



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, December 1, 2020**

**Immediately Following Council**

**Council Chambers, Municipal Office**

**3131 Old Perth Road**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated November 17, 2020 be approved.	
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1. Landfill Monitoring Reports - Howie Road, Pakenham, Ramsay</b>	8 - 50
<b>E.2. Drinking Water Quality Management Standards Report - October 1, 2019 to September 30, 2020</b>	51 - 54
<b>E.3. Mississippi River Power Corporation Selection Committee Minutes - November 12, 2020</b>	55 - 57
<b>E.4. Library Board Minutes - October 28, 2020</b>	58 - 59
<b>E.5. Community Economic and Development Committee Minutes - November 17, 2020</b>	60 - 63
<b>E.6. Committee of Adjustment Minutes - September 23 and October 7, 2020</b>	64 - 69

## F. STAFF REPORTS

### Fire Department

- F.1. **Emergency Management By-law** 70 - 115

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council approve an updated Bylaw entitled “Emergency Management Program and Emergency Response Plan Bylaw”.

### Building and Planning

- F.2. **Stop Up and Close Request - Portion of Old Perth Road Allowance** 116 - 126

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council declare the portion of the Old Perth Road Allowance identified in Attachment A to be surplus to the needs of the Municipality.

### Finance and Administration

- F.3. **Opportunities under the Local Improvement Act for Broadband** 127 - 144

**Recommended Motion:**

**THAT** Committee of the Whole accept the report on Opportunities under the Local Improvement Act for Broadband as information.

- F.4. **Joint Cost Sharing Recreation Committee Appointment – Councillor Guerard** 145 - 146

**Recommended Motion:**

**THAT** the Committee of the Whole recommends to Council to appoint Councillor Guerard to the Joint Cost Sharing Recreation Committee.

- F.5. **Amendment to the Recruitment, Selection and Hiring Policy** 147 - 161

**Recommended Motion:**

**THAT** the Committee of the Whole recommends to Council to approve the housekeeping amendment to the Recruitment, Selection and Hiring Policy as follows:

i) Replace Chairperson of the Committee of the Whole with Deputy Mayor.

- F.6. **Vacation Usage Amendment to Employee Benefits Bylaw** 162 - 172

**Recommended Motion:**

**THAT** Committee of the Whole recommend that Council approve an addition to the Employee Benefits Consolidated Bylaw 01-21 section E to direct the following:

“That all unused vacation at year end in excess of five (5) unused days will be paid out at the current salary rate of the employee.”

- F.7. Mississippi Mills Youth Centre Lease Renewal** 173 - 193  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council direct the Mayor and Acting Clerk to enter into a lease with 1686693 Ontario Inc., Ghadie Investments, for 134 Main Street, Almonte on behalf of the Mississippi Mills Youth Center
- F.8. Design Mississippi River Crossing – Single Source Procurement** 194 - 198  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the single source procurement of professional consulting services to Stantec Engineering in the amount of \$47,920 including non-recoverable HST;  
**AND FURTHERMORE THAT** the project be funded first from development charges in the amount of \$12,820 and the remainder \$35,100 from water and sewer reserves.
- F.9. Joint Cost Sharing Recreation Agreement with Beckwith and Carleton Place Status** 199 - 205  
**Recommended Motion:**  
**THAT** Committee of the Whole accept the “Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status” report as information.

## G. NOTICE OF MOTION

### Councillor Maydan Motion

#### G.1. Cost Sharing Agreement - Calculations and Review

##### **Recommended Motion:**

**WHEREAS** Mississippi Mills Council has begun to undertake a review of the existing Cost Sharing Agreement with Carleton Place and Beckwith; **AND WHEREAS** the agreement has not been reviewed since 2001; **THEREFORE BE IT RESOLVED THAT** Council direct staff and select members of Council to communicate to Carleton Place and Beckwith members Mississippi Mills' desire to discontinue the current method of combining property value taxation with Carleton Place decisions on spending, and decide what future contribution is made and how; **AND THAT** Council direct staff to engage an independent lawyer or third party to review the agreement, its parameters, the operational reports and service delivery findings and provide Council with advice on whether Mississippi Mills has the right to terminate the agreement and if not, what recourse does Mississippi Mills have to address the inequities in the agreement.

### Councillor Maydan Motion

#### G.2. Cost Sharing Agreement - Carleton Place and District Aquatic Centre

##### **Recommended Motion:**

**WHEREAS** Mississippi Mills Council has begun to undertake a review of the existing Cost Sharing Agreement with Carleton Place and Beckwith; **AND WHEREAS** the agreement has not been reviewed since 2001; **THEREFORE BE IT RESOLVED THAT** Council direct staff to thoroughly review the history and operational practices of the Carleton Place and District Aquatic Centre and recommend to Council if the cost-sharing agreement with Carleton Place should be continued based on:

- a) Ramsay and Almonte funding provided for the initial construction,
- b) Council opportunities for annual expenditure oversight and control,
- c) whether there is broad use across the Municipality,
- d) whether Mississippi Mills residents receive a reduction on all fees as a result,
- e) if funding should continue, in what form, manner and conditions; and
- e) whether fiscal support should be discontinued and for what reason.

## Councillor Maydan Motion

### G.3. Cost Sharing Agreement - Library

#### **Recommended Motion:**

**WHEREAS** Mississippi Mills maintains two libraries and two arenas as well as many other cultural and recreational facilities at 100% of their costs, and approximately 20% of Carleton Place's annual costs for their library and recreational facilities;

**AND WHEREAS** in 1987 the communities of Almonte, Ramsay, Carleton Place and Beckwith adopted a proposal from Howard Allan to use property tax values in order to share the operational costs of Carleton Place's recreation facilities and library, as determined solely by Carleton Place;

**AND WHEREAS** Mississippi Mills continued to participate post-amalgamation in 1998;

**AND WHEREAS** due to the agreement being based partly on rising property values/taxes and partly on Carleton Place decisions on spending, amounts billed to Mississippi Mills have increased by 8%, 8.2%, 9.4% and 12% in the last four years, for an increase of approximately \$50,000 from 2016 and totaling more than \$1M since 2012;

**AND WHEREAS** the resulting payments to Carleton Place on behalf of Mississippi Mills residents are higher than the non-resident costs charged to residents of other municipalities both in terms of actual residents and actual users;

**AND WHEREAS** the Province of Ontario has clarified that establishment of a library services agreement by a municipality for library services with another municipality when it has established its own Library Board is inconsistent with the Public Library Act;

**AND WHEREAS** the premise for a cost-sharing agreement was originally, and remains, for one municipality without services to help support those services available in another municipality;

**AND WHEREAS** the cost-sharing agreement abrogates Mississippi Mills Council's authority, control and management of its expenditures to third parties;

**THEREFORE BE IT RESOLVED** that Mississippi Mills Council terminate the cost-sharing agreement with Carleton Place for their Library.

Councillor Maydan Motion

**G.4. Cost Sharing Agreement - Recreation Facilities**

**Recommended Motion:**

**WHEREAS** Mississippi Mills maintains two libraries and two arenas as well as many other cultural and recreational facilities at 100% of their costs, and approximately 20% of Carleton Place's annual costs for their library and recreational facilities;

**AND WHEREAS** in 1987 the communities of Almonte, Ramsay, Carleton Place and Beckwith adopted a proposal from Howard Allan to use property tax values in order to share the operational costs of Carleton Place's recreation facilities and library, as determined solely by Carleton Place;

**AND WHEREAS** Mississippi Mills continued to participate post-amalgamation in 1998;

**AND WHEREAS** due to the agreement being based partly on rising property values/taxes and partly on Carleton Place decisions on spending, amounts billed to Mississippi Mills have increased by 8%, 8.2%, 9.4% and 12% in the last four years, for an increase of approximately \$50,000 from 2016 and totaling more than \$1M since 2012;

**AND WHEREAS** the resulting payments to Carleton Place on behalf of Mississippi Mills residents are higher than the non-resident costs charged to residents of other municipalities both in terms of actual residents and actual users;

**AND WHEREAS** the premise for a cost-sharing agreement was originally, and remains, for one municipality without services to help support those services available in another municipality;

**AND WHEREAS** the cost-sharing agreement abrogates Mississippi Mills Council's authority, control and management of its expenditures to third parties;

**THEREFORE BE IT RESOLVED THAT** Mississippi Mills Council terminate the cost-sharing agreement with Carleton Place for recreation operations other than the Carleton Place and District Aquatic Centre.

Councillor Guerard Motion

**G.5. Joint Cost Sharing Recreation Agreement**

**Recommended Motion:**

**THAT** the Committee of the Whole recommends Council directs the Treasurer to withhold payments to the Town of Carleton Place in 2021 under the Joint Cost Sharing Recreation Agreement until the review of the Agreement is completed.

**H. INFORMATION ITEMS**

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206 - 208

**H.2. County Council Report**

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J.	PENDING LIST	304 - 305
K.	ADJOURNMENT Recommended Motion: THAT the meeting be adjourned at X:XX p.m.	

**Howie Road Landfill  
2019 Landfill Monitoring Report  
Final Report**

Prepared For:



Mississippi  
Mills

Prepared by

**Jp2g Consultants Inc.**

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Jp2g Project No. 17-6281D

March 2020

 **Jp2g Consultants Inc.**  
**ENGINEERS • PLANNERS • PROJECT MANAGERS**





### Distribution List

# of Hard Copies	CD (PDF)	Association / Company
1	1	Municipality of Mississippi Mills
	1	Jp2g Consultants Inc.
2	1	Ministry of the Environment, Conservation and Parks (Ottawa District Office)

### Jp2g Consultants Inc. Signatures

Report Prepared By:

\_\_\_\_\_  
**Caroline Béland-Pelletier, M.Sc., P.Eng.**  
**Hydrogeologist**

Report Reviewed By:

\_\_\_\_\_  
**Andrew Buzza, P.Geo**  
**Sr. Hydrogeologist**



## Executive Summary

Jp2g Consultants Inc. (Jp2g) was retained by the Municipality of Mississippi Mills to undertake the 2019 groundwater and surface water monitoring program for the former Howie Road landfill site and to prepare a status report for the landfill. This report presents the results of the monitoring program conducted in 2019 and recommendations for future undertakings at the site in support of Environmental Compliance Approval (ECA) A461001.

