sustainable Communities Official Plan (SCOP) and Perth’s official plan. In reports to the economic development committee last month, County Planner Julie Stewart explained the Town of Perth has undertaken a comprehensive review of its official plan, including studies and initiatives that support growth and development of the town and expansion of its urban settlement boundary. This affects lands north of Hwy. 7, strategic population projections, servicing and storm water master plans and studies, sewage lagoon upgrades, and a planning justification report. An official plan amendment would permit the planned expansion of the town’s urban settlement boundary for additional residential development consistent with the county’s population allocation of 8,085. The county’s official plan amendment is being processed concurrently with the town’s in order to update the population allocation to local municipalities, including Perth. The county’s amendment removes historical and projected population numbers for the municipalities and replaces them with numbers resulting from a comprehensive review and consultation with staff and county council representatives. The amendments require public and agency consultation under the Planning Act. The public meeting will take place on May 22 at 6 p.m. in County Council Chambers (99 Christie Lake Road). For more information, contact Julie Stewart, County Planner, at 1-888-9-LANARK, ext. 1520.
- **Improvements Coming to Tay-Havelock Trail:** Council has approved spending up to \$25,000 from the trails reserve for improvements to the Tay-Havelock Trail, including building a parking area, completing surface improvements, improving drainage and installing two gates. Lanark County owns 25.2 kilometres of the east section of the trail from Glen Tay to the Frontenac border. The

upgrades would provide parking for guests using the recently approved Cabinscape site, as well as six to eight spots for day users. Surface improvements on the trail will continue, and drainage improvements will be conducted to help prevent flooding in several areas that are regularly affected. Gates will prevent cars and trucks from accessing the trail. The upgrades will be in the vicinity of Armstrong Line near Maberly in Tay Valley Township. The improvements will help prepare for summer use on the trail. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

- **Upcoming Meetings: County Council, Wednesday, May 22, 5 p.m.;** Public Works, May 22 (following County Council); Economic Development, May 22 (following Public Works). **County Council, Wednesday, June 12, 5 p.m.;** Community Services, June 12 (following County Council); Corporate Services, June 12 (following Community Services). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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INFORMATION LIST #10-19 May 21, 2019

The following is a list of information items received as of May 15, 2019.

Item #	Date	Originator	* Subject
1	29-Apr-19	Ontario Good Roads Association	Resolution re: Organization of an Annual OGRA/ROMA Conference
2	1-May-19	Almonte General Hospital Fairview Manor	Media Release re: Recognizing a True Angel
3	2-May-19	Steven Clark, Minister of Municipal Affairs and Housing	Letter re: More Homes, More Choices
4	3-May-19	Perth and Smiths Falls District Hospital	Media Release re: Hospital Announces New President & CEO
5	3-May-19	Regional Municipality of Peel	Resolution re: Public Health and Paramedic Services
6	6-May-19	Ontario Provincial Police	Letter re: OPP Updates
7	6-May-19	Lanark County	2019 Construction Projects Underway
8	6-May-19	Lanark County	Business Retention & Expansion Project - Volunteers Exceed Goals
9	7-May-19	Almonte General Hospital Fairview Manor, and Carleton Place & District Memorial Hospital	Media Release re: Why I Love Nursing
10	7-May-19	Lanark County Situation Table	Project Annual Report 2018
11	7-May-19	Township of McKellar	Resolution re: Ford Government funding cuts to Ontario Library Services
12	9-May-19	Peterborough County	Resolution re: Regionally Appropriate Agricultural Mapping Policies
13	10-May-19	Town of Aurora	Resolution re: Opposing Bill 108

14	14-May-19	Almonte General Hospital Fairview Manor, and Carleton Place & District Memorial Hospital	News and Updates
15	14-May-19	Mississippi Valley Conservation Authority	Resolution re: Cut in provincial funding for MVCA's flood control operations

* Click on the subject name to go to the document



April 29, 2019

Town of Mississippi Mills
P.O. Box 400,
3131 Old Perth Rd., R.R. #2
Almonte, ON K0A 1A0

Attention: Christa Lowry
Mayor

Dear Mayor Lowry:

At the 2019 Ontario Good Roads Association conference a resolution was passed at the Annual General Meeting requesting that OGRA approach the Rural Ontario Municipal Association to establish a working relationship to organize an annual Combined Conference.

I sent a letter to ROMA Chair, Allan Thompson on February 28, 2019. A copy of the letter and resolution are attached. OGRA has now received a response from ROMA stating that they are not prepared to enter into discussions with OGRA. The response from ROMA is also attached.

The OGRA Board of Directors fully understands why Ontario municipalities are better served by ROMA's and OGRA's collaboration in delivering a conference. OGRA feels that our collective members benefit financially. By extension the municipal sector sees the strength of having its representative organizations working together.

OGRA remains prepared to have discussions with ROMA concerning recombining our conferences however if our shared members want to see a return to one combined event, they must also have those discussions directly with ROMA.

OGRA knows that as an organization our best and most meaningful work is still ahead of us and we look forward to the challenge of providing exceptional value to our members.

Yours truly,

Rick Kester,
President



February 28, 2019

Rural Ontario Municipal Association
200 University Avenue
Suite 801
Toronto, ON M5H 3C6

Attention: Allan Thompson, Chair

Dear Allan:

It was very nice talking with you at our 125th Ontario Good Roads Association Conference. As you may be aware at the OGRA Annual General Meeting a resolution was tabled by Mayor Steve Salonin, Municipality of Markstay-Warren. In his covering email he stated the resolution was approved by the "area mayors". The Municipality of Markstay-Warren is located just east of Sudbury.

A copy of the full resolution is attached. The operative clause reads as follows:

THEREFORE BE IT RESOLVED that the OGRA Board approach the ROMA Board to establish a working relationship to organizing an Annual ROMA/OGRA Combined conference.

The resolution was put to the floor at the AGM. Two delegates spoke in support and the resolution was passed.

Members of our OGRA Board would like to arrange to meet with you and your colleagues on ROMA to explore this issue further in order to achieve a new agreement for a combined conference to better serve each of our members.

Please let us know when you would be available to discuss this further.

Yours truly,

Rick A. Kester,
President

Resolution

WHEREAS since the separation of the ROMA / OGRA annual combined conference in 2017 attending both events separately are becoming costly and unattainable to smaller communities.

AND WHEREAS the previous combined ROMA / OGRA Annual Conference provided the opportunity of member municipalities to participate and benefit from both organizations in an efficient and cost-effective manner to better serve their constituents.

THEREFORE BE IT RESOLVED that the OGRA Board approach the ROMA Board to establish a working relationship to organizing an Annual ROMA/OGRA Combined conference.



Mr. Rick A. Kester
President
Ontario Good Roads Association
1525 Cornwall Road, Unit 22
Oakville ON L6J 0B2

March 22, 2019

Dear Mr. Kester:

Re: OGRA resolution on the working relationship between OGRA and ROMA.

Thank you for your letter of February 28, 2019, and the attached OGRA resolution.

The resolution was the subject of considerable discussion at a recent meeting of the ROMA Board. On Behalf of the ROMA Board, let me begin by saying the intention of the resolution is fully and greatly appreciated. We believe it reflects a long and productive working relationship between our organizations in the service of our respective constituencies. The Board welcomes the opportunity to work collaboratively with OGRA in areas of shared interest and common purpose, and we look forward to those discussions in the future.

The decision in 2016 by the ROMA Board to offer its own conference, in the service of Ontario's rural municipalities, was not taken lightly. It followed many meetings on how a renewed partnership might be established. The final decision reflected the ROMA Board's commitment and responsibility to ensure that the unique needs and voices of rural Ontario are clearly, fully, and powerfully expressed. ROMA is a political organization and its objectives include public policy advocacy for the entire spectrum of municipal services delivered by rural municipal governments. That breadth of issues, and the political nature of ROMA's relationship with the Government of Ontario, are now reflected in our conference programming.

The ROMA conferences in 2017, 2018 and 2019 have allowed ROMA to better meet the needs of its constituents and have strengthened ROMA's influence and ability to advocate on behalf of the municipalities it serves. The ROMA Board believes it has a responsibility to maintain this momentum.

Consequently, the Board is not prepared to enter into discussions with OGRA for the purpose of combining our respective conferences at this time.

Thank you again for your letter. Please accept the ROMA Board's best wishes for the continued success of OGRA.

Yours truly,

A handwritten signature in black ink, appearing to read "Allan Thompson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Allan Thompson
Chair, ROMA

cc. ROMA Board



MEDIA RELEASE

May 1, 2019

RECOGNIZING A TRUE ANGEL

Every year, at the Volunteer Appreciation Event, President & CEO Mary Wilson Trider presents an exceptional volunteer with a Guardian Angel Pin. Nominations are submitted by members of the Leadership Team and describe exceptional service generously given by the volunteer nominees. It is always a difficult choice! This year's recipient is definitely deserving and is described as having an infectious attitude, enthusiasm and dedication. Congratulations to Paul Brennae!

“Paul has done a tremendous amount of work for Almonte General Hospital, performing in many roles over the last two years,” notes Mary Wilson Trider. “He sets the bar high and truly makes a difference in the lives of our patients, staff and volunteers.”

Paul’s volunteer roles have included everything from front door greeter to helping to organize Patient Safety Week to being part of the Gift Shop team. He has also taken on new projects such as helping to re-design the Physiotherapy department layout, create the volunteer newsletter and support colleagues by teaching computer skills.

One of Paul’s nominators noted: “I look forward to interacting with Paul as he is always spreading joy and happiness. He is an amazing example of what it means to live AGH Values.”

Congratulations Paul!



Cutline: Guardian Angel recipient Paul Brennae with Mary Wilson Trider, President & CEO

Media Contact:
Jane Adams
Communications Lead
Almonte General Hospital
613-729-4864
jane@brainstorm.nu

Dear Head of Council:

Ontario's Government for the People is committed to building more housing and bringing down costs for the people of Ontario. To help fulfill this commitment, we have developed a broad-based action plan to address the barriers getting in the way of new ownership and rental housing.

More Homes, More Choice (the action plan) outlines our government's plan to tackle Ontario's housing crisis, while encouraging our partners to do their part. We are taking steps to make it faster and easier for municipalities, non-profits and private firms to build the right types of housing in the right places, to meet the needs of people in every part of Ontario.

As part of the action plan, we are proposing changes that would streamline the complex development approvals process to remove unnecessary duplication and barriers, while making costs and timelines more predictable. We are also proposing changes that would make it easier to build certain types of priority housing such as second units.

On May 2, 2019, the government introduced Bill 108 (the bill), the proposed More Homes, More Choice Act, 2019, in the Ontario Legislature. While the bill contains initiatives from various ministries, I would like to share some details regarding initiatives led by the Ministry of Municipal Affairs and Housing.

Planning Act

Schedule 12 of the bill proposes changes to the Planning Act that would help make the planning system more efficient and effective, increase housing supply in Ontario, and streamline planning approvals.

If passed, the proposed changes would:

- Streamline development approvals processes and facilitate faster decisions,
- Increase the certainty and predictability of the planning system,
- Support a range and mix of housing options, and boost housing

- supply,
- Make charges for community benefits more predictable, and
- Make other complementary amendments to implement the proposed reforms, including how the proposed changes would affect planning matters that are in-process.

Amendments to the Planning Act are also proposed to address concerns about the land use planning appeal system. Proposed changes would broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (e.g., official plan amendments and zoning by-law amendments) and give the Tribunal the authority to make a final determination on appeals of these matters. The Ministry of the Attorney General is also proposing changes to the Local Planning Appeal Tribunal Act, 2017 to complement these changes (see Schedule 9 of the bill).

Development Charges Act

Schedule 3 of the bill proposes changes to the Development Charges Act that would make housing more attainable by reducing costs to build certain types of housing and would increase the certainty of costs to improve the likelihood of developers proceeding with cost sensitive projects, such as rental housing.

If passed, the proposed changes would:

- Make it easier for municipalities to recover costs for waste diversion,
- Increase the certainty of development costs in specific circumstances and for certain types of developments,
- Make housing more attainable by reducing costs to build certain types of homes, and
- Make other complementary amendments to implement the proposed reforms.

Further consultation on the Planning Act and Development Charges Act

We are interested in receiving any comments you may have on the proposed changes to the Planning Act and the Development Charges Act. Comments on these proposed measures can be made through the [Environmental Registry of Ontario](#) as follows:

- Planning Act: posting number 019-0016
- Development Charges Act: posting number 019-0017

The Environmental Registry postings provide additional details regarding the proposed changes.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe

[A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#) is an important part of the action plan that addresses the needs of the growing population, the diversity of the region and its people, and the local priorities. With A Place to Grow, we will make it faster and easier to build housing so that the growing number of people who live and work in the Greater Golden Horseshoe can find a home.

We recognize that different parts of Ontario need different solutions, including Northern and rural Ontario. While the Growth Plan for Northern Ontario continues to guide long-term economic growth in the North, our government is taking steps right now to support this growth by reducing red tape and burdens in Ontario's Northern and rural communities with **More Homes, More Choice**.

Taken together, the actions outlined in **More Homes, More Choice** - including the proposed changes detailed above - will make it easier to build the right types of housing in the right places, make housing more affordable and help taxpayers keep more of their hard-earned dollars. Building more housing will make the province more attractive for employers and investors, proving that Ontario is truly Open for Business.

This action plan is complemented by our recently announced [Community Housing Renewal Strategy](#), which will help sustain, repair and grow our community housing system. Together these two plans will ensure that all Ontarians can find a home that meets their needs.

At the same time, **More Homes, More Choice** underscores our commitment to maintain Ontario's vibrant agricultural sector and employment lands, protect sensitive areas like the Greenbelt, and preserve cultural heritage. Our plan will ensure that every community can build in response to local interests and demand while accommodating diverse needs.

Our government recognizes the key role that municipalities will play in

implementing the action plan, and we know that you share our desire to bring more housing to the people of Ontario. I look forward to working with you as we implement **More Homes, More Choice**.

Sincerely,



Steve Clark

Minister

c:

Chief Administrative Officer

Clerk

Bonjour Président/e du conseil:

Le gouvernement pour la population de l'Ontario s'est engagé à bâtir plus de logements et à en réduire les coûts pour les Ontariennes et les Ontariens. Afin de pouvoir tenir cet engagement, nous avons mis au point un vaste plan d'action visant à éliminer les obstacles à la construction de logements pour propriétaires-occupants et pour locataires.



YOUR PROVIDER, LEADER AND PARTNER IN HEALTH CARE

For Immediate Release – Friday, May 3, 2019

Media Release

RE: Hospital Announces New President & CEO

Smiths Falls, Ontario – Perth and Smiths Falls District Hospital Board of Directors is pleased to announce that Dr. Barry Guppy has been appointed as the hospital's President & Chief Executive Officer, effective June 3, 2019.

Dr. Guppy is an engaged and visionary senior healthcare executive, bringing a broad diversity of experience across the healthcare sector that has included senior leadership, clinical, administrative, education and research activities across academic and community settings, in addition to his clinical background as a neurologist and neurophysiologist.

Most recently he has been Medical Advisor to the Ontario Ministry of Health and Long-term Care, following eighteen months with the Central East Local Health Integration Network as Vice President, then as Interim CEO. Until 2017, he was Vice President (Medical and Academic Affairs) at Lakeridge Health and also served as Interim Regional Vice-President for the Central East Regional Program with Cancer Care Ontario.

Dr. Guppy is a graduate of Trent University and McMaster University and he completed his clinical residency in neurology at the University of Ottawa. He further expanded his education through graduate and leadership programs at University of Toronto (Advanced Health Leadership) and Queen's University (Masters of Public Administration).

"I am excited to join the Perth and Smiths Falls District Hospital to provide leadership in the development and operation of the local integrated care delivery system in an effort to advance high quality integrated, patient & family centred care for residents in the area," commented Dr. Barry Guppy, incoming President & CEO.

The appointment of Dr. Guppy concludes a rigorous recruitment process that attracted a number of first-rate and wide-ranging candidates.

Donna Howard, Chair, PSFDH Board of Directors stated that, "In this period of profound change in Ontario's health care system, we are fortunate to have an individual who is known for his

vision, his collaborative approach and his ability to make things happen; who brings outstanding education, professional and leadership experience and who brings a strong commitment to our community to lead our hospital into the future. It goes without saying that the hospital is well-positioned for this next phase due to a truly committed team at the hospital—a team that achieved Exemplary Accreditation Status for the hospital under the leadership of Bev McFarlane and continues to provide high-quality and compassionate patient care. The Board is grateful to Ms. Vickie Kaminski for her leadership, stability and direction as Interim President and CEO since November.”

About PSFDH:

The Perth and Smiths Falls District Hospital (the “Hospital”) is an “Exemplary” accredited acute care health care organization located on two state-of-the-art sites. The hospital is situated in the heart of the Rideau Canal region and proudly provides health services to more than 60,000 people in the surrounding communities. The hospital delivers a broad range of primary and secondary services and programs such as emergency care, diagnostic imaging, obstetrics, general and specialty surgical services, dialysis as well as laboratory and infection control services.

For more information contact:

Donna Howard, Chair
Board of Directors
Perth and Smiths Falls District Hospital

613-283-2330 ext: 1129

www.psfhdh.on.ca



Office of the Regional Chair

INFO LIST 10-19
ITEM #5

May 3, 2019

Resolution Number 2019-375

The Honourable Christine Elliott
Ministry of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor St.
Toronto ON M7A 1E9

The Honourable Steve Clark
Ministry of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto ON M5G 2E5

Dear Ministers:

Subject: Overview of Health System Transformation – A Region of Peel Perspective

I am writing to advise that Regional Council approved the following resolution at its meeting held on Thursday, April 25, 2019:

Resolution 2019-375:

Whereas the Provincial Government has made certain announcements relating to Public Health and the Paramedic Services system;

And whereas, the announcements do not contain sufficient detail to be able to provide commentary;

And whereas, the announcements have a significant impact on the delivery of public health services and Paramedic Services;

And whereas, the role of the municipalities is not clear in the announcement;

And whereas, funding has not been committed, neither quantum or source;

Therefore be it resolved, that this matter be referred to the Health Services Integration Committee to monitor the issue and determine the role of the Region throughout the roll out of the plans and work with staff to report back to Council on details of the proposal and projected impacts of change together with regular staff communication to Regional Council on emerging issues;

And further, that recommendations of the Health System Integration Committee and Regional Council be referred to the Government Relations Committee for further advocacy;

The Regional Municipality of Peel

And further, that the Chair arrange a round table meeting with the local MPP's to provide information on the current structure and funding model and the potential impacts of change to service delivery with changes to the structure and funding model. Other invitees to the round table include the Chair and Vice-Chair of the Health Services section, the Commissioner of Health Services, the CAO, the Medical Officer of Health and the Chief of Paramedic Services and Chair of Health System Integration Committee;

And further, that the Chair and Mayors work with MARCO/LUMCO and AMO to demonstrate the benefits of public health and Paramedic Services remaining fully integrated with other Region of Peel functions;

And further, that the Province be requested to engage municipalities and existing Boards of Health before proceeding with any changes to the existing structure and funding;

And further, that this resolution be provided to the Minister of Health, the Minister of Municipal Affairs and Housing, all municipalities, AMO, Ontario Association of Paramedic Chiefs, the Association of Local Public Health Agencies, and MARCO/LUMCO.

Yours Truly,



Nando Iannicca
Regional Chair and Chief Executive Officer

NI:sm

Copied:

Pat Vanini, Executive Director, Association of Municipalities of Ontario
Michelle Mackenzie, Executive Director, Ontario Association of Paramedic Chiefs
Loretta Ryan, Executive Director, The Association of Local Public Health Agencies
Karen Redman, Regional Chair, Waterloo Region, Chair of MARCO
Cam Guthrie, Mayor, City of Guelph, Chair of LUMCO
All Ontario Municipalities

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 612-10

May 01, 2019

Mayor/Reeve and Clerk/CAO/Treasurer,

First, I would like to congratulate all recently elected officials and wish you great success in your new roles.

2018 has been a year of substantial accomplishments such as the transitioning of another two municipalities to the Ontario Provincial Police (OPP), multiple contract renewals, and countless presentations to municipal councils throughout the province. OPP Municipal Policing Bureau staff will strive to make great progress to continue to build municipal relationships through excellent communication, contract and financial management.

As some of you may know, the government appointed Commissioner Thomas Carrique as the 15th OPP Commissioner to lead the police service in its 110 year history. Following the announcement of his appointment, Commissioner Carrique stated he is extremely grateful for and deeply honoured by the confidence placed in him by the provincial government and the Ministry of the Solicitor General to serve alongside the dedicated and professional members of the OPP, in a leadership role. We are all looking forward to strengthen our relationship with the municipalities the OPP polices under Commissioner Carrique's leadership.