The Howie waste disposal site in 2019 operated as a recycling depot and also received sand bags from the regional spring flood management activities. An estimated 16 tons of sand was placed at the site. No fill survey was completed in 2019 and no maintenance work was reported by the Municipality.

In 2019, leachate continues to be detected at the site in both groundwater and surface water; however, there is no evidence of landfill gas migration. Leachate at the site continues to be characterized by elevated concentrations of many inorganic parameters (e.g., alkalinity, barium, boron, chloride, iron, magnesium, manganese and total dissolved solids) and by an organic load characterized by elevated dissolved organic carbon and biochemical oxygen demand. Only trace levels of volatile organic compounds and naphthalene continue to be detected in the groundwater and surface water source zone, respectively.

In 2019, groundwater leachate impacts continue to be detected immediately downgradient of the fill area, in the central western portion of the site (i.e., source zone). The groundwater generally flows to the northwest and leachate attenuates along the flow path to within background levels at the western property limits. Groundwater leachate is present along the northern boundary of the site and its migration is mitigated by the presence of the drainage works and the northwestern horizontal hydraulic gradient. Background conditions are found upgradient of the site, to the east of the fill area. To the south of the site, the only available monitor is located in proximity of the landfill mound and is showing evidence of leachate.

Surface drainage over most of the site flows towards the south and southwest. In 2019, the highest concentrations of leachate parameters continue to be detected in the collector ditch, which was designed to mitigate impacts to the natural habitat of the newer ditch and downstream wetland. Elevated leachate parameters in the collector ditch include chloride, iron, conductivity and boron. Concentrations of these parameters attenuate downstream but remain above the background level. The 2019 concentrations indicate that leachate is seeping through the downstream portion of the interceptor berm but also discharges to the new ditch, particularly in the fall.

Key recommendations formulated from the 2019 results are as follows:

- Conduct a landfill cover inspection and fill, recontour, place impervious cover and re-seed where needed to address deficiencies and low areas;
- Install a new bi-level well between the site and the residential wells to the north to confirm the extent of the barium reasonable use limit exceedance detected again this year along the northern site boundary.
- If the increasing concentrations trend at OW-13 persists, evaluate the need to implement mitigation measures in the southern quadrant of the site, in the form of additional monitoring wells.
- Evaluate the interceptor ditch, new ditch, downstream berm, wetland and vegetation growth at the site to determine what additional measures could be implemented to limit the flow of leachate and boost attenuation so that surface water could reach background concentrations prior to migrating off-site;
- Conduct monitoring well maintenance including replacement of ground seal, cap replacement and well resurvey;



- 
- Conduct the landfill gas survey under frozen ground condition as requested by the ECA. Schedule a specific gas monitoring event in the winter months, separate from the groundwater monitoring events if required to meet this condition; and
  - Optimise the groundwater and surface water monitoring program as detailed in **Section 11** of the report.



**2016 – 2018  
ENVIRONMENTAL MONITORING REPORT  
PAKENHAM WASTE DISPOSAL SITE**

Submitted to:



Mississippi  
Mills

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

3131 Old Perth Rd  
Almonte, ON K0A 1A0

Prepared by:

**BluMetric Environmental Inc.**

3108 Carp Rd  
Carp, ON K0A 1L0

Project Number: CB0363-18-00  
25 July 2018

[www.blumetric.ca](http://www.blumetric.ca)

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P.O. Box 430  
Ottawa, ON K0A 1L0

Project Number: CB0363-18-00

25 July 2018

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## DEFINITION OF ACRONYMS

APV – Aquatic Protection Value  
CAZ – Contaminant Attenuation Zone  
CCME – Canadian Councils of Ministers of the Environment  
ECA – Environmental Compliance Approval  
CEP – Competent Environmental Practitioner  
CEQG – Canadian Environmental Quality Guideline  
Cm – Maximum concentration  
CWQG – Canadian Water Quality Guideline  
DO – Dissolved Oxygen  
GPS – Global Positioning System  
MDL – method detection limit  
MECP – Ministry of the Environment, Conservation and Parks (formerly MOE and MOECC)  
NAD – North American Datum  
ODWQS – Ontario Drinking Water Quality Standards  
ORP – Oxidation Reduction Potential  
PSW – Provincially significant wetland  
PWQO – Provincial Water Quality Objective  
SOP – Standard Operating Procedure  
TKN – Total Kjeldahl Nitrogen  
QA/QC – Quality Assurance/Quality Control  
UTM – Universal Transverse Mercator  
VOC – volatile organic compounds  
WDS – waste disposal Site



## 1. INTRODUCTION

BluMetric Environmental Inc. (BluMetric™) was retained by the Corporation of the Municipality of Mississippi Mills (“Municipality”) to complete the 2016 - 2018 Environmental Monitoring Report (EMR) for the Pakenham Waste Disposal Site (“WDS”, “Site”). The following report presents the results for the 2016 to 2018 monitoring period in accordance with the Ontario Ministry of the Environment, Conservation and Parks (MECP, formerly MOECC) Technical Guidance Document entitled “Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water” (November 2010) (MOECC, 2010).

### 1.1 LOCATION

The WDS is located on Barr Side Road on the West Half of Lot 16, Concession 10 in the former geographical Township of Pakenham within the Municipality of Mississippi Mills. The Universal Transverse Mercator (UTM) geographic coordinates, relative to the North American Datum (NAD83), of the entrance of the Site are:

<b>Easting</b>	395825.95
<b>Northing</b>	5022193.11
<b>Zone</b>	18T (North)
<b>Accuracy</b>	2 m
<b>Method of establishing georeferencing data</b>	GIS (ArcMap 10.0 using First Base Solutions mapping service)
<b>Instrument type and capabilities</b>	n/a
<b>Personnel conducting survey</b>	n/a
<b>Date of survey</b>	June 7, 2012

Note: n/a – not applicable

The WDS was licensed to receive domestic waste as well as non-hazardous solid refuse from the geographic area of the former Township of Pakenham and is now closed. A Site location map is included as Figure 1, and a detailed Site plan is included as Figure 2.

### 1.2 OWNERSHIP AND KEY PERSONNEL

The WDS is owned by the Municipality of Mississippi Mills. Ms. Abby Armstrong is the representative responsible for the Site. The Competent Environmental Practitioner (CEP) for both groundwater and surface water is Mr. Robert Hillier, B.Sc., P.Geo. of BluMetric. The contact information is summarized within Table 1 below.



**Table 1: Contact Information**

	Name	Address	Phone Number	Fax Number	Email
<b>Site Owner</b>	Municipality of Mississippi Mills	3131 Old Perth Road, RR 2 P.O. Box 400 Almonte, ON K0A 1A0	613-256-2064	613-256-4242	--
<b>Site Contact</b>	Abby Armstrong, B.A. (Env.) Environmental Compliance Coordinator	3131 Old Perth Road, RR 2 P.O. Box 400 Almonte, ON K0A 1A0	613-256-2064	613-256-4242	aarmstrong@mississippimills.ca
<b>CEP (groundwater)</b>	Robert Hillier, B.Sc., P.Geo.	BluMetric, 3108 Carp Road, P.O. Box 430, Ottawa, ON K0A 1L0	613-839-3053	613-839-5376	rhillier@blumetric.ca
<b>CEP (Surface Water)</b>	Robert Hillier, B.Sc., P.Geo.	BluMetric, 3108 Carp Road, P.O. Box 430, Ottawa, ON K0A 1L0	613-839-3053	613-839-5376	rhillier@blumetric.ca

### 1.3 DESCRIPTION AND DEVELOPMENT OF WDS

The WDS is owned and managed by the Municipality of Mississippi Mills. The Site comprises a licensed landfill area of 2 hectares within an approximately 3.16 total Site area. The maximum landfilling capacity of the Site has been estimated to be 37,500 cubic metres (m<sup>3</sup>) (WESA, 2002). The nearest residence is located approximately 500 m to the east and cross gradient of the Site. The landfill is believed to have begun operating in the mid-1970. By 1988 the west side of the waste mound had been completely filled and capped on the top area. From 1988 to 1990 the north section of the waste mound continued to accept municipal waste until it was determined to be full and was subsequently closed. The Site accepted household waste for on-Site disposal from approximately the mid-1970s until 1990 and has operated as a transfer station for recyclable materials and wood since it was closed for landfilling.

The provisional Environmental Compliance Approval (formerly Certificate of Approval) No. A451601, dated March 14, 1980 was amended to reflect the landfill closure in 1990 and in order to accommodate the request to operate a waste transfer station on the landfill footprint.



The amended ECA was issued on May 13, 1991 and provides authorization to the Corporation of the Municipality of Mississippi Mills for the operation of a Waste Transfer Station (WTS) serving the residents of the former Township of Pakenham. The facility is permitted to accept corrugated cardboard, scrap metal, whitegoods, brush and wood waste. A subsequent amendment to the ECA was issued on April 26, 2004 to reflect the submission of the closure plan and the continued operation of the WTS under the terms and conditions prescribed under ECA No. A451601. A copy of the applicable ECA along with its associated amendments are located in Appendix A. Information regarding any changes or updates to maintenance and closure operations was collected from the Municipality of Mississippi Mills staff as well as from observations made by BluMetric staff during various Site visits.

There has been no Permit To Take Water (PTTW), or other authorizing and/or control instruments (e.g.; Orders, OWRA approvals, etc.), storm water management facilities, leachate collection system(s); or any sewage works associated with the Site. The Site relies on natural attenuation to mitigate leachate impacts.

Historical reports are referenced within Section 8.0 of this report. Copies of historical reports are available at the municipal office and should also be on file at the MECP Kingston Office.