The *Comprehensive Ontario Police Services Act, 2019*, received Royal Assent on March 26, 2019. Other than Special Investigation Unit modernization section, all other sections have not yet been proclaimed into force. This act creates the *Community Safety and Policing Act, 2019 (CSPA)*, which will come into force on a date that has not yet been determined by government. Relevant regulations to the CSPA are currently being written. This will eventually lead to the legislation coming into force. When this new legislation comes into force, the current *Police Services Act, 1990, (PSA)* will be repealed. Until then, the PSA remains in force. We will keep you informed on this progression.

Recently, you or staff members of your municipality have been contacted by our members to build awareness of the resources available to you, such as our webpage www.opp.ca/billingmodel materials, and offer to answer any of the questions you may have on the billing model and present to your municipalities, if necessary. Thank you for your feedback.

In an effort to bring our communication to the next level, our bureau announced the implementation of the ePost mailing system. Your municipality will be sent instructions to set-up up to three ePost user accounts (Mayor/ Reeve, CAO/Clerk, PSB Chair (if applicable)) to allow for more efficient and innovative distribution of the annual billing statements and other correspondence. The ePost system is run by Canada Post and is official and legal mail. This system has been operated by Canada Post for 19 years, and has

been adopted throughout the country by numerous municipalities and various pension and pay organizations. The intention is to provide timely and reliable information to our hundreds of municipalities and avoid the unreliable nature of the current mailing system.

I would like to welcome your views or any comments you may have to enhance our communication and invite you to ask questions of myself or any member of the OPP Municipal Policing Bureau through email at OPP.MunicipalPolicing@opp.ca or by phone at (705) 329-6200.

Sincerely

A handwritten signature in black ink, appearing to read "Marc Bedard". The signature is fluid and cursive, with the first name "Marc" and last name "Bedard" clearly distinguishable.

M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

Email OPP.MunicipalPolicing@opp.ca

Twitter @OPP_Mun_Pol

/nv

Lanark County 2019 construction projects underway

The 2019 Lanark County Public Works construction season is already underway, with rehabilitation and paved shoulder work planned for 21.3 kilometres and pavement preservation projects on 40 km.

The total construction budget for this year is up slightly, at \$7.76 million, but revenues have also increased: federal gas tax funding is covering \$1.82 million and \$480,000 contributed by Ontario Community Infrastructure Fund funding.

“At the end of this season, 35 per cent of county roads will have paved shoulders, and we’re starting to see maintenance benefits from this program,” said Terry McCann, public works director.

The county assesses its entire road system each year and develops a list of priorities as part of a five-year planning process, which is approved by county council.

“Infrastructure is a key component of Lanark County’s business,” said Councillor Brian Campbell (Tay Valley Reeve), public works committee chair. “The county oversees construction, operation, repair and maintenance on more than 560 km of roads and 82 bridge and culvert structures.”

Mr. McCann said the county is monitoring infrastructure affected by this year’s flooding. “A consulting engineer has assessed affected bridges and everything is structurally sound. Some road repairs are required, for example, three culverts on Tatlock Road and one at County Road 10 east of Perthmore Street, as well as work at the Dalhousie Lake bridge.” He noted a massive amount of runoff from the Mount Pakenham area exceeded 100-year flood amounts, which caused the flooding and closure of County Road 29 and was beyond the county’s control.

“The capital budget for public works is a big part of Lanark County’s annual budget and represents the importance of our road and bridge assets,” said Warden Richard Kidd (Beckwith Reeve). “We strive to maintain this critical infrastructure to a high standard while considering the financial impact, public safety, quality of life and importance to the local economy. It’s a crucial investment.”

Projects for 2019 include:

County Road 4 (Roger Stevens Drive): Thomas Cavanagh Construction Limited and Miller Paving will be micro-levelling, placing a geotextile SAMI and placing a warm-mix asphalt overlay with paved shoulders from Rosedale Road easterly for 6 km. Work is scheduled from June 30 to July 29 at a cost of \$1.1 million.

County Road 10 (Richmond Road): Thomas Cavanagh Construction Limited and Miller Paving is slated to micro-level, apply a geotextile SAMI and place a warm-mix asphalt overlay with paved shoulders from Hwy. 15 easterly for 6 km. Work is planned from June 5 to Aug. 16 at a cost of \$1.1 million.

County Road 6 (Althorpe Road): From July 15 to Aug. 23, G. Tackaberry & Sons Construction Company Limited is slated to do culvert replacements, ditch cleanout, rock removal, pulverizing and apply granulars and double surface treatment with treated shoulders from County Road 36 (Bolingbroke Road) easterly for 3 km at a cost of \$570,000.

County Road 16 (Wolf Grove Road): Thomas Cavanagh Construction Limited has begun work on culvert replacements, ditch clean-out, pulverizing, and applying granulars and warm-mix asphalt with paved shoulders from Lanark 12th Concession westerly for 3.3 km. Work is expected to be completed June 7 at a cost of \$810,000.

County Road 17 (Appleton Side Road): Thomas Cavanagh Construction Limited is scheduled to do culvert replacements, ditch clean-out, pulverizing and applying granulars and warm-mix asphalt with paved shoulders from County Road 11 (River Road) northerly for 3 km from 77 June 10 to July 19 at a cost of \$770,000.

County Road 7 (Fallbrook Road) and 16 (Wolf Grove Road): G. Tackaberry & Sons Construction Company Limited has the contract to complete shouldering on 3.6 km of County Road 7 from Keays Road to Fall River Bridge at a cost of \$42,000 in May. Arnott Brothers Construction Ltd. has completed the work on 6 km of County Road 16 from Harding Road to Hopetown for \$87,000.

County Road 24 (Roger Stevens Drive): Miller Paving will be conducting asphalt in-depth sealing on 4.5 km from Code Drive to County Road 23 (Rosedale Road) in June for \$65,000.

Bolton Creek Bridge: Major rehabilitation has begun for the Bolton Creek Bridge on County Road 7 (Fallbrook Road), 230 metres north of County Road 19 (Bennett Lake Road). Work is being completed by Dalcon Constructors Ltd. at a cost of \$790,000 and includes concrete repairs throughout, elimination of expansion joints, new barriers and new waterproofing and pavement. Temporary traffic signals have been installed and work is expected to be completed Aug. 2.

Hot Mix Patching: This will be taking place on various roads throughout the county from May to October by G. Tackaberry & Sons Construction Company Limited at a cost of \$150,000.

Microsurfacing: This pavement preservation work is scheduled to take place from June 10 to July 26 on County Roads 8, 14, and 29 by Miller Paving at a cost of \$1.2 million. County Road 8 (Watsons Corners Road) is from Dalhousie Lake Bridge to Hwy. 511 for 13.1 km; County Road 14 (Narrows Lock Road) is from County Road 21 (Lally Road) southerly to the Leeds & Grenville boundary for 7 km; County Road 29 North is from County Road 16A (Perth Street) northerly to McWatty Road for 15.1 km;

Please also note the United Counties of Leeds & Grenville are completing a project on County Road 10 from the boundary with Lanark County to Foley Mountain (Westport). The road is scheduled to be closed from June 10 to July 15 with a detour in place using Glen Tay Side Road, County Road 6 (Christie Lake Road) and County Road 36 (Bolingbroke Road) to Westport.

Mr. McCann notes traffic may be reduced to one lane periodically during projects and asks motorists to obey all signs and traffic control personnel during construction to ensure the safety of workers and the public. "We regret any inconvenience or disruption to traffic that may be caused."

Also watch for the county's public works crews cleaning bridges and conducting roadside mowing, pothole patching and sign repairs throughout the summer. Regular road maintenance activities through other contracts throughout the season include ditching, brushing, crack sealing, line painting and safety barrier repairs.

– 30 –

For more information, contact:
Terry McCann
Director of Public Works
County of Lanark
1-888-9-LANARK, ext. 3190

Lanark County Business Retention & Expansion (BR+E) Project volunteers exceed goals

Thanks to a team of dedicated volunteers, efforts to hear the voice of local business as part of an innovative project have exceeded expectations.

Lanark County, in partnership with Valley Heartland Community Futures Development Corporation (CFDC), is delivering the Business Retention & Expansion (BR+E) Project, which aims to support and strengthen local business across the county, including all eight towns and townships and the Town of Smiths Falls.

Through the project, the volunteers and business communities have come together to help Lanark County and local municipalities better understand business needs and priorities.

The BR+E project is a broad sector survey representing the many sectors and geographies across the county. More than 75 trained volunteer visitors stepped up to the plate by doing face-to-face business visits and surveys across Lanark County over the last four months.

“Thanks to an amazing group of volunteers who really care about our business community, we exceeded our goals by completing 134 business visits and surveys,” stated Teri Devine, BR+E Coordinator, Valley Heartland CFDC.

Surveys were completed across the region and across the many key business sectors that make up the vibrant economy in Lanark County.

There have already been over 100 referrals made to the many partners, business service organizations and municipalities within the resource network to address any immediate issues or opportunities that businesses identified during the visits with volunteers, explained Stacie Lloyd, Regional Economic Development Officer, Valley Heartland CFDC.

“Now that the surveys have been completed, the summarized data that was collected will be used to create a BR+E Final Report and Action Plan that will provide direction to the county and local municipalities on how best to support local business now and into the future,” added Lanark County CAO Kurt Greaves.

The final report and action plan will be presented at a public meeting to Lanark County Council in early summer.

More information is available at www.valleycfdc.com/bre.

– 30 –

For general information about Valley Heartland CFDC and Lanark County programs and

services, please contact:

Tina Stevens
Valley Heartland CFDC—General Manager
613-283-7002
Tina.Stevens@valleycfdc.com

Kurt Greaves
Lanark County CAO
1-888-9-LANARK, ext. 1101

About Valley Heartland CFDC

At Valley Heartland Community Futures Development Corporation, we've been building entrepreneurship for over 30 years, helping to strengthen and grow the local economy. We work with entrepreneurs and communities to help them nurture the most innovative, sustainable businesses and communities imaginable. As a community-based, nonprofit organization funded by FedDev Ontario, we invest in job creation, business and community innovation. *Contact us at valleycfdc.com*



MEDIA RELEASE

May 7, 2019

WHY I LOVE NURSING!

Almonte General Hospital (AGH), Fairview Manor and Carleton Place & District Memorial Hospital (CPDMH) are celebrating National Nursing Week from May 6th to 12th. This year's theme is "Nurses: A Voice to Lead" so we thought it would be best to hear from nurses themselves.

"We asked four nurses a simple question: 'Why do you love nursing?'" explains President & CEO Mary Wilson Trider. "Their responses sum up the amazing team of nurses caring for our patients and residents. Thank you to all of our nurses for your commitment to safe and quality care every day."

Meet **Cindy McFadden**. She is a Registered Practical Nurse and has worked at Fairview Manor for 12 years, mainly on the secure unit for residents with memory loss. "The obvious answer is that I like to help people, but there is so much more. What many people probably don't realize, is that everything I give to my residents, I get back tenfold. These residents suffer a cruel disease which often causes them to fail to recognize family and friends. But they know who they like and who makes them feel comfortable, so when I enter the unit and am met by a smile, or when a resident approaches me in the hall for a chat or maybe a hug, I know exactly why I come to work every day."

For **Genn Browne**, it's the diversity that makes a difference. "From teaching new nursing students, to providing prenatal classes, front line emergency nursing, and leadership, I am challenged and always learning. In my present role as a community mental health nurse, I am privileged to bear witness to clients' personal stories – what their hopes are for the future and how I can be helpful. Seeing a client grow, change and find wellness is deeply satisfying to me. There are so many small moments that are never covered in a text book, but moments I know that I made a difference in the wellbeing of a person."

As the Interim Integrated Vice President of Patient and Resident Care, **Joyce Rolph** says that "Nursing Week is a time to appreciate this great profession and the many people we have impacted to enhance their health care experience. We have the opportunity to make a difference at a time when individuals may feel vulnerable whether providing treatments, facilitating care, promoting wellness or supporting someone through a difficult journey. I have been in the nursing profession for over 30 years and I can clearly say that I am so proud to be a nurse."

As one of the newest members of the team, **Maggie Mulrooney** has been working at CPDMH for just one year, after completing part of her training there. “I love that there is so much room to grow with this career, with so many opportunities to expand my knowledge and ability. I am still learning so many new things every day. I also have a great love and admiration for all of the nurses that I work with. They have always been extremely supportive and helpful toward me and have helped me to learn and grow as a new nurse. Making connections with patients and knowing that I had an impact on them through my nursing care is such an amazing feeling.”

Happy Nursing Week!

-30-



Cindy McFadden



Genn Browne



Joyce Rolph



Maggie Mulrooney

Media Contact:

Jane Adams

Communications Lead

Almonte General Hospital and

Carleton Place & District Memorial Hospital

613-729-4864

jane@brainstorm.nu

LANARK COUNTY SITUATION TABLE PROJECT



ANNUAL REPORT

2018

*Report by Stephanie Gray
Coordinator
Lanark County Situation Table
Community Plan for Safety and Well-being
LanarkCST@gmail.com * 613-812-3778*

LANARK COUNTY SITUATION TABLE PROJECT

EXECUTIVE SUMMARY

In 2018, the Lanark County Situation Table Project continued its excellent record of collaboration by maintaining situation table operations and finalizing a Community Plan for Safety and Well-being for Lanark County and Smiths Falls. This is a continuation of the project's main objectives since it began in September 2015 as it continues to be guided by a risk-intervention model that aims to foster a healthy and safe community and reduce crisis.

There are currently 24 local front-line, human-service agencies actively participating at the situation table, with others serving in an ad hoc capacity. The group meets twice per month with an ad hoc provision when necessary. Referrals to the table that meet the threshold of acutely elevated risk proceed to an intervention with appropriate agencies, all managed in a privacy-protective process. No personal information is collected or maintained by the situation table, but a de-identified Risk-Driven Tracking Database supported by the Ministry of Community Safety and Correctional Services allows for the tracking of general demographics, risk factors, study flags, involved agencies and services mobilized.

In 2018, 55 discussions were held, with 47 meeting the threshold of acutely elevated risk. Of those, 85% had overall risk lowered. Since inception to the end of 2018, 196 referrals have been made, with 79% meeting the threshold and, of those, 85% had overall risk lowered. Police services (Lanark County OPP and Smiths Falls Police Service) continue to bring the most referrals to the table (51%). At the intervention stage, Lanark County Mental Health, North Lanark Health Link-Champlain LHIN and Lanark County Victim Services were involved most often as lead agencies. These agencies, as well as Lanark County Social Services, Family and Children's Services and Smiths Falls Police were top in terms of involvement as assisting agencies. Almost every agency represented at the table was involved in at least one discussion and intervention. A new component in the Risk-driven Tracking Database allows for "services mobilized" to also be tracked. Mental health, social services, counselling, medical health and housing were the top services mobilized.

In terms of prevalent risk factors for individual referrals, mental health, substance use, parenting issues, criminal involvement and antisocial/negative behaviour continue to dominate as the top categories in every year. Addressing prevalent community safety and well-being risk priorities is expected to help reduce the frequency of contacts with police and, consequently, criminal involvement risk factors. For both males and females, mental health has consistently been a top risk. In 2018, the age group with the most referrals was 60 and older (31%), followed by 18 to 24 (23% and 12 to 17 (20%). Since inception, youth ages 24 and under have represented the greatest number of referrals. For family referrals from 2015 to 2018, parenting, criminal involvement, mental health, drugs and physical violence represented the top risk categories. There have been 31 discussions in total, and parenting was a risk in 74% of those referrals. A family referral provides for a wraparound approach to help caregivers cope, for example a child with mental health or addiction issues. Top "study flags" for 2018 were recent escalation, risk of losing housing/unsafe living conditions, homelessness, domestic violence and transportation issues.

Lanark County OPP continues to track the number of calls for service for individuals referred by them pre- and post-referral to the situation table. Since inception they have seen a drop of 83% in calls for those individuals, representing connections to services that are more appropriate to meet their needs. An analysis of officer hours for the first 10 subjects referred by Lanark OPP shows a continued trend in the reduction of time spent with those individuals post-referral over a 14-month period. While it varies for individuals, the average is 24.75 hours per subject based on 2017 data. This does not include time savings for court officer, administration personnel or court officers. Emergency room data from the Perth & Smiths Falls District Hospital showed a reduction in visits by individuals connected to the hospital through a situation table intervention, which results in savings and improved connections to appropriate services.

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In 2018, the process to complete a Community Plan for Safety and Well-being for Lanark County and Smiths Falls was completed. The multi-sector advisory committee identified 12 priority risk areas (mental health, substance use, poverty, housing, transportation, health and well-being, domestic violence and sexual assault, youth and families, seniors, justice, Indigenous health and well-being, and culture and diversity) and developed strategies, outcomes and measurables for each. The development of the plan began as a community endeavour and was adopted by the advisory committee in July 2018. It has since been mandated by the province that municipalities are required to develop a plan by January 1, 2021. This plan meets the provincial requirements and has been presented to each local municipality for consideration and potential approval. Consistent provincial funding through the policing grants with the Ministry of Community Safety and Correctional Services have helped to ensure the coordination of the project since it began and were a key factor in bringing the Community Plan for Safety and Well-being to fruition.

Since inception, this project has been funded through provincial grants. Those programs are currently under review by the new provincial government and other funding sources may have to be considered for the coordination work.

The coordinator is a member of several local committees that play a key role in information sharing and networking and have been valuable in the community safety planning process. The project also allowed for several successful training opportunities in 2018, including Safer Spaces, Trauma-Informed Care and refresher training for table members. The coordinator takes an active role in mentorship and promotion of best practices for other communities and situation table coordinators.

Thank you to the many partners who have contributed to the success of this project that strives to make Lanark County and Smiths Falls a strong and vibrant community.

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INTRODUCTION

Since it began in September 2015, the Lanark County Situation Table Project has had two main objectives: to establish and maintain a situation table and to undertake a community plan for safety and well-being for Lanark County and Smiths Falls. This report will demonstrate excellent progress in both objectives.

The project is based on the philosophy of identifying root causes of crime and social disorder and finding ways to prevent them or mitigate harms. The situation table itself is a risk-intervention tool that has made great strides in mitigating harms, and the community plan for safety and well-being, once implemented, will pursue the prevention piece and work to build on social programs that will strengthen the health and well-being of the community.

The purpose of this document is to provide community partners, police services boards/community policing advisory committees and local municipal councils with an overview of activities in 2018. This report will provide background (including key terminology and an explanation of process), situation table results for the current reporting period and since inception, an overview of the community plan for safety and well-being process and progress, and information about grants and other activities.

This project has been made possible by grants from the Ministry of Community Safety and Correctional Services, contributions from local municipalities and police services boards/community policing advisory committees, and in-kind support. Thanks to the Lanark County OPP and the Perth Police Services Board for taking the lead in establishing this model for Lanark County, to local municipalities for their support of the endeavour, and to the many partner agencies and their representatives who work tirelessly to help vulnerable people throughout Lanark County and Smiths Falls.

Background

The Lanark County Situation Table is based on a risk-intervention model that was inspired by efforts in Glasgow, Scotland and eventually made its way to Prince Albert, Saskatchewan, where officials sought an innovative way to combat a wave of violent crime. The Ontario Association of Police Services Boards was fortunate to hear presentations by early proponents of the model in 2013, when Karyn McCluskey of the Violence Reduction Unit in Scotland and Detective Chief Superintendent John Carnochan spoke of their experiences with its implementation in Scotland. McCluskey says “crime is a public health issue,” and suggested when a population’s social determinants of health are strong (related to income and income distribution, education, unemployment and job security, employment and working conditions, early childhood development, food insecurity, housing, social exclusion, social safety network, health services, Aboriginal status, gender, race, disability), it can eliminate many of the roots causes of crime. When an individual has the tools to succeed, it leads to better outcomes.

The Perth Police Services Board saw the benefits of this model and incorporated the principles into its 2014-2016 Business Plan, as did the Lanark County OPP for the same cycle. In early 2015, Lanark County OPP Detachment Commander Insp. Derek Needham engaged leadership of several local agencies to determine interest in proceeding with a situation table in Lanark County. Lanark County OPP, the Perth Police Services Board (PSB) and Smiths Falls Police Service partnered to apply for funding through a Proceeds of Crime Front-Line Policing Grant (2015-2016) to launch the project. The grant was approved that August and a part-time coordinator (Stephanie Gray) was hired in September. Throughout the fall, the coordinator worked to establish formal procedures and documents. A training session for front-line representatives of the charter member agencies was conducted by the Community Safety Services sector of the Ministry of Community Safety and Correctional Services in November 2015, and the first situation table meeting was held on Dec. 9, 2015 with 14 agencies represented at the table.

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A second successful Proceeds of Crime Grant for 2016-2017 allowed for the continued coordination position and ongoing operation of the situation table, as well as work towards the development of a community plan for safety and well-being and initiatives to help increase awareness of services in the area. In 2017 and 2018, the Town of Perth, through Lanark County OPP, was eligible for a new grant called the Policing Effectiveness and Modernization Grant. Perth Town Council authorized the Perth PSB to use this grant to apply for funds to sustain situation table operations and to continue with the community safety planning process, as well as to provide training opportunities for officers and agencies. The applications were successful both years. As well, the principles of the project continue to be incorporated into the “Lanark County Detachment 2017-2019 Action Plan,” which was adopted by the Perth Police Services Board as its business plan for that period.