#### **1.4 MONITORING AND REPORTING PROGRAM OBJECTIVES AND REQUIREMENTS**

The 2016-2018 environmental monitoring program was completed to fulfil the requirements of the Site ECA and its supporting documents. The overall objective of the environmental monitoring program is to understand and manage the environmental impacts of the Site. The scope of the 2016-2018 environmental monitoring program was based on the results of previous environmental monitoring conducted at the Site, recommendations from the 2010-2012 Environmental Monitoring Report (WESA, 2012) and related correspondence received to date from the MECP. It should be noted that BluMetric has not received any review comments from the MECP pertaining to the groundwater or surface water aspects of the most recent 2013-2015 Environmental Monitoring Report.

The key objectives of the 2016-2018 environmental monitoring program were to:

1. Assess the potential for impact of the WDS on the surrounding surface water environment;
2. Assess the potential for migration of groundwater impacted by landfill leachate in the overburden downgradient and beyond the current property boundaries of the WDS; and,



3. Assess Site performance and compliance with respect to the reasonable use concept and Provincial Water Quality Objectives (PWQO) for leachate indicator parameters (LIPs).

## **1.5 ASSUMPTIONS AND LIMITATIONS**

This report presents an overview of the WDS conditions at the time of field investigations, reflecting BluMetric’s best judgment using information reasonably available at the WDS at the time of field investigations.

The assessment is partly based on information from various sources (laboratories, other consultants etc. as referenced within the report) of which the accuracy has not been verified, and because observations made during the field investigations are limited as provided above, this report does not guarantee that the Site is free of hazardous or potentially hazardous material or conditions, or that latent or undiscovered conditions will not become evident in the future. BluMetric has prepared this report using information understood to be factual and correct and shall not be responsible for conditions arising from information or facts that were not disclosed to BluMetric.

The conclusions regarding environmental conditions, which are presented in this report, are based on a scope of work authorized by the Client. Note, however, that virtually no scope of work, no matter how exhaustive, can identify all contaminants or all conditions above and below ground. This report therefore cannot warrant that all conditions on or off the Site are represented by those identified at specific locations.

The conclusions presented herein are based on information obtained up to and including the submission date of this report. Any Site operations that may have changed since this submission may render the conclusions invalid.

## **2. PHYSICAL SETTING**

### **2.1 GEOLOGY**

The WDS is located within the Mississippi River watershed, which discharges to the Ottawa River. The Mississippi River is located approximately 3.4 km east of the Site. Topographic maps indicate that the Site is located on the east-west trending contact between Pakenham Mountain and offshore marine sediments. Locally, Site topography is characterized by a fairly steep slope, dipping down towards the north, which flattens out abruptly at the northern boundary of the Site.



Pakenham Mountain is located immediately south of the Site, ranging in elevation from 115 metres above sea level (masl) to more than 215 masl. The Site is bordered on the northeast and northwest by relatively flat open fields (WESA, 2001).

### **2.1.1 Overburden Unit**

The overburden materials on the Site are classified as Offshore Marine Deposits of the Champlain Sea Sediments (Geological Survey of Canada, Map 1599A). These soils are characterized by clay, silty clay, and silts, generally mottled or laminated reddish brown or bluish grey in the upper layers. Sand may be encountered locally in pockets in the upper layers, but the deeper layers are uniform and blue-grey. The overburden materials encountered during the drilling program reflected this surficial geology (WESA, January 2001).

Based on field studies conducted by WESA in 2001, the estimated hydraulic conductivity in the silty clay (shallow clay) unit was  $8.0 \times 10^{-7}$  m/s. The fact that the water levels in the deeper wells had not fully recovered from drilling at the time of the field program suggests the deeper clay has a relatively lower hydraulic conductivity (WESA, 2001).

### **2.1.2 Bedrock Unit**

The published geological maps for this area (Geological Survey of Canada, Map 1363A and 1599A) show that Pakenham Mountain is a large Precambrian batholith of the Grenville supergroup composed of igneous intrusive and highly deformed metamorphic rocks. MECP well logs for this area report red, grey, and black granite. Precambrian outcrop is visible on the south side of the Site, and was encountered at 3.71 m depth in monitoring well PR2 (WESA, 2001).

To the north of the Site the overburden is underlain by grey limestone of the Ottawa formation. The limestone bedrock is underlain by the Nepean formation, and ultimately by the same Precambrian unit that forms Pakenham Mountain (WESA, 2001).

## **2.2 SURFACE WATER FEATURES**

Surface runoff from the WDS collects in two shallow ditches on the north and east side of the Site, which meet at surface water monitoring location SW1 as shown within Figure 2.



The surface water that collects at SW1 discharges northward through a culvert toward surface water monitoring location SW2 and towards a series of agricultural drains and ditches associated with the nearby surrounding agricultural fields. Surface water runoff from the WDS is joined by agricultural drainage and flows eastward, toward the Mississippi River, which is approximately 3.4 km east of the Site.

The flat-lying agricultural lands found north of the Site are moderately to well-drained agricultural lands. The fields are serviced by tile drains, drainage ditches and several creeks which flow into the Mississippi River (WESA, 2001). During very wet periods, water floods the north bank of the ditch network and spills into the adjacent field.

### **3. DESCRIPTION OF MONITORING PROGRAM**

The WDS and surrounding areas were inspected by BluMetric personnel to observe the general conditions during each Site visit from 2016-2018. Surface water drainage conditions across the Site were noted and all active and accessible groundwater monitors were inspected during the completion of the monitoring program. The waste mound and Waste Transfer Station were inspected for general appearance. The WTS operator checks the Site weekly for general housekeeping (i.e. dumped material or damage) and reports any problems to the Municipality's Roads & Public Works Department.

#### **3.1 MONITORING LOCATIONS**

##### ***3.1.1 Groundwater Monitoring***

The groundwater monitoring program is conducted once every three years at the Site, and was conducted on April 18, 2016 at all active and accessible monitoring wells included within the current groundwater monitoring network, which is summarized within Table 2 below. All active monitoring well locations are shown graphically within Figure 2.



**Table 2: 2016-2018 Groundwater Monitoring Network**

Type and Location	Representative Geological Unit	Well ID	Sampling Parameters
Background monitoring wells (northwest of the waste mound)	Overburden-Bedrock Interface	MW004-1	<u>Laboratory Parameters:</u> Alkalinity (as CaCO <sub>3</sub> ), hardness (as CaCO <sub>3</sub> ), biological oxygen demand (BOD), bicarbonate (as CaCO <sub>3</sub> ), carbonate (as CaCO <sub>3</sub> ), chemical oxygen demand (COD), chloride, conductivity, total ammonia, nitrate, nitrite, pH, phenols, sulphate, total dissolved solids (TDS), total kjeldahl nitrogen (TKN), calcium, iron, magnesium, manganese, potassium and sodium.  <u>Field Parameters:</u> pH, conductivity, temperature
	Deep Clay	MW004-2	
	Shallow Clay	MW004-3	
Monitoring wells northwest of the waste mound	Overburden-Bedrock Interface	PR2-10	
		BM2	
	Deep Clay	MW001-1	
	Shallow Clay	MW001-2	
		P5	
Northeast of the waste mound	Overburden-Bedrock Interface	P3	
		BM1	
	Deep Clay	PR1-1	
		MW002-1	
	Shallow Clay	PR1-2	
		P4	
		MW002-2	
		MW003-1	
MW003-2			
Domestic Water Supply	Bedrock	PAIGE	

Notes:

1 – Field measurements were collected using a YSI 556 handheld multi-parameter instrument that was calibrated prior to each use.

**3.1.2 Surface Water Monitoring**

Surface water monitoring at the Site is conducted annually in the spring season during high flows (spring freshet) at each of the monitoring stations included within the current surface water monitoring network, which is summarized within Table 3. All active surface water monitoring stations are shown graphically within Figure 2.





**Table 3: 2016-2018 Surface Water Monitoring Network**

Station ID	Location / Description	Sampling Parameters
SW1	Located in the northern corner of the Site and represents surface water conditions in the vicinity of the convergence point of the northwestern and northeastern on-Site constructed ditches.	<u>Laboratory Parameters:</u> Hardness (as CaCO <sub>3</sub> ), biological oxygen demand (BOD), chemical oxygen demand (COD), chloride, conductivity, total ammonia, un-ionized ammonia, nitrate, pH, phenols, sulphate, total dissolved solids (TDS), total phosphorous, calcium, iron, magnesium, manganese, potassium and sodium.
SW2	Located off-Site within the CAZ approximately 25 metres downstream of SW1 within one of the agricultural ditches north of the waste mound and receives flow input from both of the on-Site ditches.	<u>Field Parameters<sup>1</sup>:</u> pH, conductivity, temperature

Notes:

1 – Field measurements were collected using a YSI 556 handheld multi-parameter instrument that was calibrated prior to each use.

### 3.1.3 Landfill Gas Monitoring

There are no engineered gas controls associated with the Pakenham WDS/WTS. Furthermore, the Site has never been monitored for landfill (methane) gas generation. An adequate buffer area that allows for natural venting of landfill gas to the atmosphere exists between the waste mound and the nearest receptors in all directions apart from the roadside. There are no potential landfill gas receptors identified in the vicinity of the roadside adjacent to the waste mound. There has been no development of vegetative stress or gas odours observed at the Site. The top of the waste mound is highly consolidated and there has been no evidence of cracks or holes in the cover which is closely inspected annually by BluMetric as part of the recurring environmental monitoring program.

## 3.2 MONITORING FREQUENCY

### 3.2.1 Groundwater Monitoring

The groundwater monitoring program is to be completed once every three years and was conducted in the spring of 2016 as specified within Section 3.1.1.

### 3.2.2 Surface water Monitoring

The surface water monitoring program is to be completed on an annual basis and was conducted during the spring months of 2016, 2017 and 2018 as specified within Section 3.1.2.