Since its inception the situation table has grown to include 24 agencies that actively participate. It meets twice per month and on an ad-hoc basis when needed, and has had, as of December 31, 2018, 196 referrals.

Risk-Intervention Model

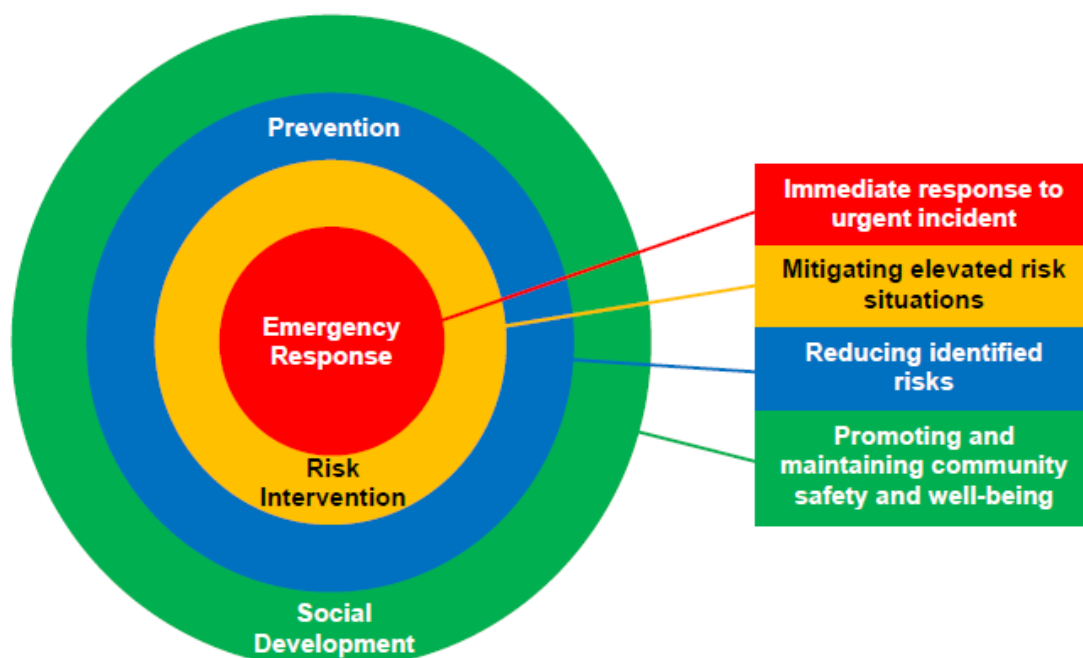


Figure 1: A Framework for Planning Community Safety and Well-being

The figure above demonstrates the philosophy behind the Lanark County Situation Table Project. It aims to work as a community to reduce crisis incidents requiring an emergency response, represented by the red zone. The ideal zone is green, where social development and programs exist that represent the social determinants of health and give a population the tools it needs to succeed. These are protective factors that help promote community safety and well-being, such as financial security/employment, housing and good neighbourhoods, family supports, education, social network support, pro-social/positive behaviour, physical health and mental health. When risk factors are identified that require mitigation, the blue zone and prevention strategies enter the picture. If an individual is vulnerable, lacks protective factors and encounters numerous risks that place him or her at an acutely elevated risk of harm, this represents the yellow zone. This is where a risk-intervention tool such as the situation table comes into play and helps to

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mitigate risk so that an emergency response (red zone) is avoided. The community plan for safety and well-being takes all of the zones into account.

DISCUSSION

This section will provide an overview of situation table operations, results for 2018 and since inception, and the effect the situation table has had on police calls for service. It will also outline the community safety planning process and progress, as well as provide information about grants and other activities that have taken place.

Lanark County Situation Table Operation

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of “acutely elevated risk” (AER). AER means someone is at imminent risk of harming himself/herself or someone else. There are currently representatives from 24 local agencies actively participating at the situation table, with several other agencies serving in an ad hoc capacity. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support is provided by the part-time position that has been funded by provincial grants through the Perth Police Services Board. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary, and has done so 10 times from inception to the end of 2018. No personal information is collected or retained by the Lanark County Situation Table, but a privacy-protective database allows for de-identified tracking of vulnerable populations and prevalent local risk factors. The situation table has also been an effective medium for representatives to identify systemic gaps, many of which were incorporated into the community plan for safety and well-being process.

The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by the provincial Ministry of Community Safety and Correctional Services (MCSCS). This allows for nationally comparative data for analysis and uses Microsoft Dynamics CRM 2013. It allows the situation table to track referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained in the database. There are 105 risk factors and 33 study flags included in the database. The risk factors encompass a wide range of categories, such as addictions (alcohol, drugs, gambling), mental health (suicide, self-harm), physical health, criminal involvement, criminal victimization, violence (emotional, physical, sexual), parenting, truancy, basic needs, housing, poverty, antisocial/negative behaviour, gangs, and more. The study flags include such topics as acquired brain injury, disabilities (cognitive, developmental), domestic violence, fire safety, hoarding, homelessness, human trafficking, homicidal ideation, social media, transportation, geographic isolation, and more. Three individuals are licensed and trained by MCSCS to use the RTD for the Lanark County Situation Table (the coordinator and two OPP data analysts who are authorized as data recorders for the meetings). The system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

The following agencies are actively represented at the Situation Table as of December 2018:

- Adult Probation and Parole – Ministry of Community Safety and Correctional Services
- Almonte General Hospital
- Carleton Place Memorial District Hospital
- Catholic District School Board of Eastern Ontario
- Cornerstone Landing Youth Services

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- Family and Children’s Services of Lanark, Leeds and Grenville
- Lanark County Enhanced Crisis Response
- Lanark County Interval House
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Social Services (Ontario Works, Social Housing, Children’s Services and Developmental Services)
- Lanark County Victim Services
- Lanark, Leeds, Grenville Addiction and Mental Health
- Leeds, Grenville, Lanark District Health Unit
- Local Health Integration Network – South East – Rideau-Tay Health Links
- Ontario Disability Support Program
- Open Doors for Lanark Children and Youth
- OPP – Lanark County
- Perth and Smiths Falls District Hospital
- RNJ Youth Services
- Smiths Falls Police Service
- Transitional Aged Youth Program
- Upper Canada District School Board
- Western Champlain – North Lanark Health Links (Local Health Integration Network)

Representation at the situation table has been very stable, with numerous individuals consistently attending on behalf of their member agencies. When new members come to the table, one-on-one meetings with the coordinator are available, and online training modules supported by written materials are provided. Individuals can also receive advice and information from their colleagues if, for example, they are replacing someone from their agency who has been attending the table. On Nov. 14, 2018, a refresher training session was held for situation table participants. It was led by Tammi Simcoe and Lisa Longworth of OPP’s Community Safety Services sector and about 25 people participated.

The agencies at the situation table represent a range of human-service sectors and typically have a mandate to provide case management. This may include, for example, counselling for mental health or addictions; support for basic needs, including financial, housing, disabilities or health care; supports related to domestic violence and sexual assault, or programs directed by and through probation. School boards are represented for the early intervention capabilities they inherently have through their daily contact with students who may be at risk, as well as the support systems they have for students. Representatives from participating agencies identify situations involving individuals who are at an **acutely elevated risk** (see definition on next page) of harming themselves or others and refer them to the group for consideration.

The Lanark County Situation Table itself does not conduct case management. Rather, the agencies involved at the intervention stage take on that role as appropriate and with consent. In addition, self-referrals are not accepted; referrals are made through one of the participating agencies. Several agencies that are not full participating members at the situation table, but that may encounter individuals who could be referred, have been made aware of the referral process and are sometimes involved.

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Referrals are made by core participating agencies following a **four-filter process** (see below), which helps to determine whether the referral meets the threshold for acutely elevated risk (see below). Guidelines are provided by the Information Privacy Commission of Ontario. If an individual meets the threshold of acutely elevated risk, relevant agencies coordinate a rapid intervention with appropriate supports in an effort to prevent a crisis.

Acutely Elevated Risk

The Lanark County Situation Table uses the following definition of acutely elevated risk:

“Acutely elevated risk” is a reference to any situation impinging on individuals, families, groups or places where circumstances indicate an extremely high probability of the occurrence of victimization from crime or social disorder. Left untended, such situations would likely result in serious harm or lead to the situation worsening to the point where a more formal and intrusive intervention is required, such as targeted enforcement and/or other emergency responses.

The “acute” nature of these situations is an indicator that threatening circumstances have accumulated to the point where a crisis is imminent, new circumstances have contributed to severely increased chances of victimization, and/or any effort to mitigate victimizations requires a multi-agency response.

Objective and standardized criteria for acutely elevated risk do not exist owing to the complexity and uniqueness of each situation. Therefore professionals sitting at the Lanark County Situation Table are required to rely on their combined experience and professional judgment to discriminate whether any given situation merits the designation “acutely elevated risk.”

Four Filter Process

The Lanark County Situation Table uses the following procedure to assess referrals.

Filter One: Agency Screening Prior to Introduction to the Situation Table

- Agency screens a situation and determines the risk factors are beyond its scope/mandate to mitigate the elevated risk and all traditional inter-agency approaches have been excluded for consideration or exhausted.
- Each agency must organize its own screening process.
- As part of this determination, it should be reasonable for the disclosing agency to believe that the individual is at significant risk of serious bodily harm or poses a significant risk of serious bodily harm to others, that the disclosing agency is unable to reduce the risk without disclosing personal information or personal health information, and that disclosing the information to one or more specific agencies will reduce or eliminate the risk posed to, or by, the individual. If possible, the agency obtains consent from the individual to share information.

Filter Two: De-identified Discussion at the Situation Table

- Agency presents the situation to the Situation Table discussion in a de-identified format.
- A de-identified record is created in the Situation Table database at this point using an anonymous entry number for follow-through with agencies.
- Members collectively decide if it meets the standard of acutely elevated risk factors across a range of service providers before any personal and confidential information is disclosed.

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- If it does not meet the threshold, no personal and confidential information is disclosed and no further discussion takes place.
- If the consensus is that sharing information with the situation table is necessary to help prevent harm or inadequate care to an individual or the public, limited disclosure will be permitted.

Filter Three: Limited Identifiable Information Shared

- If the agencies conclude that the above threshold is met, limited identifying information will be shared, only to the extent necessary to help determine who should continue to be part of the discussion.
- At this point the Situation Table is able to determine which agencies will be required to participate in a full intervention-planning discussion outside of the full table.
- All responsibility for record keeping related to actual case management remains with each agency that has a role. The Situation Table will not generate nor maintain any individualized or identifiable records.

Filter Four: Full In-camera Discussion among Intervening Agencies Only

- Only identified agencies that have a direct role to play in an intervention will meet separately to discuss limited personal and confidential information that needs to be disclosed in order to inform the plan for addressing the acutely elevated risk factors.
- Discussion is still limited to only the information that is deemed necessary to assess the situation and to develop and implement an effective strategy to reduce or eliminate the risk, and each recipient agency should have the authority to collect the information.
- Sharing of information at this level proceeds within the allowances for care and for individual and community safety that apply to each profession.
- In all cases, obtaining consent to provide multi-sector services, and to permit any further sharing of personal and confidential information in support of such services, will be the first priority of the combined agencies responding to the situation.

Follow Up

At subsequent meetings of the situation table, the lead agency at filter four reports back to the group regarding the conclusion of the intervention, for example, whether risk was lowered because an individual was connected to services or whether there is still acutely elevated risk and further intervention needs to occur.

The following section provides detailed statistics from 2018, as well as comparisons with previous years.

Lanark County Situation Table Statistics

Demographics

In 2018, 55 discussions were held. Of the 47 that proceeded, 74% were logged as individuals, 23% were families and 2% (one discussion) was classified as “dwelling.”

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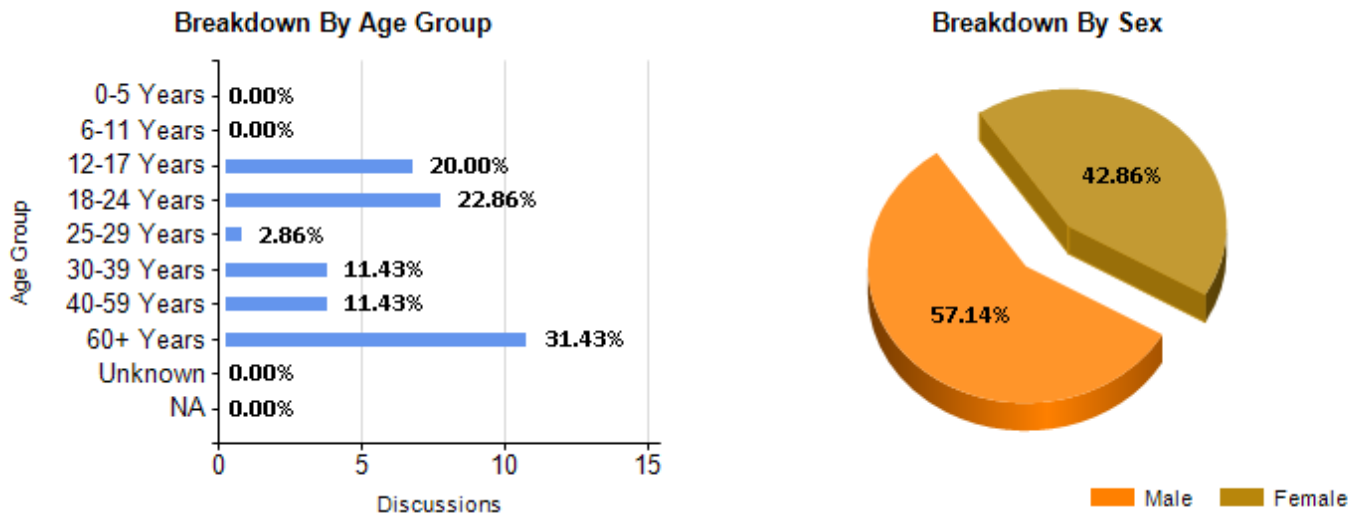


Figure 2 Demographics - 2018

NOTE: Data that appear in the “Breakdown by Age Group” and “Breakdown by Sex” graphs are only associated with discussions where Discussion Type is identified as “Person.”

The charts below represent the total from inception Dec. 9, 2015 to Dec. 31, 2018.

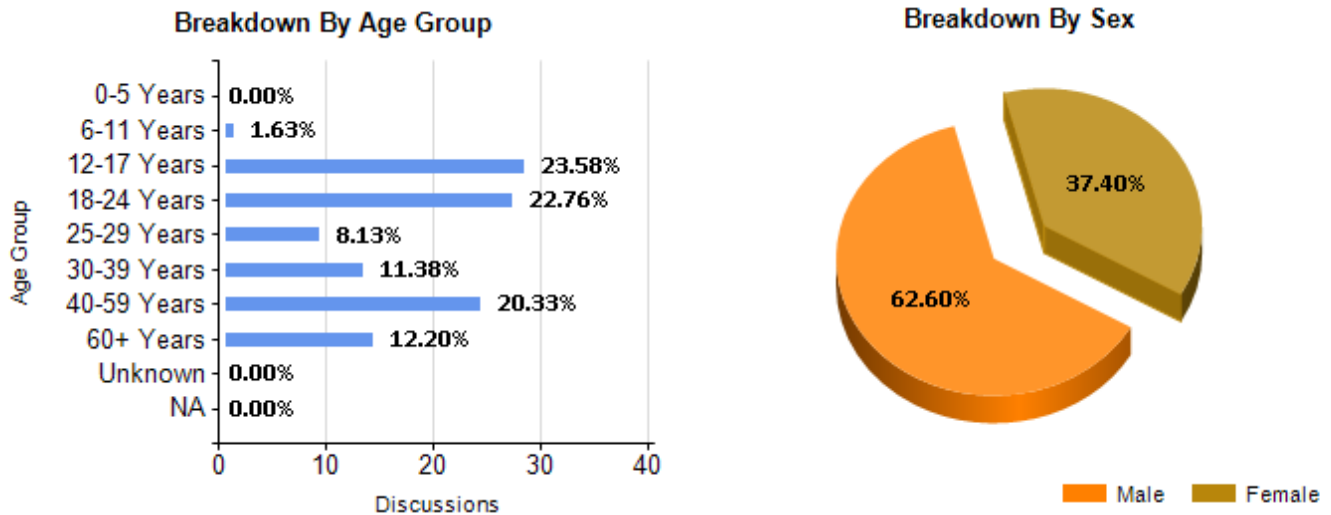


Figure 3 Demographics - Dec. 9, 2015-Dec. 31, 2018

Males continue to have a slightly higher representation in terms of referrals to the situation table (approximately 60/40 split consistently). Since inception, 48% of discussions have involved individuals from birth to age 24; in 2018 this number dropped to 43%. There was a spike in referrals of individuals over age 60 in 2018. Information about the “dwelling” referral and risks associated with males and females in different age categories is included later in this report.

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The following chart shows Vulnerable Age Groups by Year from inception to the end of 2018. The first year represents only the month of December, which is when the situation table began. Data for the first month of 2019 is also represented in this chart.

Vulnerable Age Group By Year

Discussion by Age Group

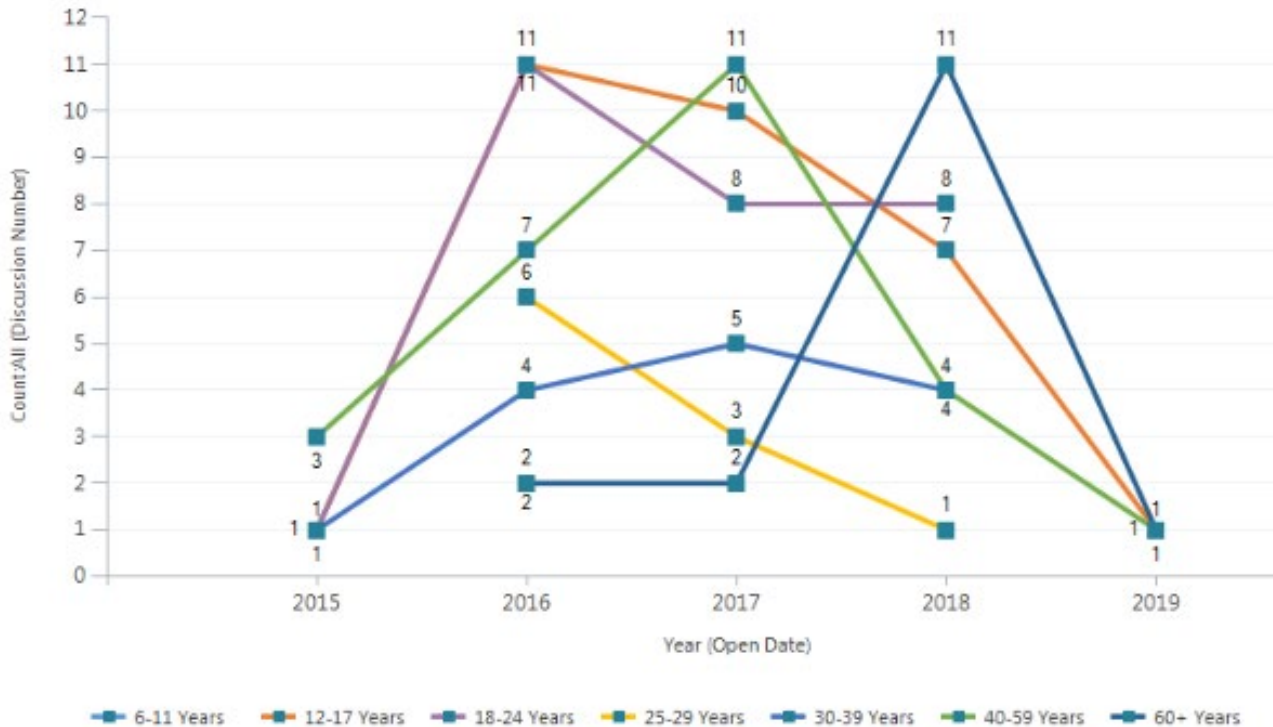


Figure 4 Vulnerable Age Group by Year 1

The following chart shows the total number of discussions held each year since inception. The figure for 2015 represents only a one-month period since the first situation table meeting was held in December 2015. The decline in discussions each year may be attributed to agencies improving their screening of acutely elevated risk prior to bringing a situation to the table, as well as improved understanding of available services in the community leading to individuals being connected to services prior to being referred to the situation table. A factor for 2018 may be the inception of the mental health nurse program at the Lanark County OPP Detachment, which may be allowing for interventions prior to individuals being referred to the situation table. These are factors that are not currently being tracked; a more formal tracking mechanism is being considered.