### **3.3 FIELD AND LABORATORY PARAMETERS AND ANALYSIS**

Groundwater and surface water samples collected during the 2016-2018 monitoring period were analyzed for the list of parameters included within Table 2 for groundwater and Table 3 for surface water. In addition, field measurements for temperature, pH and conductivity were collected using a YSI 556 handheld multi-parameter instrument that was calibrated prior to each use.

### **3.4 ENVIRONMENTAL COMPLIANCE APPROVAL REQUIREMENTS**

The 2016-2018 monitoring event was completed according to the requirements of the ECA (A451601), issued on May 13, 1991 and subsequently amended on April 26, 2004, for the Site. A copy of the ECA is provided in Appendix A for reference.

### **3.5 MONITORING PROCEDURES AND METHODS**

#### ***3.5.1 Groundwater Monitoring***

Prior to sampling, static water levels were measured at all operational monitors using a Solinst® model 101 electronic water level tape that was washed and rinsed with deionized water prior to use at each location. The water level measurements were referenced to the top of PVC riser, or to the top of steel well casing.

Well purging and well sampling were conducted using dedicated 16 millimetre inner diameter polyethylene (PE) tubing with a dedicated inertial-lift foot valve. Each well was purged a minimum of three well bore volumes or until the monitoring well was pumped dry.

The groundwater samples were collected in new sample containers containing the appropriate preservatives as provided by Eurofins Environment Testing (Eurofins, formerly Exova Laboratories) of Ottawa. Eurofins is accredited for the applicable analyses under the Standards Council of Canada (SCC). Samples were stored at a temperature less than 4°C in a cooler during shipment to the laboratory for chemical analyses. Samples were handled under chain of custody (COC) procedures and COC forms accompanied the samples at all times.

Field parameters (pH, conductivity and temperature) were measured and recorded at each sampling location. Field parameters were measured using a YSI 556 Multimeter that was calibrated prior to use.



### 3.5.2 Surface Water Monitoring

The surface water sampling methodology employed was consistent with the applicable provincial regulatory standards (MECP, 1996). The surface water samples were collected using clean 1 L PE bottles that were submerged to approximately half the depth of the surface water body. Precautions were taken to ensure that no sediment was disturbed during the sample collection process. The surface water sample was decanted from the 1 L PE bottle into the appropriate sample bottles provided by Eurofins. Samples were stored at a temperature less than 4oC in a cooler during shipment to the laboratory for chemical analyses. Samples were handled under chain of custody (COC) procedures and COC forms accompanied the samples at all times.

During sampling, the physical characteristics of each sampling location (i.e. width, depth of the channel and flow) were recorded and photos were taken. Field parameters (pH, conductivity and temperature) were measured and recorded at each sampling location. Field parameters were measured using a YSI 556 Multimeter that was calibrated prior to use.

### 3.5.3 QA/QC Program

The quality assurance/quality control (QA/QC) program for the WDS typically involves the collection of one blind field duplicate sample for every ten regular samples collected during a given monitoring event. Precision is a measure of the reproducibility of analytical results and can be expressed quantitatively by the relative percent difference (RPD) between the original sample(s) and their corresponding field blind duplicate sample(s).

The RPD is defined by the following equation:

$$RPD = 2 \times \left[ \frac{(S - D)}{(S + D)} \right] \times 100$$

Where:

S = concentration of in the original sample

D = concentration in the duplicate

RPDs are only calculated where the average of the measured parameter concentrations of the regular (S) and duplicate (D) samples is greater than 5X the laboratory method detection limit (MDL), which represents the RPD qualification criteria. A lower level of precision is expected where the above criteria are not met. A high level of reproducibility with respect to sample results collected at the Site is indicated by an RPD value below 20% for all analyzed parameters. These criteria are used as a guideline and correspond to those recommended within the O. Reg. 153/04 Analytical Protocol (MECP, July 2011).



## 4. OVERVIEW – MONITORING RESULTS

### 4.1 HISTORICAL DATA

Environmental monitoring programs have been conducted at this Site by BluMetric (formerly WESA) since 1987 and remain ongoing. The WDS' ECA and associated amendments dictate that groundwater should be conducted once every three years and surface water once per year, all sampling is to be undertaken in the spring. Parameters that have historically been used at the WDS to identify groundwater/surface water potentially impacted by landfill leachate include chloride, iron, sodium and sulphate.

### 4.2 GROUNDWATER FLOW MONITORING

Potentiometric elevations within the overburden monitoring wells were calculated using water level measurements collected at each active and accessible monitoring well and the locally referenced elevations at the top of each monitoring well riser across the Site. Historical and current (2016) groundwater potentiometric elevations are presented in Table 4. The 2016 water level elevation data was used to determine the general flow direction in the shallow clay unit (Figure 3), deep clay unit (Figure 4) and overburden/bedrock interface unit (Figure 5).

### 4.3 GROUNDWATER QUALITY MONITORING

The 2016-2018 groundwater monitoring program included a spring 2016 sampling event for all of the active and accessible monitoring wells included within the monitoring network summarized within Table 2. The 2016 groundwater quality results are presented in Tables 5 through 7 for the shallow clay, deep clay and overburden/bedrock interface units, respectively. Each of the groundwater chemistry tables also provides the applicable Ontario Drinking Water Quality Standards (ODWQS) and Reasonable Use Limits (RUL) for comparison. The laboratory certificates of analyses for all samples collected in 2016 are included in Appendix B. In addition, the concentrations of select anions and cations were plotted on Piper diagrams (Appendix C). Piper diagrams are an interpretive tool that can be used to identify the occurrence of characteristic groundwater chemistry groupings based on the available analytical results. This information is often useful with respect to the identification and evaluation of any potential impacts and/or impact sources present within the study area.

#### 4.3.1 Background Groundwater Quality

Multilevel monitoring wells MW004-1(overburden/bedrock interface), MW004-2 (deep clay) and MW004-3 (shallow clay) were installed approximately 650 metres (m) northwest of the



waste mound in the fall of 2007 to characterize and monitor background groundwater conditions in the overburden. Samples were initially collected seasonally (spring, summer, fall and winter) in 2007-2008 to collect sufficient data for the calculation and establishment of appropriate Reasonable Use Limits (RULs) for the Site, which are discussed within Section 4.3.2 below. Results from previous reports indicate that elevated concentrations of chloride, sodium, conductivity and Total Dissolved Solids (TDS) occur naturally within the shallow and deep overburden in the area surrounding the Site.

#### **4.3.2 Leachate Characterization**

Parameters that have historically been used at the WDS to identify groundwater potentially impacted by landfill leachate include chloride, iron, sodium and sulphate. The 2010-2012 Environmental Monitoring Report (WESA, 2012) expanded the list of groundwater parameters used to evaluate the presence of leachate impacts in order to evaluate the adequacy of the historical LIP list described above. There are no active leachate characterization wells present within or directly adjacent to the waste mound. The 2016 analytical results for the leachate indicator parameters (LIPs) are presented for the overburden monitors on Figures 6 through 8 for the shallow clay, deep clay and overburden/bedrock interface units, respectively.

Using the historical hydrogeologic and chemical data collected by WESA (1988 and 1990), Jacques, Whitford Environment Ltd. (JWEL 1992) and the former Township of Pakenham (1997), WESA estimated in 1999 that the average linear velocity of groundwater flow was approximately 3.25 m/year. It was therefore concluded that the boundary of the leachate plume would extend to approximately 150 metres from the toe of the waste mound in 2019 (WESA, 1999). A copy of the letter is provided in Appendix D.

##### **4.3.2.1 Reasonable Use Limits**

As described within Guideline B-7 (Incorporation of the Reasonable Use Concept into MOEE Groundwater Management Activities, MECP, April 1994), the Reasonable Use Limits (RULs) are calculated considering the natural background quality of groundwater (historical median), as it relates to the Ontario Drinking Water Quality Standards (ODWQS) as well as the existing and potential reasonable uses of groundwater in the area. Where the historical limit for any given parameter was identified to be below the laboratory method detection limit (MDL), a value of half of the MDL was used to calculate RUL values.



The maximum concentration (Cm or RUL) of a particular contaminant that would be acceptable in the groundwater beneath an adjacent property is calculated in accordance with the following relationship:

$$C_m = C_b + X(C_r - C_b)$$

The terms are defined as follows:

**C<sub>b</sub>:** This is the background concentration of the particular contaminant in the groundwater before it has been affected by human activity. It should be noted that half of the laboratory detection limit was used for the purpose of calculating the RULs in cases where the analytical results were below the detection limits.

**C<sub>r</sub>:** This is the maximum concentration of the particular contaminant that should, in accordance with the Province's water management guideline be present in the groundwater. This value is dependent on the use (reasonable use) to be made of that groundwater. The values outlined by the Ontario Drinking Water Quality Standards (Ontario Regulation 169/03) are used as "C<sub>r</sub>" for each LIP.

**X:** This is a constant that reduces the contamination to a level that is considered by the MECP to have only a negligible effect on the use of the water. For drinking water "X" is 0.5 for non-health related parameters or 0.25 for health related parameters. For other reasonable uses it is 0.5.

**C<sub>m</sub>:** This represents the calculated reasonable use limit (RUL) for a given parameter.

Monitoring wells MW004-1(overburden/bedrock interface), MW004-2 (deep clay) and MW004-3 (shallow clay) were used as the background wells for the RUL calculation. The RULs are to be re-calculated every 5 years, and have been re-calculated as part of the current 2015-2018 EMR as summarized in Table 8 for the list of leachate indicator parameters described above as well as additional parameters for reference. These calculated RUL criteria were also included within the groundwater chemistry tables (Tables 5 through 7).



**Table 8: Reasonable Use Limit (RUL) Summary**

Parameters	Units	ODWQS	RUL Shallow Clay	RUL Deep Clay	RUL Overburden/Bedrock Interface
Alkalinity (CaCO <sub>3</sub> )	mg/L	30-500	523	760	386
Chloride (Cl)	mg/L	250	905	4145	1010
Organic Nitrogen	mg/L	0.15	0.35	1.03	0.42
Nitrite (NO <sub>2</sub> )	mg/L	1	0.55	0.55	0.55
Nitrate (NO <sub>3</sub> )	mg/L	10	5.20	5.32	5.05
Sulphate (SO <sub>4</sub> )	mg/L	500	285	605	311
Total Dissolved Solids (TDS)	mg/L	500	2235	10200	2285
Hardness (CaCO <sub>3</sub> )	mg/L	80-100	306	1285	164
Sodium (Na)	mg/L	200	625	2520	695
Iron (Fe)	mg/L	0.3	0.70	1.48	0.43
Manganese (Mn)	mg/L	0.05	0.10	0.28	0.08

Notes:

ODWQS - Ontario Drinking Water Quality Standards, Objectives and Guidelines (2006)

RUL - Reasonable Use Limit

NA - Not applicable due to the lack of data or lack of ODWQS values

#### 4.4 SURFACE WATER QUANTITY MONITORING

The monthly precipitation totals for the weather station located in Appleton, Ontario, (approximately 20 km north of the Township of Pakenham) during the months of the spring monitoring events were as follows:

April 2016 = 28.0 mm

April 2017 = 126.0 mm

April 2018 = 112.4 mm

Source: [www.climate.weatheroffice.gc.ca](http://www.climate.weatheroffice.gc.ca)

The amount of precipitation in April 2016 was approximately 45% less than the historic averages recorded at the Arnprior weather station, while the April 2017 and April 2018 were approximately 100% and 79% greater than the historic averages recorded at the Arnprior weather station, respectively. In total, two significant (>20 mm) rainfall events reported prior to sample collection during the months of monitoring on April 6, 2017 and April 16, 2018. Every attempt is made to conduct the monitoring events following instances of high precipitation to maximize the likelihood of obtaining a surface water sample in all monitoring locations. There were no dry monitoring locations observed during the 2016-2018 monitoring period.



## 4.5 SURFACE WATER QUALITY MONITORING

The 2016-2018 analytical data, representing the surface water conditions at the WDS, as well as historic data are presented in Table 9 in comparison to the Provincial Water Quality Objective (PWQO) criteria. The laboratory reports for all water samples representing the surface water conditions during the 2016-2018 monitoring period are included in Appendix B. Photographs of surface water monitoring locations are provided in Appendix D.

### 4.5.1 Background Surface Water Quality

The potential for the establishment of a background surface water monitoring station upgradient of SW1 was evaluated as part of the 2007-2009 EMR (WESA, 2009). It was concluded that an appropriate background surface water location could not be identified based on the lack of upgradient surface water bodies, local topography and/or land use of the lands surrounding the Site (predominantly agricultural). There is therefore no background surface water quality data associated with the WDS.

### 4.5.2 Leachate Characterization

The presence of leachate impacts with respect to surface water quality at the Site has historically been evaluated based on the same parameter set used for the groundwater quality assessment, which includes chloride, iron, sodium and sulphate parameters. The list of leachate indicator parameters associated with surface water was expanded as part of the 2013-2015 EMR (BluMetric, 2015) based on the list of parameters specified within Column 4, Schedule 5 of the MECP's Guideline on the Regulatory and Approval Requirements for New or Expanding Land filling Sites (MECP, 2012). The 2016-2018 analytical results for the leachate indicator parameters (LIPs) are presented for the surface water monitoring stations on Figure 9.

## 4.6 QA/QC PROGRAM

The quality assurance/quality control (QA/QC) program for the WDS typically involves the collection of one blind field duplicate sample for every ten regular samples collected during a given monitoring event. In total, two blind field duplicate groundwater samples and one blind field duplicate surface water sample were collected during the 2016-2018 monitoring period and analyzed for QA/QC purposes. Analytical results for the field duplicate samples collected at groundwater monitors PR1-2 and BM1 as well as surface water monitoring station SW1 are included in Table 10 for groundwater and Table 11 for surface water. The relative percent difference (RPD) values for each analyzed parameter are also included, which were calculated following the methodology described within Section 3.5.3.





#### **4.7 GAS PRESSURES AND COMPOSITION**

There are no engineered gas controls associated with the Pakenham WDS/WTS. Furthermore, the Site has never been monitored for landfill (methane) gas generation. An adequate buffer area that allows for natural venting of landfill gas to the atmosphere exists between the waste mound and the nearest receptors in all directions apart from the roadside. There are no potential landfill gas receptors identified in the vicinity of the roadside adjacent to the waste mound. There has been no development of vegetative stress or gas odours observed at the Site. The top of the waste mound is highly consolidated and there has been no evidence of cracks or holes in the cover which is closely inspected annually by BluMetric as part of the recurring environmental monitoring program.

#### **4.8 SUPPLEMENTAL MONITORING**

No supplemental monitoring in addition to the routine surface water and groundwater monitoring was conducted from 2016-2018.

#### **4.9 CONTROL SYSTEMS MONITORING**

There are no Control Systems installed at the Site.

### **5. ASSESSMENT, INTERPRETATION AND DISCUSSION**

#### **5.1 GROUNDWATER FLOW INTERPRETATION**

A summary of the water level elevation data collected from the wells during the spring 2016 sampling event is presented within Table 4. The water level elevations for the wells are presented on Figure 3 (shallow clay unit), Figure 4 (deep clay unit) and Figure 5 (overburden/bedrock interface unit). Historically, the direction of groundwater flow across the landfill Site was most often interpreted to be radial toward the northeast and northwest. The 2007 data indicated that groundwater in all three units was flowing radially toward the northeast and northwest (WESA, 2010). The 2010 data indicated that groundwater in the deep clay, and shallow clay units were flowing toward the north and northeast (WESA, 2012). The 2016 results continue to suggest an overall groundwater flow direction towards the north within all three geological units. Water level elevations measured within monitors PR2-10 and P3, which are reportedly representative of in the overburden/bedrock interface; suggest the potential presence of a local groundwater flow component towards the south, which is consistent with previous years.



However, the water levels within these monitors are likely influenced by mounding effects associated with the waste mound.

## 5.2 GROUNDWATER QUALITY

The triennial groundwater monitoring event took place at the Site on April 18, 2016. The results of analysis, along with field measurements of pH, temperature and conductivity are summarized in Tables 3 through 5. A summary of groundwater results for leachate indicator parameters is shown on Figures 6 through 8.

### 5.2.1 Background

Background groundwater quality in the overburden unit has historically been represented by monitoring wells MW004-3 (shallow clay), MW004-2 (deep clay) and MW004-1 (overburden/bedrock interface). These monitors were installed approximately 650 metres (m) northwest of the waste mound in the fall of 2007. The following summarizes the RUL exceedances for the background monitors in 2016:

#### MW004-3

- Alkalinity: 589 mg/L (RUL: 523 mg/L)
- Chloride: 1650 mg/L (RUL: 905 mg/L)
- Hardness: 537 mg/L (RUL: 306 mg/L)
- Sodium: 1050 mg/L (RUL: 625 mg/L)
- TDS: 4060 mg/L (RUL: 2235 mg/L)

#### MW004-2

- Alkalinity: 1120 mg/L (RUL: 760 mg/L)
- Chloride: 8000 mg/L (RUL: 4145 mg/L)
- Hardness: 2580 mg/L (RUL: 1285 mg/L)
- Nitrate: 9.17 mg/L (RUL: 5.32 mg/L)
- Sodium: 4870 mg/L (RUL: 2520 mg/L)
- Sulphate: 608 mg/L (RUL: 605 mg/L)
- TDS: 19100 mg/L (RUL: 10200 mg/L)

#### MW004-1

- Chloride: 1940 mg/L (RUL: 1010 mg/L)
- Hardness: 262 mg/L (RUL: 164 mg/L)
- Sodium: 1210 mg/L (RUL: 695 mg/L)
- TDS: 4340 mg/L (RUL: 2285 mg/L)



The 2016 results associated with the background monitoring wells are generally consistent with previous years and continue to demonstrate naturally elevated concentrations of several parameters, most notably for alkalinity, hardness, conductivity, chloride, TDS, and sodium. This could be in part attributable to the very low permeability of the overburden material (clay). Low permeability material is typically associated with decreased natural flushing and the increased retention time for groundwater can lead to aging and degradation of the local groundwater quality over time. Further, caution is used when comparing groundwater quality results from monitors within the study area to the background multi-level monitor MW004 due to the potential for spatial variability within the local groundwater chemistry resulting from the low permeability of the shallow overburden material (clay). Piper diagrams are typically used as an interpretive tool to assist in the determination of potential impact sources where impacts are identified.

### ***5.2.2 Shallow Clay Unit***

#### Monitors Northwest of the Waste Mound (P5 and MW001-2)

Shallow overburden monitoring wells P5 and MW001-2 are located less than 10 m and approximately 175 m northwest (downgradient) from the waste mound, respectively. The following summarizes the RUL exceedances for the monitors northwest of the waste mound in 2016:

#### P5

- Chloride: 906 mg/L (RUL: 905 mg/L)
- TDS: 2380 mg/L (RUL: 2235 mg/L)

#### MW001-2

- Hardness: 326 mg/L (RUL: 306 mg/L)
- Manganese: 0.21 mg/L (RUL: 0.10 mg/L)

The 2016 groundwater chemistry results associated with monitors P5 and MW001-2 continue to demonstrate ongoing decreasing trends in most parameter concentrations since the 2000 monitoring event following the closure of landfilling operations at the Site, particularly at MW001-2. The groundwater quality observed at P5 is likely influenced by landfill leachate based on its close proximity to the waste mound and the inferred radial local groundwater flow pattern due to mounding effects from the waste mound and the interpreted groundwater flow direction to the north across the Site and surrounding area. However, the low frequency and magnitude of the identified RUL criteria exceedances at P5 suggest that these inferred leachate impacts do not pose any identifiable environmental or human-health related concern.