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Total Number of Discussions by Year

All Discussions in 5 years

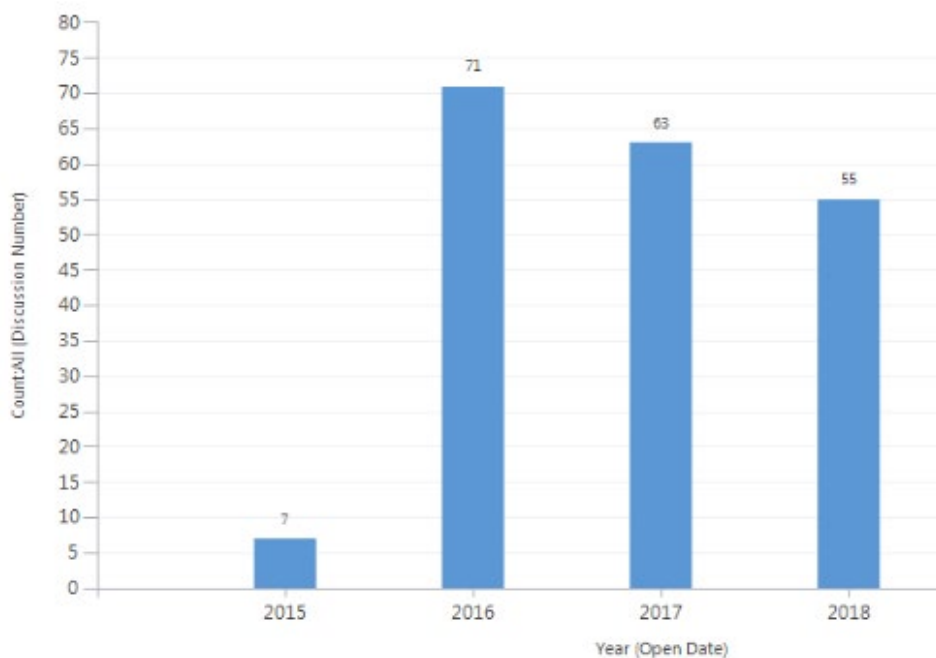


Figure 5 Total Number of Discussions by Year

Conclusion Reasons

Of the 55 discussions held in 2018, eight were rejected. Reasons were that three were already connected to appropriate services with the potential to mitigate the risk, in three cases the originator had not exhausted all options to address the issue, and two were connected to appropriate personal supports with potential to mitigate the risk.

The conclusions for 53 of the 55 discussions in 2018, including the 47 referrals that proceeded, are shown below. Two were still open at the start of the new year.

Conclusion Grouping	# of Discussions	Percentage
Overall risk lowered	40	75.47%
Rejected	8	15.09%
Still AER	3	5.66%
Other	2	3.77%
Total	53	100.00%

Table 1 Conclusions - 2018

Of the 47 referrals that had overall risk lowered, 37 were connected to services and one was connected to personal supports. One was resolved through no action of the situation table and one was connected to services in another

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jurisdiction. In the “other” category for conclusions, one individual had relocated and the other could not be located. Three referrals that were concluded as “still at acutely elevated risk” refused services or were uncooperative. This means 85% had overall risk lowered.

From inception to Dec. 31, 2018, there were 196 referrals to the situation table. Of those, 155 (79%) met the threshold of acutely elevated risk and 131 (85%) subsequently had overall risk lowered. Occasionally a discussion will be re-opened if acutely elevated risk is identified again later. Sometimes persisting risk factors are involved or a new risk factor has been introduced. Reopenings can also be due to an individual not being located the first time, but connected to services after a second referral.

Agency Involvement

In 2018, almost every agency represented at the situation table was involved with a discussion that proceeded to the intervention stage as either an originating, lead or assisting agency. Not surprisingly, police services continue to be the top originating agencies for referrals to the table. In 2018, 51% of the referrals came from OPP (18 referrals) and Smiths Falls Police Services (10 referrals). The next highest referrers were North Lanark Health Link-Champlain LHIN (seven), Adult Probation and Parole (five) and Family and Children’s Services (four). Police involvement at the intervention stage tends to drop significantly once appropriate services are engaged unless there is a safety concern involved or an officer has a good rapport with the individual/family that can help to establish contact. In 2018, Lanark County OPP led one intervention and assisted with 11. Smiths Falls Police assisted with 12.

Lanark County Mental Health took the lead in nine of the 47 discussions that proceeded to intervention, followed by North Lanark Health Link-Champlain LHIN (seven), Victim Services (five) and Adult Probation and Parole (four). These agencies, along with Lanark County Social Services, Family and Children’s Services, the Upper Canada District School Board, Lanark Leeds Grenville Addictions and Mental Health, and Open Doors for Lanark Children and Youth had the most involvement as assisting agencies. Almost every agency represented at the table was involved in at least one discussion and intervention.

The charts below show overall agency engagement for 2018 and since inception (respectively) in the originating, lead and assisting categories.

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All Agencies (All table types) Engaged in Discussions

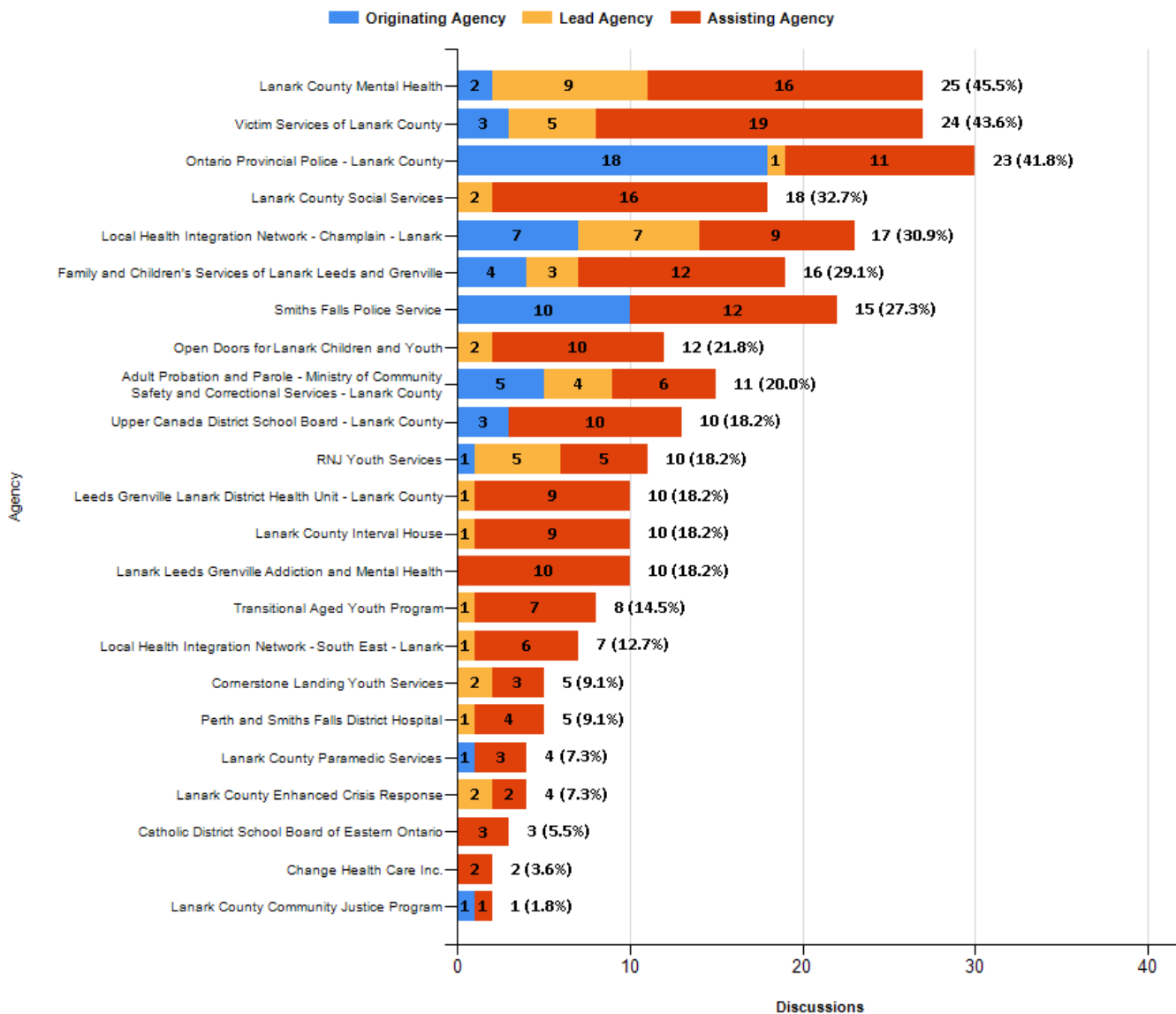


Figure 6 Agency Engagement 2018

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All Agencies (All table types) Engaged in Discussions

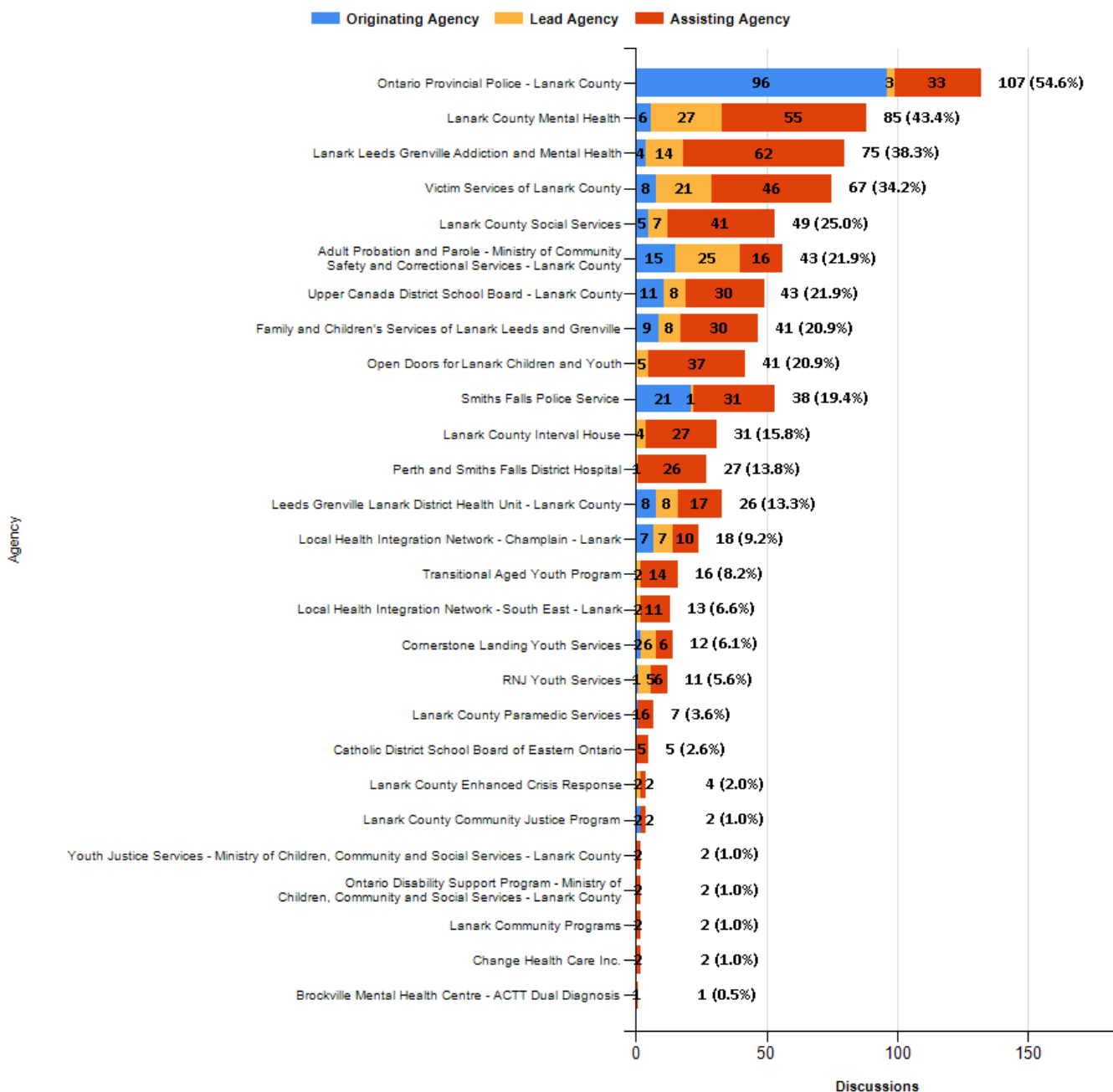


Figure 7 Agency Engagement 2015-2018

Since inception, Lanark County Mental Health, along with Victim Services of Lanark County, have consistently been lead agencies in interventions. This is not surprising given that mental health has been the top risk category each year since 2016. Risk factors are examined in greater detail later in this report.

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The following chart shows the participating and ad hoc agencies and the primary sector category to which they belong.

PRIMARY SECTOR	AGENCIES
Child and Youth Services	<ul style="list-style-type: none"> • Cornerstone Landing Youth Services • Family and Children’s Services of Lanark Leeds and Grenville • Open Doors for Lanark Children and Youth • RNJ Youth Services • Transitional Aged Youth Program • Youth Justice Services – Ministry of Children and Youth Services – Lanark County
Community and Social Services	<ul style="list-style-type: none"> • Lanark Community Programs (ad hoc) • Lanark County Social Services (Ontario Works, Social Housing, Children’s Services, Developmental Services) • Ontario Disability Support Program – Ministry of Community and Social Services – Lanark County
Education	<ul style="list-style-type: none"> • Catholic District School Board of Eastern Ontario • Upper Canada District School Board
Health	<ul style="list-style-type: none"> • Almonte General Hospital • Brockville Mental Health Centre – ACTT Dual Diagnosis (ad hoc) • Brockville Mental Health Centre – Forensic (ad hoc) • Carleton Place and District Memorial Hospital • Change Health Care Inc. (ad hoc) • Lanark County Enhanced Crisis Response • Lanark County Mental Health • Lanark County Paramedic Service • Lanark Leeds Grenville Addiction and Mental Health • Leeds Grenville Lanark District Health Unit • Local Health Integration Network – Champlain – Lanark (North Lanark Health Link) • Local Health Integration Network – South East – Lanark (Rideau-Tay Health Link) • Perth and Smiths Falls District Hospital • Thrive – Kingston Community Health Centre (ad hoc)
Justice	<ul style="list-style-type: none"> • Adult Probation and Parole – Ministry of Community Safety and Correctional Services – Lanark County • Lanark County Community Justice Program (ad hoc) • Lanark County Interval House • Ontario Provincial Police – Lanark County • Smiths Falls Police Service • Victim Services of Lanark County

Table 2 Primary Sector Agencies

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Services Mobilized

The Risk-driven Tracking Database (RTD) system implemented a new “Services Mobilized” section, and the Lanark County Situation Table began tracking that information in late 2017, with 2018 representing the first full year of data. This section includes different categories of services and allows the lead agency to indicate during the report-back

process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available

For 2018, mental health was the service that was mobilized most often. In all but three, clients were informed of, connected to or engaged with services. Social services, counselling, medical health and housing were next in line.

The chart to the left shows the range of services that were mobilized in 2018.

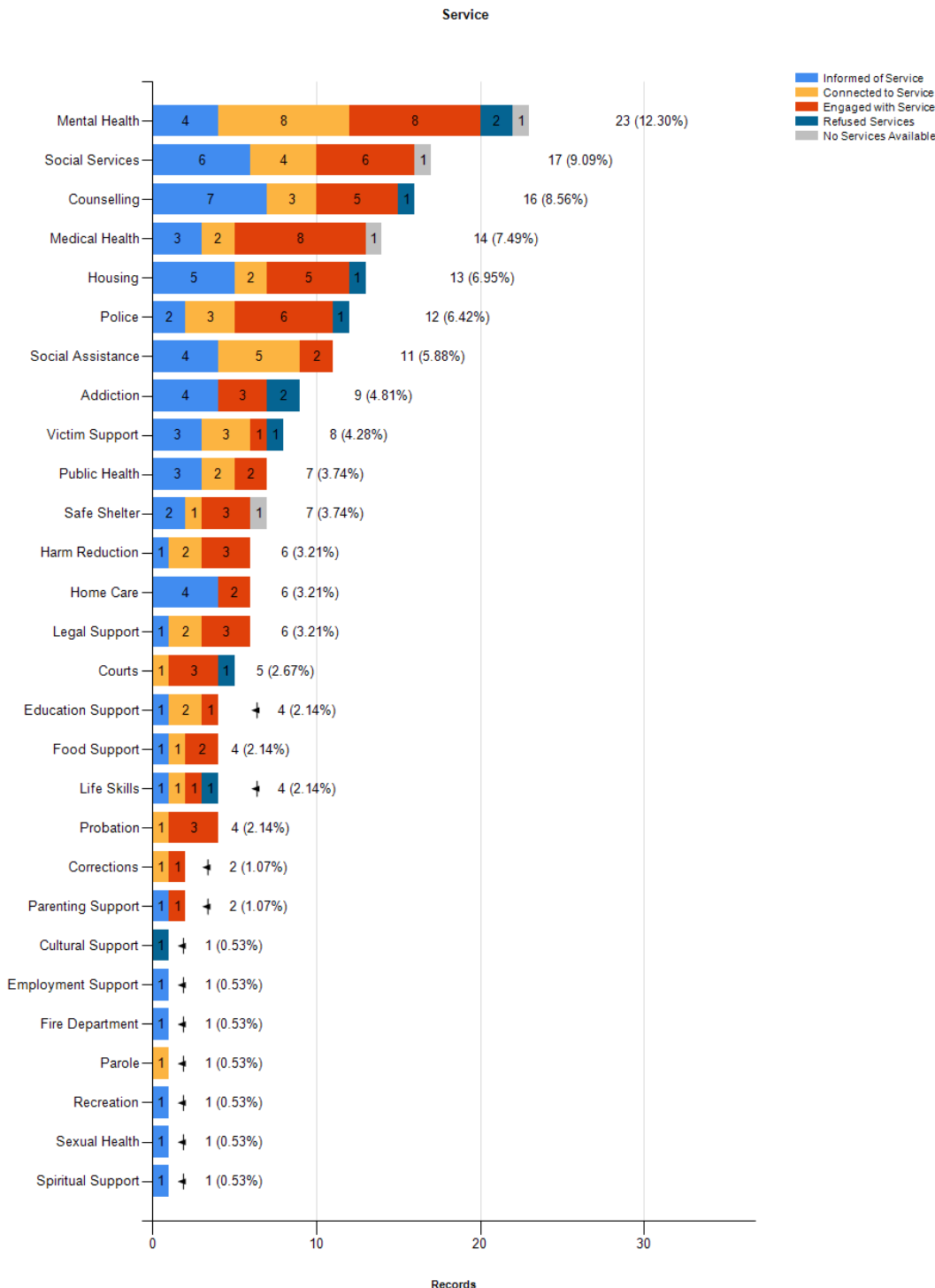


Figure 8 Services Mobilized Categories, 2018

LANARK COUNTY SITUATION TABLE PROJECT

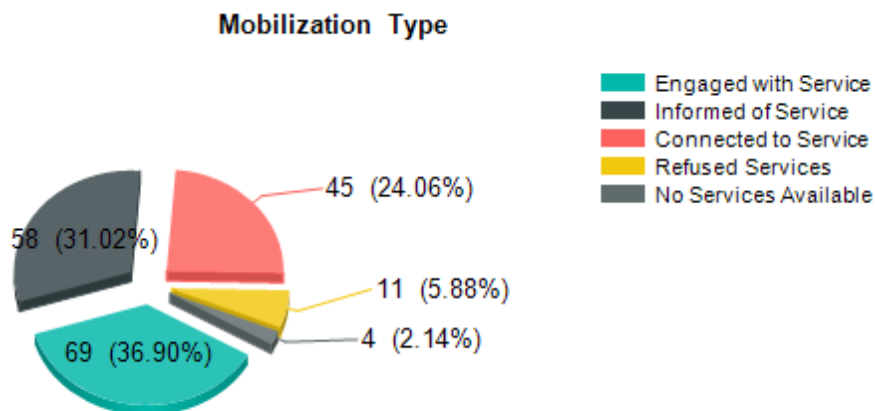


Figure 9 Mobilization Type, 2018

Risk Factors

The RTD system places risk information into different groupings. The Ministry of Community Safety and Correctional Services defines risk factors as “negative characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community.” There are 105 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. The next two charts show the top risk categories for discussions that proceeded to an intervention in 2018 and since inception to the end of 2018, respectively. The charts show the number of referrals with the identified risk component grouping and the overall percentage. For example, for 2018, 36 of 47 accepted referrals had a mental health component as a risk factor, which represents 77% of the total.