An isolated increase in COD concentration was measured at MW001-2 during the April 2016 sampling event, which is considered to be suspect based on the absence of comparable increases measured within upgradient monitors. Continued monitoring in subsequent years will be required to evaluate whether the observed increase in COD concentrations is anomalous or represents an emerging trend in groundwater quality at this location.

The applicable Piper diagram included within Appendix C plotted the results associated with monitor MW001-2 outside of the main grouping interpreted to be representative of background conditions, which is consistent with previous years. The continued absence of RUL exceedances other than marginal exceedances for hardness and manganese combined with the Piper diagram assessment results suggest that the water quality at MW001-2 may be influenced from localized sources for these parameters. Based on the spring 2016 results, the northwestern CAZ continues to be of sufficient size and extent for the purposes of attenuating landfill leachate impacts. Continued monitoring is recommended in order to further evaluate and characterize the presence of leachate impacts in the northwestern CAZ.

Monitors Northeast of the Waste Mound (P4, PR1-2, MW003-1, MW003-2 and MW002-2)

Monitors P4 and PR1-2 are each located in close proximity (within 15 m) to the northeastern side of the waste mound. Monitors MW003-1 and MW003-2 are located approximately 80 m from the waste mound and are representative of shallow overburden groundwater quality within the Contaminant Attenuation Zone (CAZ), while monitor MW002-2 is located approximately 70 m further downgradient of MW003 and is representative of shallow overburden groundwater quality beyond the eastern CAZ boundary. The following summarizes the RUL exceedances for the monitors northeast of the waste mound in 2016:

P4

- Manganese: 0.11 mg/L (RUL: 0.10 mg/L)

PR1-2

- Alkalinity: 969 mg/L (RUL: 523 mg/L)
- Hardness: 1090 mg/L (RUL: 306 mg/L)
- Manganese: 0.45 mg/L (RUL: 0.10 mg/L)

MW003-1

- Alkalinity: 884 mg/L (RUL: 523 mg/L)
- Chloride: 3270 mg/L (RUL: 905 mg/L)
- Hardness: 1350 mg/L (RUL: 306 mg/L)
- Sodium: 2400 mg/L (RUL: 625 mg/L)



- Sulphate: 449 mg/L (RUL: 285 mg/L)
- TDS: 8540 mg/L (RUL: 2235 mg/L)

#### MW003-2

- Hardness: 486 mg/L (RUL: 306 mg/L)
- Manganese: 0.20 mg/L (RUL: 0.10 mg/L)
- TDS: 2260 mg/L (RUL: 2235 mg/L)

#### MW002-2

- Alkalinity: 560 mg/L (RUL: 523 mg/L)
- Hardness: 349 mg/L (RUL: 306 mg/L)

The 2016 groundwater chemistry results associated with monitors P4 and PR1-2 continue to exhibit generally stable parameter concentrations compared to previous years, with a slight increasing trend observed for alkalinity at both monitors. However, decreases in the concentrations of several parameters (chloride, sulphate, TDS, hardness, sodium, and manganese) continue to be observed at P4 in 2013 and 2016 in comparison to the 2010 results. Similar to P5, the groundwater quality at monitors P4 and PR1-2 is considered likely to be influenced by landfill leachate based on their locations in close proximity to, and downgradient of the waste mound.

Monitors MW003-1 and MW003-2, which are representative of the shallow overburden groundwater quality within the CAZ, continue to demonstrate generally stable concentrations of most water quality parameters. Similar to trends observed within upgradient monitors P4 and PR1-2, slight increases are noted for alkalinity at both MW003-1 and MW003-2. Concentrations of most parameters, including leachate indicators, are typically measured at greater concentrations within the deeper monitoring interval MW003-1 in comparison to MW003-2.

The 2016 groundwater sampling results for monitor MW002-2 continue to demonstrate overall decreasing concentrations of most parameters, including leachate indicator parameters, since 2000. As a result of decreases in chloride, TDS, sodium, and manganese, exceedances of the RUL in 2016 were limited to alkalinity and hardness.

Based on a comparison of the 2016 groundwater chemistry results from samples collected at monitors located northeast of the waste mound the most elevated LIP concentrations continue to be evident for MW003-1. Based on the lower LIP concentrations measured at monitors P4 and PR1-2, which are located in close proximity to, and downgradient of the waste mound, in conjunction with the similar and often greater concentrations measured for the background monitor MW004-3, it is BluMetric's professional opinion that the RUL exceedances identified at



monitor MW002-2 are representative of the natural background conditions. Consequently, the results do not provided sufficient evidence to suggest that landfill leachate impacts extend beyond the CAZ northeastern boundary. This interpretation is supported by the Piper diagram produced for the shallow clay unit (Appendix C), which shows monitors P4 and PR1-2 (impacted by landfill leachate) plotted outside of the main grouping of monitors that are interpreted as being representative of background conditions.

The degradation of the groundwater quality at the monitors beyond the contaminant attenuation zone appears to be influenced by the low permeability of clay and reduced flow velocity and naturally elevated background levels.

### ***5.2.3 Deep Clay Unit***

#### Monitors Northwest of the Waste Mound (MW001-1)

Monitoring well MW001-1 is located beyond the CAZ boundaries approximately 175 m northwest and downgradient of the waste mound. The following summarizes the RUL exceedances for MW001-1 in 2016:

#### MW001-1

- Alkalinity: 1330 mg/L (RUL: 760 mg/L)
- Chloride: 8540 mg/L (RUL: 4145 mg/L)
- Hardness: 2520 mg/L (RUL: 1285 mg/)
- Nitrate: 9.11 mg/L (RUL: 5.32 mg/L)
- Sodium: 5790 mg/L (RUL: 2520 mg/L)
- TDS: 17300 mg/L (RUL: 10200 mg/L)

The 2016 groundwater quality results for monitor MW001-1 suggest that the concentrations of most parameters are consistent with previous years and within historical ranges, with no notable trends. The observed elevated parameter concentrations at this location continue to be measured at comparable levels within the background monitor MW004-2, which is representative of the deep clay unit. In addition, the groundwater chemistry of all monitoring wells screened across the deep clay unit, including the background monitor, each plotted within one relatively small grouping on the applicable Piper diagram included within Appendix C. Therefore, the RUL exceedances identified above at MW001-1 continue to be interpreted to be attributable to natural background conditions, with no notable evidence to suggest the presence of any impacts derived from landfill leachate. Consequently, it is BluMetric’s continued opinion that the northwestern CAZ is sufficient in size and extent for the purpose of attenuating landfill leachate impacts within the deep clay unit, where present.



### Monitors Northeast of the Waste Mound (PR1-1 and MW002-1)

Monitoring well PR1-1 is located in within 15 m of the downgradient (northeastern) side of the waste mound. Monitor MW002-1 is located beyond the northeastern CAZ boundary approximately 150 m from the waste mound. The following summarizes the RUL exceedances for the monitoring wells northeast of the waste mound in 2016:

#### PR1-1

- No exceedances

#### MW002-1

- Alkalinity: 1070 mg/L (RUL: 760 mg/L)
- Chloride: 4940 mg/L (RUL: 4145 mg/L)
- Hardness: 1760 mg/L (RUL: 1200 mg/L)
- Sodium: 3370 mg/L (RUL: 2520 mg/L)
- TDS: 12900 mg/L (RUL: 10200 mg/L)

The 2016 groundwater quality results for monitors PR1-1 and MW002-1 indicate continued stable parameters concentrations that are within historical ranges, with no notable water quality trends. The parameter concentrations at MW002-1 (located almost 150 m downgradient of PR1-1) continue to be several times greater than those associated with PR1-1 at comparable levels to the background monitor MW004-2. As described above, the groundwater chemistry of all monitoring wells screened across the deep clay unit, including the background monitor, each plotted within one relatively small grouping on the applicable Piper diagram included within Appendix C. Therefore, the RUL exceedances identified above at MW001-1 continue to be interpreted as natural background conditions, with insufficient evidence to suggest the presence of impacts derived from landfill leachate. It is BluMetric's continued opinion that the northeastern CAZ is sufficient in size and extent for the purpose of attenuating landfill leachate impacts within the deep clay unit, where present.

### ***5.2.4 Overburden/Bedrock Interface***

#### Monitors Northwest of the Waste Mound (PR2-10 and BM2)

Monitoring wells PR2-10 and BM2 are each located downgradient and within 15 m of the northeastern side of the waste mound. The following summarizes the RUL exceedances for the monitoring wells northwest of the waste mound in 2016:



### PR2-10

- Hardness: 594 mg/L (RUL: 164 mg/L)
- Nitrate: 5.21 mg/L (RUL: 5.05 mg/L)

### BM2

- No exceedances

The occurrence of parameter concentrations detected above the applicable RUL criteria in 2016 at monitors PR2-10 and BM2 was limited to hardness and nitrate at PR2-10 only, which is consistent with previous years. Slight leachate impacts continue to be interpreted at both monitors PR2-10 and BM2 based on their proximity to the waste mound as well as elevated concentrations of alkalinity and hardness in comparison to the background monitor MW004-1, which is representative of the deep clay unit. Two distinct groupings of monitoring locations are observed within the Piper diagram associated with the deep clay unit, which are not interpreted to correlate with the assessment of leachate impacts based on the full set of groundwater quality results. The observed Piper diagram groupings for the overburden/bedrock interface may be predominantly indicative of variability in water bearing zones intersected by each of these monitoring locations. It is noted that the alkalinity concentrations at both monitors, as well as hardness at BM2, continue to meet the Ontario Drinking Water Quality Standards and therefore do not pose any notable environmental or human-health-related concerns, particularly when considering that these wells are located downgradient and within 15 m of the waste mound.

### Monitors Northeast of the Waste Mound (P3 and BM1)

Monitoring well P3 is located downgradient and directly adjacent to the northeastern side of the waste mound, while BM1 is located approximately 100 m further downgradient. The following summarizes the RUL exceedances for the monitoring wells northeast of the waste mound in 2016:

#### P3

- Alkalinity: 448 mg/L (RUL: 386 mg/L)
- Hardness: 640 mg/L (RUL: 164 mg/L)
- Iron: 0.99 mg/L (RUL: 0.43 mg/L)
- Manganese: 0.09 mg/L (RUL: 0.08 mg/L)

#### BM1

- Chloride: 1100 mg/L (RUL: 1010 mg/L)
- Hardness: 303 mg/L (RUL: 164 mg/L)
- Iron: 0.50 mg/L (RUL: 0.43 mg/L)
- Manganese: 0.10 mg/L (RUL: 0.08 mg/L)





- Sodium: 740 mg/L (RUL: 695 mg/L)
- Sulphate: 314 mg/L (RUL: 311 mg/L)
- TDS: 3040 mg/L (RUL: 2285 mg/L)

The 2016 groundwater quality results for monitors P3 and BM1 were generally consistent with previous years and are within historical ranges. Decreasing trends in concentrations of select parameters can be observed at P3 for chloride, hardness, iron, manganese, sulphate and TDS, while alkalinity and COD continue to demonstrate slight increases at this location. Slight leachate impacts are interpreted to be present at monitor P3 based on its location downgradient and in close proximity to the waste mound in conjunction with the elevated concentrations of alkalinity and hardness. However, based on the nature and magnitude of the RUL criteria exceedances, and the proximity of P3 to the waste mound, it is BluMetric's professional opinion that the observed groundwater quality at this monitor does not pose any notable environmental or human-health related concern.

The observed elevated parameter concentrations at monitor BM1 are comparable to those measured within background monitor MW004-1. In addition, BM1 plotted closely together with MW004-1 within the applicable Piper diagram included within Appendix C. The elevated parameter concentrations measured at BM1 are therefore interpreted to be predominantly attributable to local background conditions, which is consistent with interpretations made in previous years.

### ***5.2.5 Domestic Water Supply***

As part of the recurring groundwater monitoring program, there is one domestic water supply well that is monitored once every three years. The Paige Well is associated with the residence located at 583 Barr Side Road, which is located approximately 200 m east of the Site. In addition to the RUL criteria, the 2016 results were compared to the Ontario Drinking Water Quality Standards (ODWQS). The ODWQS standards used for this assessment include all health, operational and aesthetic related standards for untreated well water, where applicable. The following summarizes the RUL and ODWQS exceedances for the Paige Well in 2016:

#### Paige Well

##### **RUL Exceeded:**

- Hardness: 299 mg/L (RUL: 164 mg/L)

##### **ODWQS Exceeded:**

- Hardness: 299 mg/L (ODWQS: 80-100 mg/L)



The 2016 results associated with the Paige domestic supply well are consistent with previous years, with only one exceedance of both the ODWQS and RUL criteria for hardness. Iron, which was previously detected at concentrations equal to, and/or above the ODWQS and RUL criteria in 2007 and 2010, exhibited a slight decrease from 0.39 mg/L in 2007 to 0.10 mg/L in 2013 and 0.13 mg/L in 2016. There is no evidence to suggest the presence of leachate impacts at the Paige domestic supply well based on the 2016 monitoring results. Continued monitoring as described within the current monitoring network (Table 2) of the Paige Well is recommended.

### 5.3 SURFACE WATER QUALITY

The surface water monitoring station SW1 is located in the northern corner of the Site approximately 20 m from the waste mound and is typically considered representative of the surface water conditions in the vicinity of the convergence point of the northwestern and northeastern on-Site constructed ditches. Monitoring station SW2 is located off-Site within the CAZ approximately 25 metres downstream of SW1 within one of the agricultural ditches north of the waste mound and receives flow input from both of the on-Site ditches. The following summarizes the exceedances of the Provincial Water Quality Objectives (PWQO) for SW1 and SW2 from 2016 to 2018:

#### SW1

##### 2016

- Iron: 1.06 mg/L (PWQO: 0.30 mg/L)
- Total Phosphorous: 0.037 mg/L (PWQO: 0.03 mg/L)

##### 2017

- No exceedances

##### 2018

- Phenols: 0.002 mg/L (PWQO: 0.001 mg/L)
- Total Phosphorous: 0.087 mg/L (PWQO: 0.03 mg/L)

#### SW2

##### 2016

- No exceedances

##### 2017

- No exceedances



## 2018

- Phenols: 0.002 mg/L (PWQO: 0.001 mg/L)
- Total Phosphorous: 0.056 mg/L (PWQO: 0.03 mg/L)

The 2016 to 2018 results associated with surface water monitoring stations SW1 and SW2 are generally consistent with previous years and within the range of historical data for these locations. Phenols were detected at both monitoring stations during the 2018 sampling event only. Infrequent marginal detections of phenols marginally exceeding the PWQO has historically been observed at both monitoring locations, and may be associated with fluctuations in regional climatic conditions and/or secondary sources independent of conditions in and around the waste mound. Phenols can often be found in the environment as trace components of pesticides and as residues of vehicle exhaust, (CCME, 1999). A decrease in iron concentrations was observed at SW1 during the 2016 to 2018 period following elevated results measured in 2015. An increase in total phosphorous concentrations was measured at SW1 and SW2 in April of 2018; however the measured concentrations remain within the range of historical results at SW1.

Based on the nature and magnitude of the comparison criteria exceedances in conjunction with the lack of consistent PWQO exceedances identified at SW2, which is downstream of SW1, the slightly elevated phenols and total phosphorous concentrations measured in 2018 do not pose any notable environmental or human-health related concerns. It should be noted that background surface water quality in the area surrounding the Site has not been characterized due to the lack of suitable monitoring locations. Continued monitoring is required in order to evaluate whether the slightly increase concentrations of total phosphorous in 2018 at SW1 and SW2 are anomalous or represent an emerging trend in surface water quality at these locations.

## 5.4 QA/QC RESULTS

The quality assurance/quality control (QA/QC) program for the WDS typically involves the collection of one blind field duplicate sample for every ten regular samples collected during a given monitoring event. In total, two blind field duplicate groundwater samples and one blind field duplicate surface water sample were collected during the 2016-2018 monitoring period and analyzed for QA/QC purposes. Analytical results for the field duplicate samples collected at groundwater monitors PR1-2 and BM1 as well as surface water monitoring station SW1 are included in Table 10 for groundwater and Table 11 for surface water. The relative percent difference (RPD) values for each analyzed parameter are also included, which were calculated following the methodology described within Section 3.5.3.



The results of the 2016-2018 groundwater and surface water QA/QC program suggest a high degree of reproducibility based on the presence of only three exceedances of the RPD criteria for COD and ammonia at BM1 in 2016 and for total phosphorous at SW1 in 2018. These exceedances represent only 5% of all QA/QC parameter results and 7% of those results identified to be greater than 5X above laboratory detection limits. The QA/QC program should continue during the 2019-2021 monitoring program as it was conducted in 2016-2018.

## 5.5 WASTE DISPOSAL SITE INSPECTIONS

A Site inspection was completed on April 18, 2016, concurrent with the groundwater and surface water monitoring program. The WDS and surrounding areas were inspected for general Site conditions. The waste mound and side slopes were inspected for general appearance and cover condition. The surface water drainage across the Site was noted and the groundwater monitors were inspected.

As indicated within a June 13, 2016 email prepared by BluMetric and submitted to the MECP on behalf of the Municipality, a small breakout area (0.1 m by 0.3 m) of leachate impacted groundwater was observed at the base of the northern slope of the waste mound in the vicinity of P5 and intersecting the adjacent on-site drainage ditch. Visual leachate impacts were observed to be localized, with no measureable flow and/or evidence of notable transport of impacted water away from the breakout location. A follow-up Site inspection completed on May 16, 2016 revealed that the minor breakout area was dry and inactive with no further evidence of continued impacts to the surface water within the drainage ditch.

Based on our understanding of site conditions and comparable observations made at other sites, it was our opinion that the minor breakout was a result of the unusually rapid snowmelt event this spring generating an increased magnitude of groundwater mounding beneath the waste mound. With the subsequent lowering of the water table the breakout ceased and the potential for any further impact to the drainage ditch during the 2016 calendar year was considered to be low. To mitigate the potential for breakout in this area in future years, small scale remedial activities were completed in November of 2016 by the Municipality as a measure of due diligence. Remedial activities included the excavation and removal of the affected material as well as the subsequent replacement of suitable cover material (600 mm of low permeability cap material and 150 mm of topsoil). Photos are included within Appendix D.

The transfer station operator checks the Site weekly for general housekeeping (i.e. dumped material or damage) and reports any problems to the Municipality's Roads and Public Works Department. No operational problems were encountered during the 2016-2018 monitoring period based on information collected from the Municipality of Mississippi Mills staff.



## 5.6 EFFECTIVENESS OF ENGINEERED CONTROLS

There are no Control Systems installed at the WDS. The WDS continues to rely on natural attenuation only.

## 5.7 ADEQUACY OF THE MONITORING PROGRAM

Based on the results of the 2016-2018 monitoring program, the current monitoring program continues to be adequate.

## 5.8 ASSESSMENT OF THE NEED FOR IMPLEMENTATION OF CONTINGENCY MEASURES

Based on the results of the 2016-2018 monitoring program, the implementation of contingency measures is not required at this time.

## 6. CONCLUSION

The following summarizes the findings for the 2016-2018 monitoring period for the WDS:

- The 2016-2018 environmental monitoring program was completed as per the requirements of the ECA No. A451601, dated May 13, 1991 and subsequent amendment, dated April 26, 2004.
- The 2016-2018 monitoring results for the background monitoring wells MW004-3 (shallow clay), MW004-2 (deep clay) and MW004-1 (overburden/bedrock interface) continue to indicate naturally elevated concentrations of the majority of the parameters tested. This could be in part attributable to the very low permeability of the overburden material (clay). Low permeability material is typically associated with decreased flow velocities and increased the retention times of the groundwater, which can lead to aging and degradation of the local groundwater quality over time.
- The groundwater quality results demonstrated parameter concentrations that were generally consistent with previous years and within the range of historical data. Landfill leachate was interpreted to be influencing the overburden groundwater quality in the vicinity of monitoring wells P3, P4, P5, PR1-2, PR2-10 and BM2, which are each located in close proximity (within 15 m) to the waste mound. Based on the nature and magnitude of the identified RUL exceedances associated with the above listed monitors in conjunction with the lack of evidence of notable leachate impacts further downgradient, the northwestern and northeastern CAZ continues to be sufficient in size and extent for the purpose of attenuating landfill leachate impacts, where present.