LANARK COUNTY SITUATION TABLE PROJECT

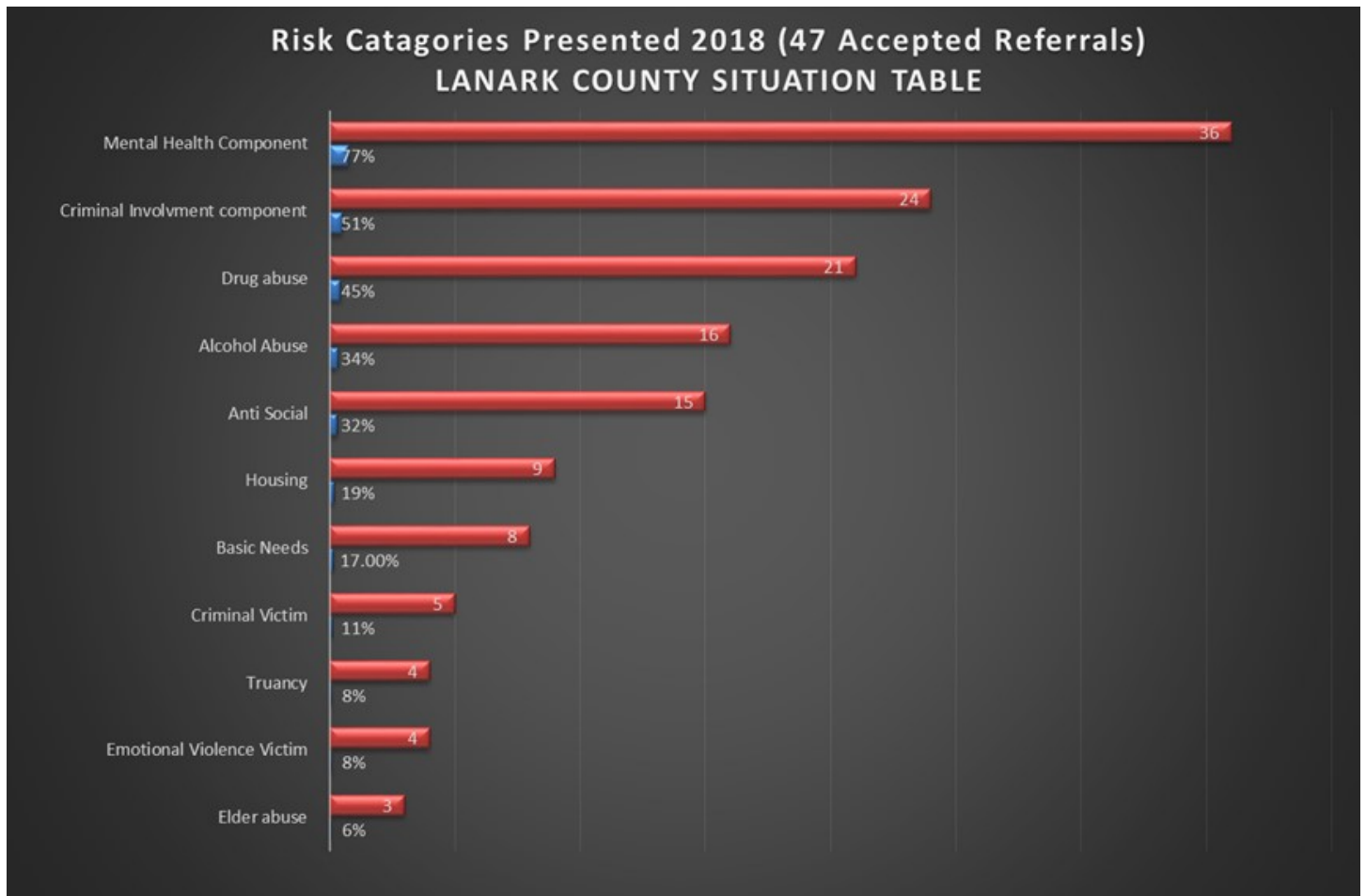


Figure 10 Overall Risk Categories, 2018

LANARK COUNTY SITUATION TABLE PROJECT

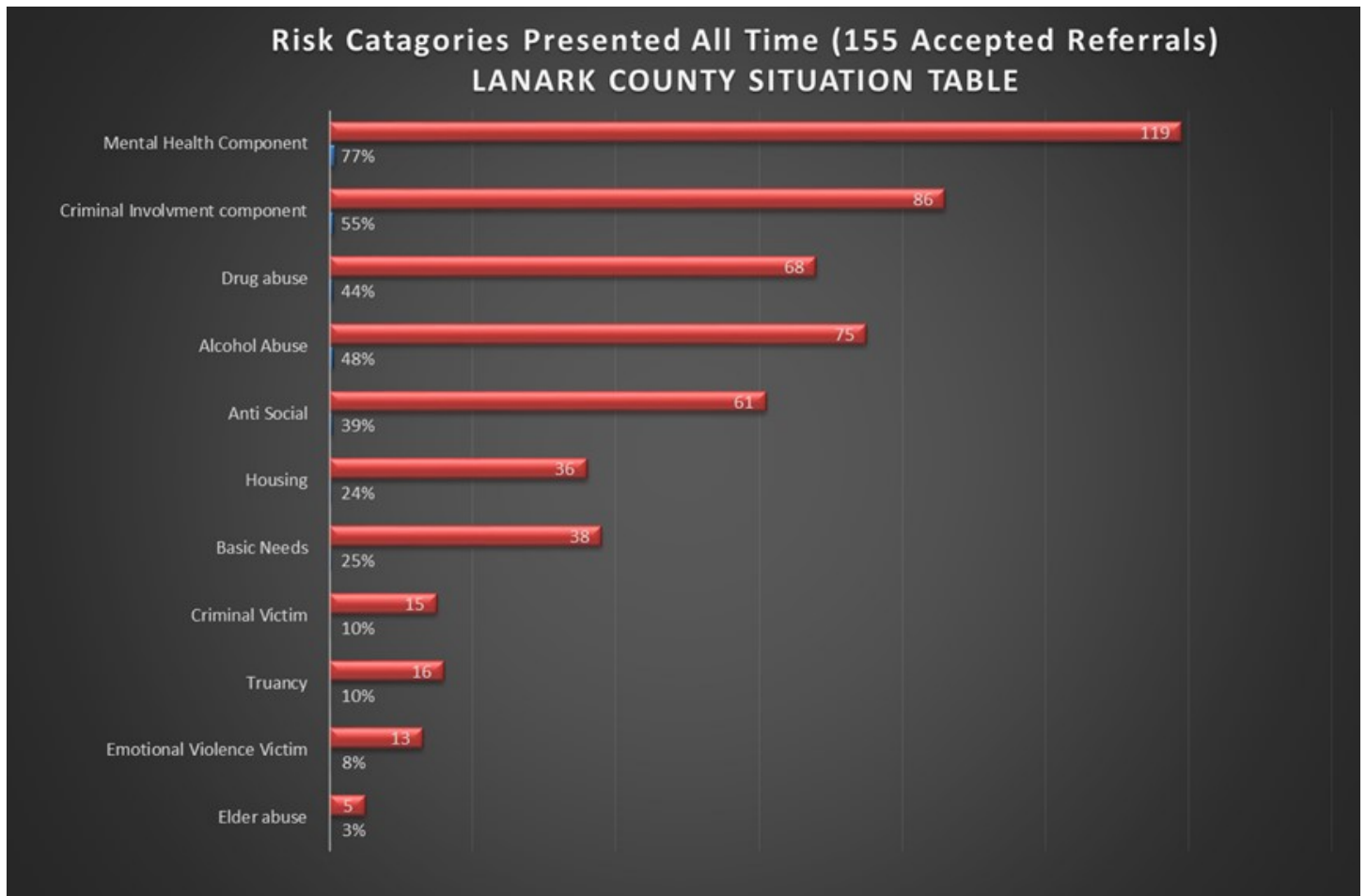


Figure 11 Overall Risk Categories, 2015-2018

LANARK COUNTY SITUATION TABLE PROJECT

The charts below show top CSWB Priorities for the 2018 reporting period and since inception.

Community Safety and Well-Being High Level Risk Priorities

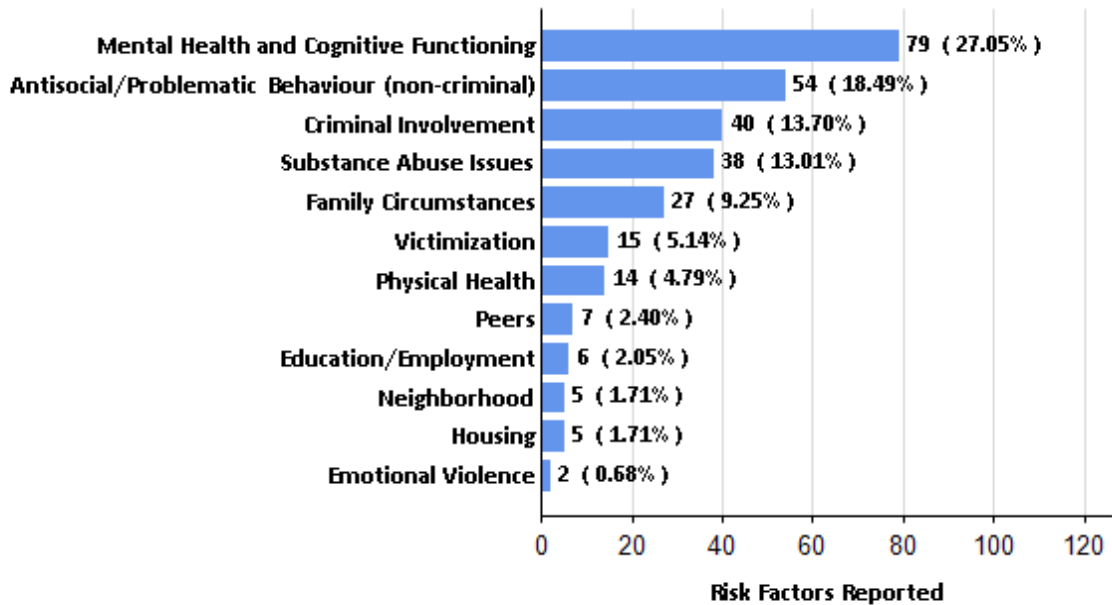


Figure 12 Overall CSWB Risk Priorities, 2018

Community Safety and Well-Being High Level Risk Priorities

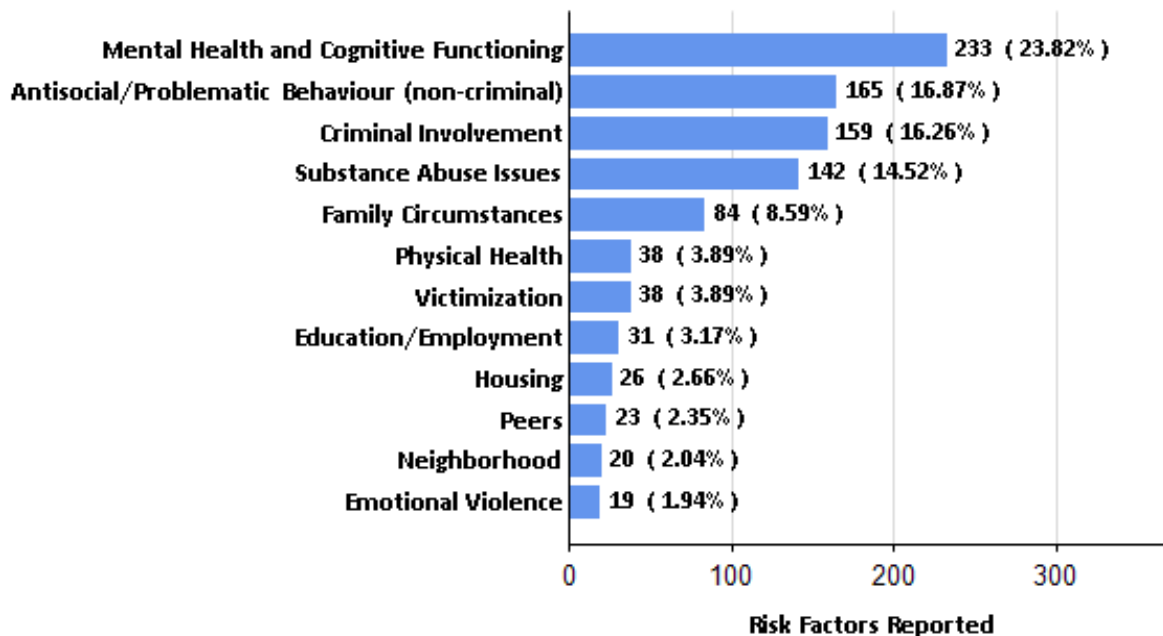


Figure 13 CSWB Risk Priorities, 2015-2018

LANARK COUNTY SITUATION TABLE PROJECT

Below are charts showing an annual comparison of the top five CSWB high-risk priorities, risk categories and risk factors, respectively. The full year data is for 2016 to 2018. The data for 2015 represents only the month of December.

Top CSWB High Level Risk Priorities										
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2015	Antisocial/Problematic	13	Substance Abuse Issues	9	Family Circumstances	7	Mental Health and Cognitive	7	Criminal Involvement	6
2016	Mental Health and Cognitive Functioning	74	Antisocial/Problematic Behaviour (non-criminal)	61	Substance Abuse Issues	50	Criminal Involvement	49	Family Circumstances	30
2017	Mental Health and Cognitive	73	Criminal Involvement	64	Substance Abuse Issues	45	Antisocial/Problematic	37	Family Circumstances	20
2018	Mental Health and Cognitive Functioning	79	Antisocial/Problematic Behaviour (non-criminal)	54	Criminal Involvement	40	Substance Abuse Issues	38	Family Circumstances	27

Top Risk Categories										
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2015	Alcohol	7	Parenting	6	Criminal Involvement	6	Antisocial/Negative Behaviour	5	Mental Health	5
2016	Criminal Involvement	49	Mental Health	46	Parenting	28	Antisocial/Negative Behaviour	26	Drugs	25
2017	Criminal Involvement	64	Mental Health	53	Drugs	26	Alcohol	19	Antisocial/Negative Behaviour	17
2018	Mental Health	52	Criminal Involvement	40	Drugs	23	Parenting	23	Antisocial/Negative Behaviour	21

Top Risk Factors										
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2015	Alcohol - alcohol abuse by person	5	Antisocial/Negative Behaviour - antisocial/negative behaviour within the home	4	Basic Needs - person unable to meet own basic needs	4	Parenting - parent-child conflict	4	Mental Health - suspected mental health problem	3
2016	Parenting - parent-child conflict	24	Alcohol - alcohol abuse by person	21	Mental Health - suspected mental health problem	20	Drugs - drug abuse by person	20	Mental Health - diagnosed mental health problem	18
2017	Mental Health - suspected mental health problem	25	Drugs - drug abuse by person	24	Mental Health - diagnosed mental health problem	19	Alcohol - alcohol abuse by person	18	Parenting - parent-child conflict	17
2018	Mental Health - diagnosed mental health problem	26	Parenting - parent-child conflict	20	Drugs - drug abuse by person	19	Antisocial/Negative Behaviour - person exhibiting	13	Alcohol - alcohol abuse by person	12

Fig. 14 Top Five Risk Priorities, Categories and Factors by Year

Without question, the prevalence of mental health as a risk can be found in every year. For each individual discussion, there can be numerous risk factors within a single risk category. For example, an individual who has had repeated and escalating contacts with police may be demonstrating several different criminal involvement risk factors within the single criminal involvement category (e.g. mischief, assault and theft). It is also not surprising that criminal involvement is frequently seen as a risk for two reasons: 1. The police contribute the highest number of referrals to the situation table and this is often because of escalating contacts and 2. The criminal involvement category can include instances when a person is suspected, charged, arrested or convicted of an offence (as opposed to only convicted, for example).

Addressing the prevalent community safety and well-being risk priorities is expected to help reduce the frequency of contacts with police and, consequently, the criminal involvement risk factors.

Risk Factors and Demographics

An analysis of the top CSWB high-level risk priorities and risk categories for males and females of all age groups for 2018 and from inception to Dec. 31 2018 shows that, for both males and females, mental health was at the top risk in both CSWB high-level risk priorities and overall risk factors. For males, antisocial behaviour, criminal involvement, substance abuse and drugs were the other top factors, while for females, antisocial behaviour, substance abuse, drugs, parenting and criminal involvement were top factors.

In 2018, the age group with the most referrals was the 60+ range, at 31%, followed by 18 to 24 years (23%) and 12 to 17 years (20%). There were no referrals of individual children from birth to age 11, although there were 11 family referrals in 2018, which included three children from birth to age five, five children from ages six to 11, nine children from ages 12 to 17, one in the 18 to 24 age group and one age unknown. In 2018, 43% of the individuals referred to the situation table would be categorized as children and youth (under age 24).

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For the period from December 2015 to December 2018, the most referrals came from the 12 to 17 age group (24%), followed by 18 to 24 (23%) and 40 to 59 (20%). There were no referrals in the birth to five years range, but youth and children overall represent almost 48%. In that time period there were 31 family referrals, which included seven children ages five and under, 12 children in the six to 11 age range, 15 in the 12 to 17 range and 4 from 18 to 24. Other non-primary caregivers in the family category included three people in the 40 to 59 age range, six who were age 60 or older, and five of unknown age.

In order to look at a larger sample and to attempt to show prevalent risk factor variances between males and females, the next tables compare the top three CSWB High-Level Risk Priorities for males and females in each age group since the inception of the situation table until the end of 2018, as well as the top five risk categories for each. The total number of discussions in each age group is shown. It should be noted that the risk priorities and risk categories encompass a number of sub-categories. For example, the “Mental Health” risk variable can include diagnosed mental health problem, suspected mental health problem, self-reported mental health problem, witnessed traumatic event, mental health problem in the home, grief, and not following prescribed treatment. As such, one person could have more than one mental health risk factor.

Over time with a larger sample, it may be possible to determine trends related to age group and gender and the types of risks encountered in an effort to pinpoint strategies to mitigate those risks at an earlier point through community safety planning.

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CSWB HIGH-LEVEL RISK PRIORITIES (TOP 3)								
AGE GROUP	Male # of Disc.	MALE	# of risk factors reported	%	Female # of Disc.	FEMALE	# of risk factors reported	%
0-5	0	n/a			0	n/a		
6-11	2	Antisocial/problematic behaviour – non criminal	2	100	0	n/a	0	0
		Mental health	2	100			0	0
		Criminal involvement	1	50			0	0
		Family circumstances	1	50				
12-17	18	Mental Health	15	83	11	Mental health	9	82
		Substance use	15	83		Antisocial/problematic behaviour – not criminal	8	73
		Antisocial/problematic behaviour – not criminal	13	72		Family circumstances	7	64
		Criminal involvement	13	72				
		Family circumstances	13	72				
		Peers	6	33				
18-24	19	Mental health	18	95	9	Mental health	9	100
		Antisocial/problematic behaviour – not criminal	16	84		Criminal involvement	6	67
		Criminal involvement	16	84		Substance abuse issues	6	67
		Substance abuse	16	84		Antisocial/problematic behaviour – not criminal	5	56
		Family circumstances	11	58		Family circumstances	5	56
25-29	5	Criminal involvement	5	100	5	Criminal involvement	5	100
		Substance abuse issues	5	100		Substance abuse issues	5	100
		Mental health	4	80		Mental health	4	80
		Antisocial/problematic behaviour – non criminal	2	40		Antisocial/problematic behaviour – not criminal	2	40
		Peers	2	40		Victimization	2	40
30-39	8	Mental health	7	88	6	Substance abuse issues	6	100
		Antisocial/problematic behaviour – non criminal	6	75		Antisocial/problematic behaviour – not criminal	5	83
		Criminal involvement	6	75		Mental health	5	83
		Substance abuse issues	5	63		Family circumstances	2	33
						Neighbourhood	2	33
						Peers	2	33
40-59	17	Mental health	15	288	8	Mental health	8	100
		Substance abuse issues	12	71		Antisocial/problematic behaviour – not criminal	4	50
		Antisocial/problematic behaviour – not criminal	11	65		Substance abuse issues	3	38
						Victimization	3	38

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60+	8	Mental health	8	100	7	Mental health	6	86
		Antisocial/problematic behaviour – not criminal	6	75		Antisocial/problematic behaviour – not criminal	4	57
		Physical health	5	63		Physical health	4	57
						Victimization	4	57
						Family circumstances	4	57
							3	43

Table 3 CSWB Comparison - Male/Female

LANARK COUNTY SITUATION TABLE PROJECT

TOP RISK CATEGORY (TOP 5)								
AGE GROUP	Male # of Disc.	MALE	# of risk factors reported	%	Female # of Disc.	FEMALE	# of risk factors reported	%
0-5	0	n/a			0	n/a		
6-11	2	Antisocial/negative behaviour	2	100	0	n/a	0	0
		Mental Health	2	100			0	0
		Physical violence	2	100			0	0
		Criminal	1	50			0	0
		Parenting	1	50			0	0
		Threat to public health and safety	1	50			0	0
12-17	18	Drugs	14	78	11	Mental health	8	73
		Criminal involvement	13	72		Parenting	7	64
		Mental health	13	72		Criminal Involvement	6	55
		Parenting	13	72		Suicide	6	55
		Suicide	7	39				
18-24	19	Mental health	17	89	9	Mental health	9	100
		Criminal involvement	16	84		Criminal involvement	6	67
		Antisocial/negative behaviour	15	79		Drugs	6	67
		Drugs	15	79		Antisocial /negative behaviour	5	56
						Parenting	5	56
25-29	5	Criminal involvement	5	100	5	Criminal involvement	5	100
		Drugs	4	80		Drugs	4	80
		Mental health	4	80		Mental health	4	80
		Alcohol	2	40		Suicide	3	60
		Antisocial/negative behaviour	2	40				
		Negative peers	2	40				
		Self-harm	2	40				
30-39	8	Mental health	7	88	6	Alcohol	5	83
		Criminal involvement	6	75		Mental health	5	83
		Alcohol	4	50		Basic needs	4	67
						Antisocial/negative behaviour	3	50
						Drugs	3	50
40-59	17	Mental health	15	88	8	Mental health	8	100
		Alcohol	11	65		Antisocial/negative behaviour	3	38
		Criminal involvement	10	59		Housing	3	38
						Alcohol	2	25
						Parenting	2	25
						Physical health	2	25
						Sexual violence	2	25

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						Suicide	2	25
60+	8	Basic needs	7	88	7	Mental health	6	86
		Mental health	7	88		Physical health	4	57
		Physical health	4	50		Basic needs	3	43
		Alcohol	3	38		Elder abuse	3	43
		Criminal involvement	3	38				
		Housing	3	38				

Table 4 Risk Category Comparison - Male/Female

The following tables show the CSWB High-Level Risk Priorities and Risk Categories for families for the 2015-2018 period based on 31 discussions held.

CSWB High Level Risk Priorities	Discussion	Percentage
Family Circumstances	23	74.19%
Antisocial/Problematic Behaviour (non-criminal)	20	64.52%
Criminal Involvement	18	58.06%
Mental Health and Cognitive Functioning	17	54.84%
Substance Abuse Issues	16	51.61%
Education/Employment	9	29.03%
Physical Health	9	29.03%
Victimization	8	25.81%
Emotional Violence	7	22.58%
Housing	7	22.58%
Neighborhood	1	3.23%
Peers	1	3.23%

Table 5 CSWB High-Level Risk Priorities, 2015-2018

Risk Category	Discussion	Percentage
Parenting	23	74.19%
Criminal Involvement	18	58.06%
Mental Health	16	51.61%
Drugs	14	45.16%
Physical Violence	12	38.71%
Suicide	10	32.26%
Basic Needs	9	29.03%
Alcohol	8	25.81%
Antisocial/Negative Behaviour	8	25.81%
Missing School	8	25.81%
Physical Health	8	25.81%
Emotional Violence	7	22.58%
Housing	7	22.58%
Threat to Public Health and Safety	4	12.90%
Crime Victimization	3	9.68%
Self-Harm	2	6.45%
Elderly Abuse	1	3.23%
Gambling	1	3.23%
Missing/Runaway	1	3.23%

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Negative Peers	1	3.23%
Poverty	1	3.23%
Sexual Violence	1	3.23%
Unemployment	1	3.23%

Table 6 Risk Categories, 2015-2018

Again, each category and priority represents a range of risk factors that have been identified. Often families are referred when a wraparound approach is needed to help caregivers cope with issues around a child with mental health or addiction issue.

Study Flags

The RTD also now offers reports to show the range of study flags associated with discussions. Since inception, the most frequent study flag is, by far, “recent escalation.” This is often how police, as the top referrers, note that a person may be approaching acutely elevated risk. Almost half of the discussions in 2018 included this study flag. “Risk of losing housing/unsafe living conditions” is the next highest study flag, at 14% in 2018 and 12% since inception. The charts below highlight the prevalent flags for 2018 and from inception to Dec. 31, 2018, respectively.

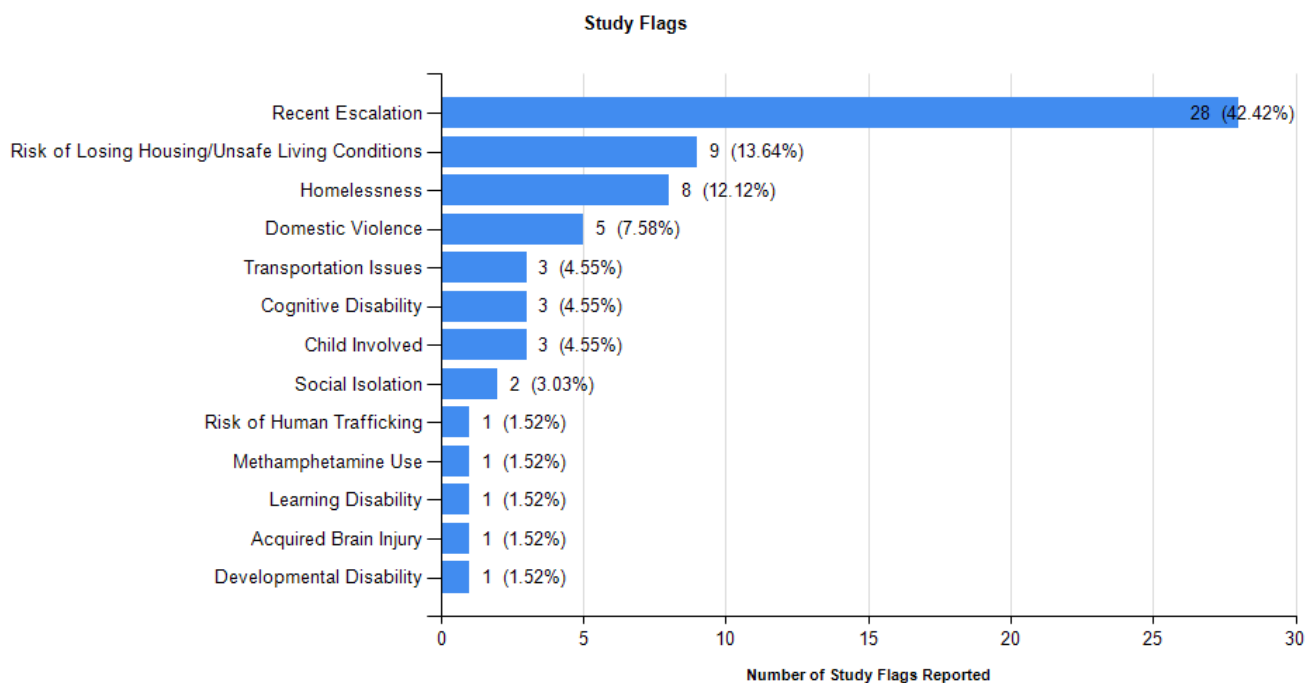


Figure 15 Study Flags, 2018

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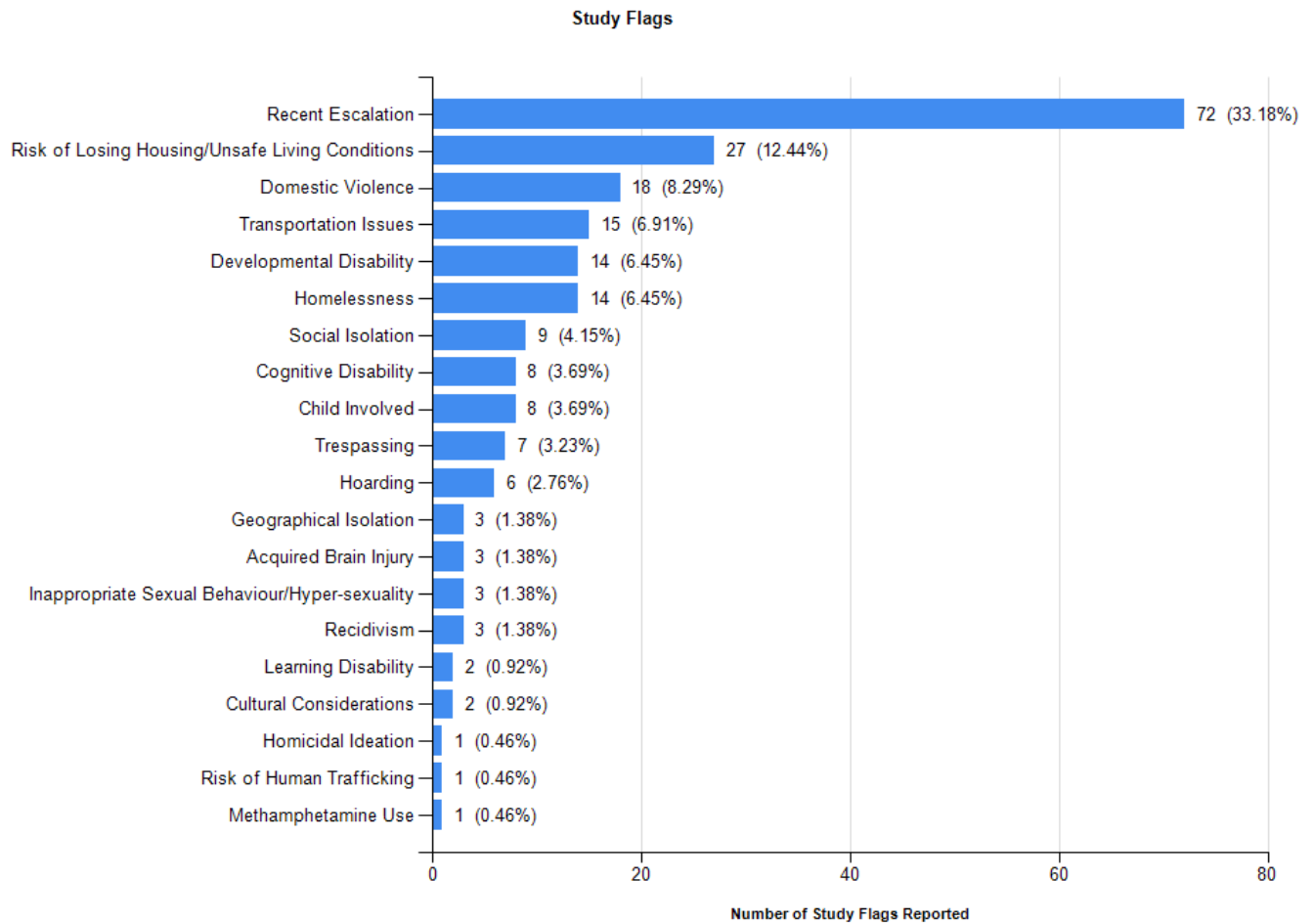


Figure 16: Study Flags, 2015-2018

OPP Pre- and Post-Referral Data

In an effort to evaluate the effectiveness of the situation table on calls for service, Lanark County OPP began an initiative to track the number of calls for service pre-referral and post-referral. This applies only to individuals referred to the situation table by the OPP. From inception to the end of December 2018, OPP have made a total of 76 referrals that were accepted and proceed to the intervention stage. Of those six were individuals who had been referred more than once. Of the 76, there has been a reduction in calls for service in 63 of the referrals (82.9%). A drop in calls for service allows for officers to focus on other priority calls and demonstrates that individuals have been connected to more appropriate services that meet their needs. Ultimately this results in cost savings as the requirement for emergency services personnel is reduced (e.g. police and paramedics).

The timeframe for the number of police contacts for each individual is over a lifetime (which may also represent a short duration of activity), and includes calls for service from other police services. Post-referral contacts are from the date of referral to the end of 2018 for this report. In general, for individuals whose referral proceeded to the intervention stage, a drop in the number of calls is seen; in some cases the drop is dramatic and lasting (e.g. seen in individuals who were referred early on in the situation table's inception). In some cases the number of calls for service rises. This could signal an individual experiencing chronic issues requiring more intensive case management at an agency level.

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A more complete analysis with specific parameters was completed by the detachment analyst in an effort to show whether officer hours are being reduced relative to referrals to the situation table. A detailed review of combined data (involving multiple databases and a review of each individual occurrence) for the first 10 subjects referred by Lanark OPP to the situation table shows a continued trend in the reduction of officer hours spent with those individuals post-referral. This is based on interactions for a 14-month period pre- and post-referral. Overall, the number of officer interactions with the subjects decreased by 15%. Computer Aided Dispatch (CAD) data shows a decrease of 22% and there was a 41% reduction in total officer hours dedicated to those 10 individuals. While some individuals have seen a less dramatic decrease based on their individual circumstances, others have seen a significant reduction. Based on the rate of decrease there is an overall average of 24.75 total officer hours reduced per subject. In 2017 Lanark County OPP referred 31 individuals. Using the 24.75 hours average per subject, the OPP realized a 767.25 reduction in officer hours for 2017. If the same formula is applied to 2016, the OPP referred 42 individuals, which results in a 1039.5 total officer hours reduction. This analysis was of front-line officer interactions and does not include court officer, administration personnel or officer court time, but it would be reasonable to assume the actual hours reduced with police interaction would be higher.

This information demonstrates the situation table is a tool for enhancing effectiveness of police services. Referrals by Lanark County OPP to the situation table have, overall, resulted in a reduction in the number of hours officers spend in contact with people who have been referred. This trend has been confirmed by both a detailed analysis of the pre- and post-referral occurrences and by tracking calls for service related to those referred within a specific timeframe. It is one of the targets set out and achieved as part of the Policing Effectiveness and Modernization Grants provided to the project through the Ministry of Community Safety and Correctional Services.

Emergency Room Statistics

The Perth & Smiths Falls District Hospital was able to provide information pertaining to results from five referrals that involved the hospital's two emergency departments. The individuals involved demonstrated risk factors including addictions, mental health, homelessness, general health issues, negative behaviour, self-harm, threat to public safety and being unable to provide basic needs. The impact on the emergency departments involved such issues as frequent presentation, in some cases seeking shelter; aggression and disruptive behaviour that in some cases required chemical and physical restraints; non-compliance; police involvement due to risk; nursing staff overtime; threats made to staff/physicians. Interventions involved such resolutions as securing shelter, connections to outpatient mental health services and social services engaged, school and family situations being more stabilized, and inpatient mental health treatment at another facility. In all five cases, the interventions resulted in zero presentations to emergency in an unspecified period following the intervention.

Although costs are not specified for the presentations to emergency departments, connecting people to more appropriate services logically leads to savings in emergency health care and frees up those resources for other individuals.

Community Plan for Safety and Well-being

There are exciting developments with the community plan for safety and well-being component of the Lanark County Situation Table Project. This component of the overall project also strives to bring multiple human-service sectors

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together to collectively identify systemic issues and risk factors that are prevalent locally and to provide a network of support for vulnerable populations in the community in order to prevent crisis situations.

The process to develop the Community Plan for Safety and Well-being for Lanark County and Smiths Falls began in earnest in September 2016. A Community Safety Planning Steering Committee with representation from multiple sectors was established with a mandate to “provide strategic advice and direction in the compilation of the Community Plan for Safety and Well-being for Lanark County and the Town of Smiths Falls.” Membership of the steering committee is outlined below.

SECTOR	ORGANIZATION	REPRESENTATIVE
Justice	Lanark County OPP	Insp. Derek Needham
	Smiths Falls Police Service	D/Ch. Rick Labelle
	Probation and Parole	Jamie Pearson
Community Organizations	United Way	Fraser Scantlebury
	Youth Centres	Jeff Kohl
Health Care	Health Unit	Claire Farella
	Lanark County Mental Health	Diana McDonnell
	LLG Addictions and Mental Health	Shawn Souder
	Rideau-Tay Health Links	Maureen McIntyre
Social Services (including Housing)	Lanark County Social Services	Julie Golding
Victim Services	Lanark County Victim Services	Amber MacDonald
	Lanark County Interval House	Erin Lee
Education	UCDSB	Rob Currier/Don Lewis
Culture	Indigenous	Larry McDermott
Local Government	Lanark County Council	John Fenik
	Plan Coordinator	Stephanie Gray

Table 7 Steering Committee Members and Sectors

The initiative was community-driven from the start. The coordinator relied on materials developed by the Ontario Working Group on Collaborative, Risk-driven Community Safety and the Ministry of Community Safety and Correctional Services for guidance in the process.

Throughout 2016 and 2017, information was gathered for the plan through surveys, feedback from agencies through representation at the Lanark County Situation Table, a variety of committees and working groups, focus groups, interviews and statistics. The steering committee used this information to identify community assets and 12 priority risk areas. Issues within each risk area were highlighted, as well as strategies to combat them in the areas of social programming, prevention, risk intervention and emergency response. Outcomes and measurables in each risk area were established. The 12 identified risk areas and associated outcomes are listed in the table below.

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OUTCOMES
MENTAL HEALTH
Increased education, awareness and promotion of existing services/programs to reduce specific wait times and after-hours gaps, to clarify pathways of care, to support families with children who have mental illness, and to promote overall good mental health and well-being.
Earlier intervention in mental health crises by having mental health workers as part of emergency response and screening mechanisms for earlier referrals by physicians.
Advocacy for increased funding for areas of rapid growth for mental health sector and greater access to services.
Increased/improved supports for families undergoing custody issues.
Increased awareness, promotion and support of resiliency and mental health in partnership with school boards.
Increased early intervention efforts and longer-term supports with caseworkers related to hoarding to support at-risk individuals.
Increased training completed on trauma-informed care and ASIST.
Continued referrals to situation table and wraparound supports for individuals and families who are at acutely elevated risk
SUBSTANCE USE
Increased education, awareness and promotion of existing services and strategies related to opioids, chronic pain management and harm reduction (for medical community and general public) to increase understanding of harm reduction philosophy and to reduce stigma.
Improved engagement and coordination between LHINs for planning around addictions, mental health and primary care.
Analysis completed of possibilities related to implementing Icelandic model in Lanark County/Smiths Falls.
Increased awareness and promotion of existing programs for addictions and substance abuse, such as Smart Works Program.
Increased withdrawal management/detox services for Lanark County/Smiths Falls.
Increased education around cannabis.
Increased education around calling 9-1-1 in overdose situations coupled with increased calls to 9-1-1.
Expanded drug treatment court program.
Continued expansion of naloxone program and increased awareness.
Inventory of addiction services for youth (within schools and in the community).
Increase in specialized services for addictions that are accessible through schools.
Continued referrals to situation table and wraparound services for individuals and families who are at acutely elevated risk.
Ongoing support for community plan for response to opioid crisis.
POVERTY
Inventory and promotion of services available for low-income individuals and families at risk with gaps identified, as well as greater collaboration between partners to free up resources and improve access.
Increased opportunities to teach community how to grow food and to cook.
Advocacy for improved rural funding models or incentives that address rural concerns and large geographic areas.
Enhanced advocacy for clients navigating systems and improved education for service providers to improve consistency.
Advocacy for modified social assistance rates and lower utility bills.
Advocacy for increased core funding for food banks and core food programs.
Increased programs to help individuals transition out of poverty.
More established affordable and supportive housing opportunities for socioeconomically disadvantaged persons.
Reduced calls and interactions for subsidies

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HOUSING
Reduced rates of homelessness in Lanark County/Smiths Falls by working with partners and private sector.
Increased access to supported and affordable housing for vulnerable populations.
Inventory and greater awareness of emergency supports and housing for victims/people in crisis while awaiting longer-term supports.
Advocacy for reduced utility costs and increased awareness of programs for energy efficiency.
Engaged landlords in improving unsafe, substandard housing and improved education on cultural norms.
Early intervention strategies developed to reduce chronic homelessness.
Inventory of needs in vulnerable neighbourhoods to improve wraparound supports.
TRANSPORTATION
Increased awareness of affordable transportation options.
Increased access to affordable transportation.
Established multi-agency rotating clinic to bring services to clients.
Increased wellness clinics, co-located services and home visits for isolated/vulnerable populations.
HEALTH AND WELL-BEING
Increased access to services and supports for vulnerable populations/isolated individuals, including caregivers (e.g. multi-agency rotating clinic, community paramedic program), and earlier intervention mechanisms in place.
Increased supports for individuals with developmental disabilities in crisis situations.
Improved clarity regarding LHIN boundaries and service delivery and improved coordination around planning.
Increased promotion and access to existing programs to reduce social isolation and additional gaps identified.
Improved understanding of and access to services for long-term care residents who are not 65.
Advocacy for improved rural connectivity.
Increased awareness of service and sexual health clinics related to Hep C and HIV.
Increased awareness of available social programs through resource such as 211.
Increased volunteer recruitment and retention to support agencies.
Increased knowledge about benefits and procedures to become a trauma-informed community, leading to greater health and well-being.
DOMESTIC VIOLENCE AND SEXUAL ASSAULT
Create, promote and deliver healthy relationship curriculum and training and educational materials to begin to break intergenerational cycle of violence and consider various opportunities, such as festivals, events, faith groups and related conferences.
Increased awareness of existing programs through justice system for domestic violence victims and identify and remedy gaps in order to improve outcomes.
Increased awareness of early indicators of domestic violence and earlier referrals to supports for victims.
Increased awareness and promotion of existing partner-assault programs/anger management and/or development of programs/campaigns to increase self-referrals by offenders or potential offenders.
Continued domestic violence and trauma-informed care training for relevant agencies and service providers.
Increased knowledge about benefits and procedures to become a trauma-informed community, leading to greater health and well-being.
Increased awareness of issues around male sexual victimization to reduce stigma, and promotion of available services.
YOUTH AND FAMILIES
Increased resources and access to (and/or promotion and education of existing ones) for children's hospital outpatient and addiction services, mental health supports related to gender identity for youth, supports/respite for families with high-needs children (including developmental disabilities), programs for pregnant teens, programs for life skills/employment readiness and needs; supports for victims of bullying and other violence/exploitation, awareness and availability of emergency safe housing.

LANARK COUNTY SITUATION TABLE PROJECT

Increased collaboration and planning related to youth and families to improve funding opportunities, collective impact and earlier crisis intervention.
Increased child advocacy through child protection initiatives related to system training for agencies, support for kin families, court-related prevention measures around custody, development of child advocacy centre.
All community schools kept open or repurposed as community hubs.
Earlier identification of parenting support needs through existing or expanded programs, along with enhanced promotion of existing programs.
Increased sustainability, efficiencies and shared programming for youth centres.
SENIORS
Advocacy and collaboration to address funding issues related to community and primary health care, including increased affordable long-term care beds and supports for seniors.
Increased education around existing programs to reduce social isolation for seniors and enhancements where needed, including caregiver supports and elder abuse prevention initiatives.
Established program of wellness checks for seniors (community paramedicine) and early interventions for vulnerable seniors, including increased input from Geriatric Psychiatry Outreach Program at the Royal Ottawa with respect to community outreach to seniors and long-term care homes.
JUSTICE
Increased education and/or enhancements around programs available to help male offenders who are victims of sexual assault or domestic violence.
Improved program capacity for probation officers to increase access to supports for offenders in discharge planning to improve health and mental health.
Advocacy for Unified Family Court, dedicated Superior Court Judge and improved courthouse facility in Lanark County.
Development of a child advocacy centre in Lanark County.
Improved experiences in justice system for victims of domestic violence and increased education around supports currently available.
Established supports for youths victimized by gang activity.
Established supports for victims of human trafficking.
Improved bail supervision.
Improved awareness of and/or access to appropriate housing for youth released from custody.
INDIGENOUS HEALTH AND WELL-BEING
Increased understanding of shared history between Indigenous people and those who came after.
Completed strategy and work plan to implement Truth and Reconciliation Calls to Action and related protocols guided by the 10 principles of reconciliation.
Increased awareness and promotion of existing supports for Indigenous services, and enhanced supports where necessary.
CULTURE AND DIVERSITY
Increased anti-oppression/anti-racism, stigma/discrimination/anti-bullying activities with agencies and community.
Increased awareness of services available for new Canadians.
Increased awareness and enhancements for gender and sexual diversity supports.
Increased awareness of French language services available.

Table 8 CSWB Plan Outcomes

In March 2018, the provincial government passed amendments to the Police Services Act, which mandated municipalities to prepare and adopt a community plan for safety and well-being. This can be done as a joint plan with surrounding municipalities. The Act came into force as of Jan. 1, 2019 and requires local municipalities to have the plan

LANARK COUNTY SITUATION TABLE PROJECT

adopted two years from that date. A new version of the act was tabled by the new provincial government in February 2019 that retains this CSWB component.

The requirement for municipalities to adopt the plan was unexpected, but Lanark County and Smiths Falls is well on the way to completing this task. It began as a community-driven plan with a regional focus, and thanks to the guidance documents from the Ontario Working Group and the ministry, the efforts of the steering committee aligned with the requirements of the Act with regard to establishing a specific multi-sectoral advisory committee (the steering committee), undertaking particular consultations and identifying priority risks, strategies and measurable outcomes. Regulations related to monitoring, evaluating and reporting the province may be outlined at a later date, but there is a regulation that municipalities that adopt a plan must publish it online within 30 days of adoption and make a printed copy available for viewing. (Check local municipal websites for links to the plan.)

The committee approved the “Community Plan for Safety and Well-being for Lanark County and Smiths Falls” on July 4, 2018. The coordinator presented it to Lanark County Council in August 2018, which approved it in principle on Aug. 29, 2018 with the recommendation that it be taken to all of the local municipalities for adoption following the municipal election in the fall. The coordinator and representatives from Lanark County OPP have been presenting the plan to local municipalities over the winter, with the hope most will have adopted it by Spring 2019, at which point the coordinator and steering committee will begin the work of setting up implementation teams to undertake the actions.

Progress will be reported to municipalities and stakeholders on an annual basis. The entire plan will be revisited in three years with an aim to plan in four-year cycles that align with terms of municipal council. It is a living document and, already, a great deal of good work is happening. The intent of the plan was never to reinvent the wheel, but to build on the tremendous assets that already exist in the community and find solutions where gaps may exist.

Grants and Activities

As previously mentioned, the Lanark County Situation Table Project has been funded by a combination of provincial grants and municipal and in-kind contributions.

Proceeds of Crime Grant: The Lanark County Situation Table Project was initially funded by a Proceeds of Crime Front-Line Policing Grant in 2015-2016 (\$59,962) through the Ministry of Community Safety and Correctional Services. The purpose was to launch the situation table itself, undertake necessary training for partners, seek sustainability and take the initial steps toward the development of a community plan for safety and well-being. A second Proceeds of Crime grant funded Phase II of the project (\$59,935), which was to continue the work of the situation table and the community safety plan in 2016-2017. These grants covered the salary of the part-time coordinator position, as well as start-up costs, administration expenses/supplies, communications expenses, training/consultants, mileage, educational advertising, etc. A third Proceeds of Crime grant submitted to support specific initiatives related to vulnerable populations and risk factors identified in the early stages of the community safety planning processes was not successful.

Policing Effectiveness and Modernization Grant: For 2017-2018, the Ministry announced it would be starting the process of repurposing funds that had been allocated to different grants, including the Toronto Anti-Violence Intervention Strategy, Provincial Anti-Violence Intervention Strategy, Community Policing Partnerships and Safer Communities – 1,000 Officers Partnership programs. Municipalities that had been receiving or were eligible for them had the option of applying for a new program called the Policing Effectiveness and Modernization Grant, which had an emphasis on community partnerships/collaboration in community safety and well-being. The Town of Perth had been in

LANARK COUNTY SITUATION TABLE PROJECT

receipt of the Community Policing Partnerships grant and, based on a recommendation from the Perth Police Services Board, Council authorized applications for the PEM Grant to sustain the situation table and continue with community safety planning in 2017/2018 and again for 2018/2019. The Board received \$60,000 for both fiscal years to fund the coordinator position, cover project expenses and provide specific training for officers and agencies. It is hoped this new grant will offer consistent funding for the project, although at the time of writing of this report no announcements related to 2019/2020 grant streams had been issued.

Municipal and In-Kind Contributions: In 2016 and 2017, several local municipalities generously contributed funds to support situation table operations. These funds were intended to be seed and/or bridge funding between grants as the coordinator worked to secure additional funds. Perth (through the Police Services Board budget), Tay Valley, Montague, Mississippi Mills, Drummond/North Elmsley and Lanark Highlands made contributions. These funds are held in reserve to be used if needed. In addition, Lanark County provides meeting space and IT support as an in-kind contribution, the Town of Perth provides in-kind contract administrative support and Lanark County OPP provides in-kind office space for the coordinator. Depending on the direction taken by the new provincial government, increased support from municipalities and other partners may be sought.

Activities: In addition to the regular situation table operations and activities related to the community safety planning process, the coordinator continues to participate in several committees that are relevant to the work outlined in the community plan for safety and well-being, which provides valuable networking and information that supports the plan.

- Lanark County Planning Council for Children, Youth and Families: This group (recently renamed “Lanark County Child and Youth Services Collaborative”) consists of representatives from a wide range of agencies providing services to children, youth and families. It aims to provide “leadership and collaboration to enable optimal development and healthy living for Lanark County children, youth and their families.” It has played a valuable role with advocacy, information sharing, education and professional development. A committee of the council is the Community Issues Committee, which tackles specific issues brought forward through the Lanark County Planning Council. Some examples of activities of this committee have included increasing awareness of Indigenous issues, supporting anti-oppression/anti-racism training, outreach concerning Indigenous youth in care and advocacy around rural school closures.
- Community of Practice and OPP Teleconferences: These are two teleconference groups that focus on situation tables and are made up of practitioners in the field in Ontario to share best practices, resources, issue resolution, etc.
- Child and Youth Advocacy Centre Steering Committee: This is a group of partners that is working together to facilitate the development of a Child and Youth Advocacy Centre for Lanark County and Smiths Falls. The project is directed by Open Doors for Lanark Children and Youth, which received funding from the federal Department of Justice to develop the centre. The coordinator is a member of the steering committee and the sustainability subcommittee for this project. The advocacy centre has been identified as a strategy in the Community Plan for Safety and Well-being.
- Beyond the Forums Working Group: This group was formed following a series of Rural Forums on Domestic Violence after a string of murders in eastern Ontario. It has a wide range of representation, including survivor advocates, municipal politicians, police services, agencies and MPP Randy Hillier and aims to put an end to domestic violence. It has spearheaded the “See It, Name It, Change It” education campaign and is working on various initiatives to improve awareness and system navigation for victims of domestic violence.

LANARK COUNTY SITUATION TABLE PROJECT

- **Vital Signs:** This is a national program that is locally coordinated by the Perth & District Community Foundation, which released the Lanark County Vital Signs report in 2017 outlining strengths and weaknesses in the community related to quality of life and community well-being. Many of the findings align with the Community Plan for Safety and Well-being. The coordinator participates in the Vital Signs Working Group and a subcommittee for data sharing, which is looking at ways to share high-quality, local data with partners and the public.
- **Youth Collective Impact (Lanark Consortium):** This group formed to use a collective impact approach to reduce youth homelessness in Lanark County and Smiths Falls and consists of numerous partner agencies.

Highlights and Success Stories: The following list includes some highlights of activities in 2018:

- A successful training day was held on Jan. 11 in conjunction with the Community Issues Committee of the Lanark Planning Council called “Safer Spaces,” which focused on LGBTQ2S+ and gender identity. About 40 participants from a wide range of agencies took part in the training, which was facilitated by HARS out of Kingston.
- On April 12 we held a trauma-informed care training session with Dr. Lori Haskell. We had 125 attendees at the Gallipeau Centre, including 30 OPP officers. Feedback was very positive, and it is hoped we can bring Dr. Haskell back for the next stage of training.
- On April 23 the coordinator attended a Community of Practice meeting in Toronto with situation table coordinators from across Ontario, which was very valuable and informative and provided good information to take back to our table.
- The Community Safety Planning Steering Committee met twice in 2018 (Feb. 5 and July 4) and approved the Community Plan for Safety and Well-being for Lanark County and Smiths Falls on July 4, 2018. This led to approval in principle by Lanark County Council on Aug. 29, with the process to seek approval by all local municipal council beginning in December, following municipal elections.
- The coordinator was invited to attend a Perth Courthouse Redevelopment meeting on Oct. 12. Attorney General Caroline Mulroney was in attendance to hear concerns about the current courthouse facility. The coordinator has been asked to participate in subcommittee dedicated to this project going forward, which aligns with actions in the Community Plan for Safety and Well-being.
- On Nov. 2, the coordinator took part in a session related to the United Way of Prescott and Russell, Lanark County and Renfrew County’s Vulnerable Seniors Report, which is leading to a panel discussion and further actions in 2019. This, again, is relevant to the Community Plan for Safety and Well-being.
- An excellent refresher training session by Community Safety Services representatives took place for situation table members on Nov. 14, which has helped to streamline some practices.
- The coordinator was invited to participate in a panel discussion and workshop in Peterborough on Nov. 30 (Peterborough Regional Situation Table Skills Building Forum), providing an opportunity to share the work of the Lanark County Situation Table and the Community Plan for Safety and Well-being.
- The Lanark County Situation Table contributed to the inclusion of four new study flags identified in the Ministry of Community Safety and Correctional Services Risk-driven Tracking Database. These include “Custody Issues/Child Welfare,” “Gender Issues,” “Lack of Supports for Elderly Person(s)” and “Risk of Radicalization.” This will help us track frequency of these flags locally.
- One of our agencies made a referral to the situation table in 2018 for a “dwelling.” It involved a building that was experiencing numerous risk factors around public safety, substance abuse and negative behaviour,

LANARK COUNTY SITUATION TABLE PROJECT

often resulting in contacts with police. Several agencies came together to improve safety and increase education that has led to reported improvements at the site. The involved agencies have been able to mentor other situation table representatives on their approach in this circumstance as a result.

- The Lanark County Situation Table continues to show leadership in mentoring other representatives as they are starting up situation tables or are working through specific issues. There has also been increased interest in contacting us as more communities begin the community safety planning process.

CONCLUSION

The Lanark County Situation Table Project would not be the success it is without the dedication and support of the many community partners that are involved, both as part of the situation table and the Community Safety Plan Advisory Committee. The situation table continues to offer real, immediate support to individuals and families, which can provide long-term benefits.

Almost 200 referrals have been made to the situation table since inception, and for those that met the threshold of acutely elevated risk, 85% had overall risk lowered. Agency involvement at the table continues to be strong. One of the greatest benefits has been the increased sharing of resource knowledge between the agencies, allowing for individuals to be connected quickly to appropriate services. Reducing the frequency of contact with emergency services by connecting them with appropriate services earlier not only benefits the individuals involved, but it increases efficiencies within the system and helps to keep costs down.

The knowledge of prevalent risk factors in the community through the situation table has fed into the community safety planning process. The completion of the Community Plan for Safety and Well-being for Lanark County and Smiths Falls is a highlight for the community. As this living document is implemented over the next few years, strides will be taken towards increased well-being for those who live here.

Thank you to the many partners and participants who have helped to propel the Lanark County Situation Table Project forward in an effort to make life better for the citizens of Lanark County and the Town of Smiths Falls, and to the Ministry of Community Safety and Correctional Services for its ongoing support of this valuable risk-intervention model.



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

INFO LIST 10-19
ITEM #11

Phone: (705) 389-2842
Fax: (705) 389-1244

May 7, 2019

Anne Potocnik, Chairperson
McKellar Public Library Board
P.O. Box 10
McKellar, ON P0G 1C0

Dear Ms. Potocnik

Re: Resolution 19-263 - Ford Government funding cuts to Southern Ontario Library Service and Ontario Library Service North

Please be advised that at its regular meeting held, Monday May 6, 2019 the Council of the Township of McKellar passed the following resolution:

19-263 **WHEREAS** the Ontario government has reduced by 50% the funding to Southern Ontario Library Service and Ontario Library Service North, resulting in the suspension of interlibrary loan service and postage subsidy, with further service cuts yet to be announced;

AND WHEREAS the users of small northern libraries such as the McKellar Public Library will be significantly negatively impacted by the loss of equitable access to materials and information;

AND WHEREAS the resulting increased costs of postage will not have been considered in the budget preparation for the current fiscal year and will require lending libraries to carefully consider whether to fill an interlibrary loan request;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of McKellar strongly urges the Ontario government to restore the funding to Ontario Library Service North and Southern Ontario Library Service *at a minimum* to the previous 2018 funding level;

AND FURTHER that this resolution be forwarded to the Michael Tibollo, Minister of Culture, Recreation and Sport; Norm Miller, MPP; Doug Ford, Premier; Association of Municipalities of Ontario and all Ontario municipalities.

Your consideration on the matter is appreciated.

Sincerely,



Ina Watkinson
Administrative/Treasury Assistant
Township of McKellar

cc Honourable Doug Ford, Premier of Ontario
Honourable Mike Tobollo, Minister of Culture, Recreation & Sport
Norm Miller, M.P.P., Parry Sound - Muskoka
Association of Municipalities of Ontario
Municipalities of Ontario

Premier Doug Ford
Michael Tibollo, Minister of Culture Recreation and Sport
Norm Miller, MPP , Parry Sound Muskoka

The recently announced budget cut to SOLS and OLS North has so far resulted in the suspension of interlibrary loans, courier service and subsidies for postage for interlibrary loan. The full impact of this outrageous funding reduction is not yet known, however the loss of readily accessible interlibrary loan service will have a significant impact on the users of small northern libraries such as McKellar Public Library. Larger libraries have substantially larger materials budgets and are more likely to own the resources required by their patrons. Small northern libraries rely on interlibrary loan service to provide their users with materials they do not have. The loss of this vital service leaves northern residents at a distinct disadvantage without readily available and equitable access to the range of materials and information they previously enjoyed. Electronic formats may be seen as a substitute however high speed broadband internet service is also not as readily available in northern or remote areas and not everyone owns a computer.

The Ontario Library Services also provide staff and trustee training and coordination of other services proving economies of scale and resource sharing.

We the board of the McKellar Public Library strongly urge the Ontario government to reverse this disastrous and short sighted funding reduction and to restore *at a minimum* the funding level provided to SOLS and OLS North in 2018.

Anne Potocnick, Chair, McKellar Public Library Board



May 9, 2019

Sent Via Email

Jeanne Harfield, Acting Clerk
Municipality of Mississippi Mills
jharfield@mississippimills.ca

Attn: Acting Clerk of the Municipality of Mississippi Mills

Re: Regionally Appropriate Agricultural Mapping Policies

At its Regular Peterborough County Council meeting held on May 1, 2019,
County Council passed the following resolution:

“Be it resolved that County Council receives the Municipality of Mississippi Mill's resolution dated April 16, 2019 expressing that the Corporation of the Municipality of Mississippi Mills articulates its desires to have regionally appropriate Agricultural Mapping policies provided by the Provincial Policy Statement.”

Should you have any questions, please contact Lynn Fawn, Manager,
Legislative Services/Clerk at 705-743-0380, Extension 2102.

Yours truly,

Kaitlyn Ittermann
Administrative Services Assistant
Telephone Ext. 2105
Fax: 705-876-1730
Email: kittermann@ptbocounty.ca

c: T. Speck, CAO, County of Peterborough

WHEREAS the legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support; and

WHEREAS All parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning; and

WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow; and

WHEREAS On August 21, 2018 Minister Clark once again signed the MOU with the Association of Municipalities of Ontario and entered into “...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government.”; and

WHEREAS This MOU is “enshrined in law as part of the Municipal Act”. And recognizes that as “...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”; and

WHEREAS By signing this agreement, the Province made “...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”; and

WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

Now Therefore Be it Hereby Resolved That **your Municipality** oppose Bill 108 which in its current state will have negative consequences on community building and proper planning; and

Be it further resolved that **your Municipality** call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and

Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.



News and Updates from The Mississippi River Health Alliance

Almonte General Hospital • Fairview Manor
Carleton Place & District Memorial Hospital
Lanark County Paramedic Service

Two Hospitals. One Goal. The very best care close to home.



The Mississippi River Health Alliance is almost two years old - and we are seeing the results of efforts to support a strong, coordinated system of care.

Together, our goal is to improve every patient and every resident's health care experience.

Here are just some of the positive changes:

- ✓ Shared roles in key areas such as Discharge Planning and Infection Control
- ✓ Aligned Quality Improvement Plans
- ✓ Improved transition processes and great support during busy periods
- ✓ Common policies and procedures
- ✓ Shared leadership team for greater synergy



Together, we are creating a strong voice for
local health care - close to home

Our consolidated Strategic Plan provides a roadmap for growth and development - with both shared and individual objectives. Close to 500 stakeholders were consulted and they told us to keep going and be bold!

The next step is to look at the clinical services provided at each hospital. With advice from physicians, staff, members of the Patient & Family Advisory Committees and external health system partners, we will identify opportunities for further alignment and better care for our patients and residents.

SPRING 2019

Inside this issue

- CEO Update - 2
- Accreditation Time - 2
- What's New - 2 & 3
- What is the MRHA? - 4
- Connect with Us - 4



Welcome!

Welcome to the first issue of *Better Together*.

The Mississippi River Health Alliance was created almost two years ago and it is important to ensure that our local communities are kept informed about what is happening.

We are working together to improve care for everyone. One of the greatest benefits of working in both places is the opportunity to see best practices in each organization which can be shared with the other. We have already acted upon many opportunities to improve procedures, processes and policies and to implement additional shared resources.

And we'd like to hear your ideas too. Let's keep in touch. And don't forget to visit our websites for the latest updates.

Mary Wilson Trider
President & CEO

What's New

Getting Ready for Accreditation

From May 27 to 31, we are participating in a voluntary exercise where a team of healthcare professionals reviews our care and services against standards of excellence. The goal is to identify what is being done well and where we can improve. The process involves interviews with staff, physicians, volunteers, patients and families, Board and community members.



We are proud to have an opportunity to show off our great work and to learn from the survey team on how to improve the services we provide. We will share the results with you.



Emergency Department Update

Planning for the new Emergency Department in Carleton Place continues as we work with the Ministry of Health and Long-Term Care to ensure the very best facility for our local communities. We will be moving into stage three of the five-stage process shortly.

This phase — called Preliminary Design — includes the development of detailed designs, timelines and costs. Stakeholders, including our Patient & Family Advisory Committee, will have an opportunity for input regarding the new facility. In particular, we want to ensure our neighbours are involved in the planning.

For the latest updates on the new Emergency Department, please visit www.cpdmh.ca/redevelopment.

Supporting Women



Almonte General Hospital supports women throughout their lives. AGH is the only rural hospital in this region providing a full range of low-risk obstetrical services, including 24/7 coverage by an obstetrician and round-the-clock anesthetic/epidural services. Our multidisciplinary team includes Obstetrician/Gynecologists, Family Physicians, Midwives, specially-trained Nurses and Anesthetists.

Our Diagnostic Imaging team offers a full range of advanced Ultrasound services and patients can book ultrasound appointments by calling 613-256-2514 ext. 2114.

AGH also provides gynecological services including surgery and a colposcopy clinic. Dr. Bahaa Awwad offers a new specialized gynecological laser used to treat symptoms of vaginal atrophy which can occur during and after menopause or as a result of cancer treatment. Patients can be referred to Dr. Awwad by their family doctor or can contact his office directly at 613-256-8800. The procedure is not covered by OHIP but may be covered by medical insurance.

For more details, please visit our website at www.agh-fvm.com.

Welcoming New Doctors

AGH and CPDMH are welcoming new specialists to our region to care for patients and residents close to home. These new physicians will provide care for patients in Almonte, Carleton Place and surrounding areas.

- ◆ **Internists Dr. Natalie Keses and Dr. Jason Kiser** (pictured at right) are providing an outpatient clinic in Carleton Place
- ◆ **Respirologist Dr. Qasim Alikhan** is providing an outpatient clinic in Almonte
- ◆ **Dermatologist Dr. Mark Kerchoff** is providing an outpatient clinic in Carleton Place

Please speak with your family physician for a referral to any of these specialists.



A New Look



The Lanark County Paramedic Service (LCPS) is raising awareness about strokes with new F.A.S.T. decals on the ambulances. Recognize the signs of stroke with this acronym:

- Face**— Is it drooping?
- Arms** - Can you raise both?
- Speech** - Is it slurred or jumbled?
- Time** - Call 9-1-1 right away

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Preventing Falls



Falls are the leading cause of injury among older adults in Canada.

At Fairview Manor, our Falls Prevention Team has developed strategies to keep residents safe.

Many of our strategies are relevant for people in their homes as well. For example, furniture should be placed to reduce clutter and potential tripping hazards. Non-skid socks, slippers and floor mats are also useful.

What is the MRHA?

The Mississippi River Health Alliance (MRHA) formalizes the commitment of the two hospitals to work together. The goal is to improve each patient and resident's overall health care experience through a strong, coordinated system of care.

A joint committee provides a means for both Boards - as well as other healthcare partners - to work together to identify opportunities for better care. The committee makes recommendations to the two Hospital Boards.

Each hospital remains a separate corporation with its own Board, Foundation and Volunteers. Funds raised in each community stay in each community.

Together, we are creating a strong voice for local health care - close to home.



**Supporting our
Hospitals and
Community Health
Centres**
**May 23rd
6am - 6pm**

Almonte General Hospital/ Fairview Manor Foundation
Carleton Place & District Memorial Hospital Foundation
Country Roads Community Health Centre Portland and Westport
Great War Memorial Hospital Foundation – Perth
North Lanark Community Health Centre – Lanark
Smiths Falls Community Hospital Foundation



We'd love to hear from you!

If you have questions about the Mississippi River Health Alliance, please ask. If you have compliments or concerns about the care you have received, please let us know.

Contact Mary Wilson Trider, President & CEO

info@agh-fvm.com

613.256.2514 ext. 2220

info@carletonplacehosp.com

613.253.3825

www.agh-fvm.com • www.cpdmh.ca

MOTION RE: FUNDING to CONSERVATION AUTHORITIES in ONTARIO

Whereas the (municipality/county name) lies within the Mississippi-Carp River watersheds and is a sitting member of the Mississippi Valley Conservation Authority (MVCA);

And whereas the MVCA monitors daily water levels and flows, snow pack, and weather conditions throughout the region and operates water control structures to mitigate the impacts of flooding, including over 150 dam logs manually installed or removed in the past two months alone.

And whereas the MVCA coordinates with the eleven municipalities in the watershed, hydro producers, provincial and intra-provincial agencies to ensure that all are aware of the location and potential magnitude of flood risks arising from changing conditions, providing this information and issuing warnings to the public as part of the MVCA Flood Warning Manual.

And whereas the frequency and intensity of flood events are predicted to increase with the impacts of climate change, as evidenced by two events exceeding 1:100 in parts of the watershed in the past two years.

And whereas the provincial government recently announced that the MVCA will receive \$128,437.87 in 2019-2020 under the Section 39 Eligible Natural Hazard Management Grant, roughly 52% of what has been received for the past 20 years, with the implication that the difference must be borne by municipalities in the watershed.

And whereas this funding supports the wages of staff that perform the services listed above.

And whereas the provincial government has yet to commit funds under its Water and Erosion Control Infrastructure program for capital repairs to dams in the watershed scheduled for this construction season.

And whereas the provincial government's *Made in Ontario Environment Plan* states that "conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards, and conserving natural resources."

Be it resolved that Council direct:

That the Clerk/CAO write to our Member(s) of Provincial Parliament (name(s) of member(s)), the Minister of Natural Resources and Forestry John Yakabuski, and the Minister of Environment Conservation and Parks, Rod Phillips to request:

- that provincial funding under the Natural Hazard Management Grant be reinstated to the previous level of \$248,792;
- that the transfer be indexed in future years to mitigate impacts on municipal budgets from the cost of inflation; and
- that a commitment be made to maintain or increase provincial transfers under the Water and Erosion Control Infrastructure program for 2019-2020 and throughout its mandate to protect people and property from flooding and other natural hazards by investing in capital renewal.

And that a copy of this Motion and Resolution be included with the letters.



COUNCIL CALENDAR

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OSUM Pembroke	2 OSUM Pembroke	3 OSUM Pembroke	4
5	6	7 6pm Council	8	9 2:30pm Finance & Policy	10	11
12	13	14	15 3:00pm AAC 5:30pm CoA	16 7am Business Breakfast	17	18
19	20 Victoria Day Office Closed	21 6pm Council	22 2:30pm Library 7pm Heritage	23	24	25
26	27 3:30pm Public Works	28 3pm Parks&Rec	29	30 FCM Quebec City	31 FCM Quebec City	



COUNCIL CALENDAR

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 FCM
2 FCM	3	4 6pm Council	5	6	7	8
9	10	11 9:30am CPAC 12:30pm Ag	12 10:30am Joint Cost Sharing (Beckwith)	13	14	15
16	17 6pm Public IC Forum	18 8am CEDC 6pm Council	19 3:30 AAC 5:30pm CoA	20 9am Fin&Pol	21	22
23	24	25 3:00pm Parks&Rec	26 2:30pm Library 7pm Heritage	27	28	29
30						

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-55

BEING a by-law to authorize the signing of an encroachment agreement with Joe Princiotta to allow the encroachment of an existing projecting commercial sign located at 7 Mill Street, Almonte Ward into the Mill Street road allowance.

WHEREAS in accordance with Section 5, Subsection 3 of the Municipal Act, S.O. 2001, c.25, as amended, municipal powers shall be exercised by by-law;

AND WHEREAS, Section 8 of Municipal Act, S.O. 2001, c.25, as amended, provides a municipality the power to enter into agreements on behalf of the Corporation;

AND WHEREAS the terms of the encroachment agreement are satisfactory to the Council of the Corporation of the Municipality of Mississippi Mills;

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

1. That the Mayor and Clerk are hereby authorized on behalf of the Corporation of the Municipality of Mississippi Mills to execute an agreement between the Corporation of the Municipality of Mississippi Mills and Joseph Princiotta in the form attached hereto as Schedule 'A' and forming part of this by-law.
2. That the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Municipality of Mississippi Mills to the said agreement.

BY-LAW read, passed, signed and sealed in open Council this 21st day of May, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-56

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

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

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

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural (RU)" Zone to "Rural – Special Exception Holding (RU-xh)" Zone for the lands identified on the attached Schedule 'A', which are legally described as Pt Lt 1, Con 5, being Part 3 on Reference Plan 26R-769 Ramsay Township, now Ramsay Ward, Municipality of Mississippi Mills; municipally known as 487 Townline Road.
2. That Section 5 to By-law No. 11-83, as amended, is hereby further amended by adding the following definition:
"CONTAINER SALES AND RENTAL ESTABLISHMENT: Shall mean the use of land for the temporary erection and storage of shipping containers which are rented or sold for transport off-site for use by the general public."
3. 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,x *Notwithstanding their "RU" zoning designation, lands delineated as "RU-xh" on Schedule 'A' to this by-law may be used for the following additional purposes:*
(1) Commercial Storage
(2) Container Sales and Rental Establishment
(3) Agricultural Equipment Sales, Service & Storage Business

The holding provision (h) shall require the execution and fulfillment of a Site Plan Control agreement prior to lifting.
4. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **21st day of May, 2019.**

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-57

BEING a by-law to adopt the estimates for the sums required during the year 2019 for the general and special purposes of the Corporation of the Municipality of Mississippi Mills and to establish tax rates.

WHEREAS Section 312 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that the Council of a local municipality shall after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS Section 312 (6) of the said Act require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS the tax ratios as set by the County of Lanark for the Municipality of Mississippi Mills by By-law are:

Residential/Farm Property Class (RT, RF, RG)	1.000000
New Multi-Residential (NT)	1.100000
Farmland Awaiting Development-Phase I	0.250000
Farmland Awaiting Development-Phase II	0.250000
Multi-Residential Property Class (MT, MF)	2.215258
Commercial Property Class (CT, CF, CG, ST, XT)	1.820545
Industrial Property Class (IT, JT,IF, LT)	2.554201
Landfill (HT)	1.344455
Pipeline Property Class (PT)	2.011753
Farmland Property Class (FT)	0.250000
Managed Forest Property Class (TT)	0.250000

AND WHEREAS the property subclasses have tax rate reductions as set by the County of Lanark for the Municipality of Mississippi Mills by By-law are as follows:

Commercial Property Class Vacant Land and Excess Land – 30% reduction
(Qualifying Classes – CU, CX, SU, XU)

Industrial Property Class Vacant Land, Excess Land – 35% reduction
(Qualifying Classes – IU, IX, JU, LU)

AND WHEREAS the assessed value of all rateable real property according to the revised assessment roll for the Municipality of Mississippi Mills amounts to \$1,955,616,166;

AND WHEREAS the municipal budget levy requirement for the Municipality of Mississippi Mills amounts to \$8,502,025 and the municipal policing levy amounts to \$1,876,772 (see attached Schedule 'B') for 2019;

AND WHEREAS there is no 2019 budget levy request from the Business Improvement Area (BIA) Board of Management.

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

1. That the following tax rates be established and applied to the taxable assessments of the Municipality of Mississippi Mills for 2019 as follows and as attached as Schedule 'B':

Property Class	Municipal Tax Rate	Municipal Policing Tax Rate	(As set by County By-law) County Tax Rate
RT	.00428421	.00094477	.00369753
MT	.00908792	.00209291	.00802451
CT, ST, XT	.00779960	.00172000	.00673152
CU, CX, SU	.00545972	.00120400	.00471206
IT, JT	.01094274	.00241314	.00944423
IU, IX, LU, JU	.00711277	.00156854	.00613875
PT	.00861878	.00190065	.00743852
FT	.00107106	.00023619	.00092438
TT	.00107106	.00023619	.00092438

2. The assessment made in the year 2019, based on current values from January 1, 2016 under the provisions of the Assessment Act, Chapter A.31, R.S.O. 1990 as amended, shall be the assessment on which the final tax rates shall be fixed and levied and the final tax shall be fixed and levied on such assessment.
3. That for the purpose of paying the debentures and amounts due under the Tile Drainage Act, the 2019 repayment amounts shall be shown as an addition to the final tax levy.
4. The net amount of taxes levied by this By-law shall be due and payable in two equal installments. The installment due dates for all tax classes is Tuesday, July 30, 2019 and Friday, September 27, 2019.
5. If taxes are not paid on the due dates, a penalty of one and one-quarter percent (1.25%) of the unpaid taxes shall be levied on the first day of the calendar month following the due date and a further penalty of one and one-quarter percent (1.25%) on the first day of each calendar month thereafter for as long as the default continues, but not after December 31st., 2019.
6. If any taxes levied pursuant to this By-law remain unpaid as of January 1st., 2020, interest at the rate of one and one-quarter percent (1.25%) of the unpaid taxes shall be charged on January 1st., 2020 and also on the first day of each calendar month thereafter for as long as the default continues.

BY-LAW READ, passed, signed and sealed in open Council this 21st day of May, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE 'A' TO BY-LAW NO. 19-57

ESTIMATED EXPENDITURES

Council	\$227,450.00
General Government	1,811,596.00
Fire Department	870,151.00
Building Department	446,030.00
Protection to Persons & Property	2,164,283.00
Roads & Public Works	4,955,376.00
Waste Management	1,654,380.00
Agriculture & Drainage	19,710.00
Daycare	60,757.00
Parks & Recreation	1,294,650.00
Library	627,102.00
Heritage	39,750.00
Other Cultural	31,400.00
Planning & Development	272,507.00
Community Economic Development	<u>293,827.00</u>

Total Expenditures **\$14,768,969.00**
=====

Water & Sewer (Area Rated to Almonte Ward but not included in tax rates) **\$3,453,282.00**
=====

Septage (not included in tax rates) **27,000.00**
=====

ESTIMATED REVENUES

Provincial Grants	\$ 912,938.00
Canada Grants	.00
Other Municipal Grants & Fees	26,700.00
Fees & Service Charges	2,247,320.00
Other Revenue	700,130.00
Transfer from Reserve/Reserve Fund	193,864.00
Grants in Lieu/Supp taxes	<u>309,220.00</u>

Total Revenue Before Taxation **\$4,390,172.00**
Policing Levy **1,876,772.00**
Tax Room **(.00)**
Fund Balance-Beginning of Year **0.00**
Requirement from Taxation **8,502,025.00**

Total Revenue **\$14,768,969.00**
=====

Water & Sewer **\$3,453,282.00**
=====

Septage **\$27,000.00**
=====

THE COPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
 SCHEDULE B TO BY-LAW 19-57

		2016 Current Value	Transition Ratio	2016 Weighted Phased in Assessment	Municipal Tax Rate	Levy	Policing Tax Rate	Levy	Education Tax Rate	Levy	County Tax Rate	Levy	Total Rate
		Phased in Assessment											
RES/FARM	RT	1,739,223,904	1.000000	1,739,223,904	0.428421%	7,451,200.44	0.094477%	1,643,166.57	0.161000%	2,800,150.49	0.369753%	6,430,832.56	1.053651%
	RF	0		0		0.00		0.00		0.00		0.00	
	RG	0		0		0.00		0.00		0.00		0.00	
MULTI-RES	MT	21,070,060	2.215258	46,675,619	0.908792%	191,483.02	0.209291%	44,097.72	0.161000%	33,922.80	0.802451%	169,076.91	2.081534%
	MF	0		0		0.00		0.00		0.00		0.00	
NEW MULTI-RENT		0	1.100000	0		0.00		0.00		0.00	0.406728%	0.00	
COMMERC.	CT	47,483,343	1.820545	86,445,563	0.779960%	370,351.08	0.172000%	81,671.17	1.262523%	599,488.13	0.673152%	319,635.07	2.887635%
	CF	0		0		0.00		0.00		0.00		0.00	
	CG	0		0		0.00		0.00		0.00		0.00	
	CU	365,400	1.274382	465,659	0.545972%	1,994.98	0.120400%	439.94	0.883767%	3,229.28	0.471206%	1,721.79	2.021345%
	CW	0		0		0.00		0.00		0.00		0.00	
SHOP CENTR	ST	5,922,600	1.820545	10,782,360	0.779960%	46,193.91	0.172000%	10,186.85	1.262523%	74,774.19	0.673152%	39,868.10	2.887635%
	SU	135,000	1.274382	172,042	0.545972%	737.06	0.120400%	162.54	0.883767%	1,193.09	0.471206%	636.13	2.021345%
	ZT	0		0		0.00		0.00		0.00		0.00	
	ZU	0		0		0.00		0.00		0.00		0.00	
	ZX	0		0		0.00		0.00		0.00		0.00	
PARK LOT/VA	CX	2,673,775	1.274382	3,407,411	0.545972%	14,598.06	0.120400%	3,219.22	0.883767%	23,629.94	0.471206%	12,598.99	2.021345%
	XT	9,507,623	1.820545	17,309,056	0.779960%	74,155.66	0.172000%	16,353.08	1.030000%	97,928.52	0.673152%	64,000.75	2.655112%
	XU	95,532	1.274382	121,744	0.545972%	521.58	0.120400%	115.02	0.721000%	688.79	0.471206%	450.15	1.858578%
	XX	0		0		0.00		0.00		0.00		0.00	
INDUSTRIAL	IT	1,837,886	2.554201	4,694,330	1.094274%	20,111.51	0.241314%	4,435.08	1.290000%	23,708.73	0.944423%	17,357.43	3.570011%
	IF	0		0		0.00		0.00		0.00		0.00	
	IU	60,388	1.660231	100,258	0.711277%	429.53	0.156854%	94.72	0.838500%	506.35	0.613875%	370.71	2.320506%
	IX	529,047	1.660231	878,340	0.711277%	3,762.99	0.156854%	829.83	0.838500%	4,436.06	0.613875%	3,247.69	2.320506%
	JT	1,864,626	2.554201	4,762,630	1.094274%	20,404.12	0.241314%	4,499.60	1.030000%	19,205.65	0.944423%	17,609.97	3.310011%
	JX	0		0		0.00		0.00		0.00		0.00	
	JU	125,530	1.660231	208,409	0.711277%	892.87	0.156854%	196.90	0.669500%	840.42	0.613875%	770.60	2.151506%
OFFICE BLDG	LT	0		0		0.00		0.00		0.00		0.00	
	LU	0		0		0.00		0.00		0.00		0.00	
PIPELINE	PT	22,736,839	2.011753	45,740,904	0.861878%	195,963.81	0.190065%	43,214.77	1.290000%	293,305.22	0.743852%	169,128.37	3.085795%
FARMLAND	FT	94,122,730	0.250000	23,530,683	0.107106%	100,811.09	0.023619%	22,231.08	0.040250%	37,884.40	0.092438%	87,005.40	0.263414%
MG. FOREST	TT	7,861,883	0.250000	1,965,471	0.107106%	8,420.55	0.023619%	1,856.92	0.040250%	3,164.41	0.092438%	7,267.39	0.263414%
		1,955,616,166		1,986,484,381		8,502,032.26		1,876,771.02		4,018,056.45		7,341,578.00	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-58

BEING a by-law to charge an annual rate in the same manner and the same time as municipal taxes, for waste collection, removal and disposal of waste, other refuse and recyclable materials from within the Municipality of Mississippi Mills at the expense of the owners, householders or occupants of any building in the municipality.

WHEREAS the Municipal Act, 2001 (S.O.2001, c.25) Section 391(a) provides the authority to municipalities to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it.

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

1. **THAT** this By-law is short titled "Waste Management Levy By-Law".
2. **THAT** the entire area of the Municipality of Mississippi Mills be designated as a "Waste Collection Area".
 - a. **THAT** an annual rate of \$245.00 shall be charged to the owners, householders or occupants of any building within the Municipality of Mississippi Mills, except those owners, householders or occupants who have "Opted Out" as permitted by the rules set out in By-law 14-33, and such rate shall be added to and collected in the same manner and at the same time as municipal taxes, *Municipal Act, 2001*, S.O. 2001, c.25, s. 391(a).
 - b. **THAT** the annual rate of \$245.00 is comprised of waste collection, recycling, tipping charges and landfill site maintenance costs.
 - c. **THAT** churches will not be charged an annual rate as described in paragraph 2(a).
3. **THAT** By-law 18-32 and all other By-laws or parts of By-laws inconsistent with this By-law are hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 21st day of May, 2019

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk



Municipality of Mississippi Mills
PENDING LIST
May 21, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	June
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arragned following CAO recruitment	TBD
Parking Study	Planning	Staff to conduct study comprehensive parking study in Almonte	TBD
Petition Policy	Clerks	Staff to review and include provisions for opposition to minor local improvements	TBD