- The 2016 results for the sample collected from the Paige water supply well located at 583 Barr Side Road exhibited no evidence of the presence of any leachate impacts. Exceedances of the ODWQS and RUL criteria were marginal and limited to hardness, which is consistent with previous years.

## 7. RECOMMENDATIONS

The following recommendations are developed based on the results from the 2016-2018 groundwater and surface water environmental monitoring program:

- Continue the established surface water and groundwater monitoring programs in 2019-2021.

Respectfully submitted,

**BluMetric Environmental Inc.**



Mathieu Klein, B.Sc., P.Geo.  
Hydrogeologist



Robert Hillier, B.Sc., P.Geo.  
Senior Hydrogeologist





- **2019 Landfill Monitoring Report  
Former Ramsay Township Landfill**

**Certificate of Approval A451702**

**Municipality of Mississippi Mills**

P.O. Box 400, 3131 Old Perth Road, RR#2, Almonte, ON, K0A 1A0

Type of Document:

Final

Project Number:

OTT-00017292-B0

Prepared By: Shawn Doherty, P. Eng.

Reviewed By: Mark McCalla, P. Geo.

EXP Services Inc.  
100-2650 Queensview Drive  
Ottawa, ON K2B 7H6  
Canada

Date Submitted:

March 26, 2020

# 2019 Landfill Monitoring Report Former Ramsay Township Landfill

Municipality of Mississippi Mills  
P.O. Box 400, 3131 Old Perth Road, RR#2,  
Almonte, ON, K0A 1A0

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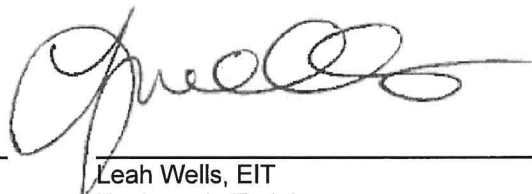
Project Number:  
OTT-00017292-B0

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Shawn Doherty, P.Eng.  
Environmental Engineer  
Earth and Environment



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Leah Wells, EIT  
Engineer in Training  
Earth and Environment

Date Submitted:  
March 26, 2020



## Executive Summary

EXP Services (EXP) was retained by the Municipality of Mississippi Mills to prepare an annual monitoring report for the Former Ramsay Township Landfill Site. The landfill site is located on part of the east half of Lot 6, Concession IV in the Municipality of Mississippi Mills, approximately five kilometres west of the Town of Carleton Place on Concession Road 5A. The landfill site was in operation from December 1971 to approximately January 1996, after which time the site was closed.

The site is located in an area of variable terrain ranging from thin veneers of organic deposits to areas of clay and silt. Groundwater is identified within the thin overburden material and is also identified within the shallow bedrock formation. The groundwater within both of these formations historically flows in a northerly/north-westerly direction. Potential radial groundwater flows are exhibited at the site.

Based on recommendations from the MECP, additional buffer lands were purchased in 2017 to the north of the site. An additional smaller area was also purchased to the south of the site to extend buffer zones. As such, former off-site wells MW13S/D, MW12S/D, MW14S/D, MW15S/D and MW16S/D are now considered to be on-site wells.

Based on the work program, the following conclusions are provided:

- No evidence of deterioration within the landfill cap was observed. In addition, elevated methane levels were not identified within the landfill area, or along property boundaries.
- EXP attempted to collect water samples and water levels from all 37 wells during the 2019 monitoring program. MW8, MW9 and MW10 are historically dry and remained dry in 2019. Sufficient sample could not be collected from MW16S and MW18D in the November 2019 sampling event due to low well yield. This appears to be an anomaly and will be re-evaluated in 2020. Future sampling of the well could be extended over a two day program to ensure a complete sample.
- Leachate impacted groundwater appears to be migrating in a northerly direction at the site towards Concession Road 5A and into what is described as the wetlands area within both the overburden and shallow bedrock aquifers. The leachate continues to be characterized by elevated concentrations of chloride, DOC, TDS, sulphate, sodium and alkalinity.
- Radial groundwater flow and/or dispersion effects are likely causing some leachate impact within the western portions of the site as evidenced by slightly elevated DOC and TDS at MW4, MW5, and MW21. With the exception of seasonal variations, the leachate levels have been relatively consistent with no increasing trends. As a result, there is no concern for leachate plumes moving beyond the limits in the western direction.
- Off-site exceedances of the calculated MECP Reasonable Use Limits that appear to be attributed to the landfill are limited to alkalinity, DOC and TDS in the northern wells. Chloride and sodium exceedances at MW17D and MW18D were identified to be slightly above the RUL, but the road (salt) is considered to be partly contributing to these levels as MW18D is cross gradient from the landfill. As a result, there are compliance issues with respect to off-site impacts to the north of the site and slightly to northeast of the site (MW17D and MW18D). There is the potential for road salt to be contributing to higher mineral content in MW17D and MW18D. RUL impacts are limited to aesthetic objective exceedances. Based on the chemistry in MW22 and MW23, leachate does not appear to extend beyond the buffer zone in the northern direction.
- Elevated barium was observed in some bedrock wells but is not considered to be landfill related as it is not observed in the source wells. The source for the barium is unknown at this time. Similarly,

boron has sporadically been identified in MW12D (non-impacted well) but is not considered to be elevated in source wells. Given that barium and boron are not observed within the source wells, it is our opinion that other unknown factors (potential road impacts) may be contributing to the elevated levels.

- No development is permitted within 500 m of the landfill and there are no downgradient well users within the leachate impacted area. Any RUL exceedances within MW17D and MW18D are typically just above aesthetic objective criteria. Impact to local well users is not anticipated. In October 2015, the MECPrecommended that the Municipality investigate the acquisition of additional buffer lands. Subsequently, EXP provided the Municipality with an *Attenuation Zone Expansion Plan*, which discussed a plan to achieve compliance with the existing MECP Guideline B-7 Reasonable Use Guideline. Although the Municipality has purchased additional buffer zones to the north, the Municipality continues to investigate options regarding the acquisition of additional buffer zones to the east.
- Methane levels remained low to non-detect at the site and therefore are not considered a concern for off-site migration, which is consistent with previous years.



## Drinking Water Quality Management Standard (DWQMS) Report to Members of Council

The purpose of this report is to summarize the activities of the water distribution system for the period of October 1st, 2019 through to September 30th, 2020.

### Operational Plan Revisions

There were no Operational Plan Revisions during this time.

### Internal Audits

There were no Internal Audits during this time.

### External Audits

The Municipality's DWQMS Certification Year 2 Surveillance System Audit of the Municipality's QMS-Operational Plan (OAP-178) was completed. The process included an audit that was provided on March 3, 2020. The Audit Report concluded that the Municipality is in 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 license expires on March 3, 2021.

The Municipality's Municipal Drinking Water License (MDWL) – Issue #3 expires on July 19, 2021. The Municipality is presently completing the MDWL application for draft review of the Ministry of Environment, Conservation, and Parks for January 19, 2021. The Drinking Water Works Permit (DWWP) – Issue #4 expires on August 31, 2027.

### Drinking Water Quality

#### Customer Service Inquiries

During this time eleven (11) inquiries were received relating to water supply and/or quality and are summarized as follows:

- Colour – 5
- Frozen water – 1
- Noise – 1
- No water – 1
- Water leak – 1
- Water odour - 1
- Water pressure – 1

## Adverse Water Quality Incidents

There were no reportable adverse quality incidents during this time (per Ontario Regulation 170/03).

## Management Review

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The Management Review meeting is held once a calendar year. The last Management Review meeting was held on December 11, 2019. The Management Review included an overview of all administrative and operational activities, including continuous improvement. Items addressed included the following:

- Development
- Personnel coverage
- Source Water Protection
- Staff changes

The next management review is scheduled during the 4<sup>th</sup> Quarter of 2020.

## Operational Activities

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The following operational activities have been initiated or completed during this time:

- October 19/19 – Valve repair - #312/#29
- November 17/19 – Frozen water – Internal Plumbing – Reserve Street
- November 22/19 – Water colour – Internal Plumbing – St. Andrews Street
- November 26/19 – Curb stop repair – Spring Street
- November 29/19 – Water colour/odour – Internal Plumbing – Water Street
- December 31/19 – Water leak – Internal Plumbing – Peacock Crescent
- January 28/20 – Curb stop repair – Robert Street
- February 7/20 – Water leak – Internal Plumbing – Ottawa Street
- February 11/20 – Noise from pipes – Repaired Curb Stop – McCallum Street
- March 4/20 – No water – Internal Plumbing – Mary Street
- March 6/20 – Water colour – Internal Plumbing – Country Street
- March 24/20 – Water main repair – Colina Street
- April 14/20 – Water colour – Internal Plumbing - Morton Street
- May 21/20 – Water colour – Internal Plumbing - Church Street
- June 10/20 – Water main repair – Line to Well 6 – Almonte Street
- June 10/20 – Water main repair – Almonte Street
- June 15/20 – No water – Internal Plumbing – Harold Street
- August 17/20 – Water pressure – Internal Plumbing – Christian Street
- Construction – Martin Street extension from Carss to Adelaide, including connection on Brookdale, Mill Run, White Tail Ridge
- Hydrant repairs ongoing
- Leak detection activities ongoing
- Meter reading
- Water main flushing ongoing
- Water meter change outs ongoing
- Valve program ongoing

Water Production Statistics

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- Refer to attached Table and Graph

Upcoming Events / Activities

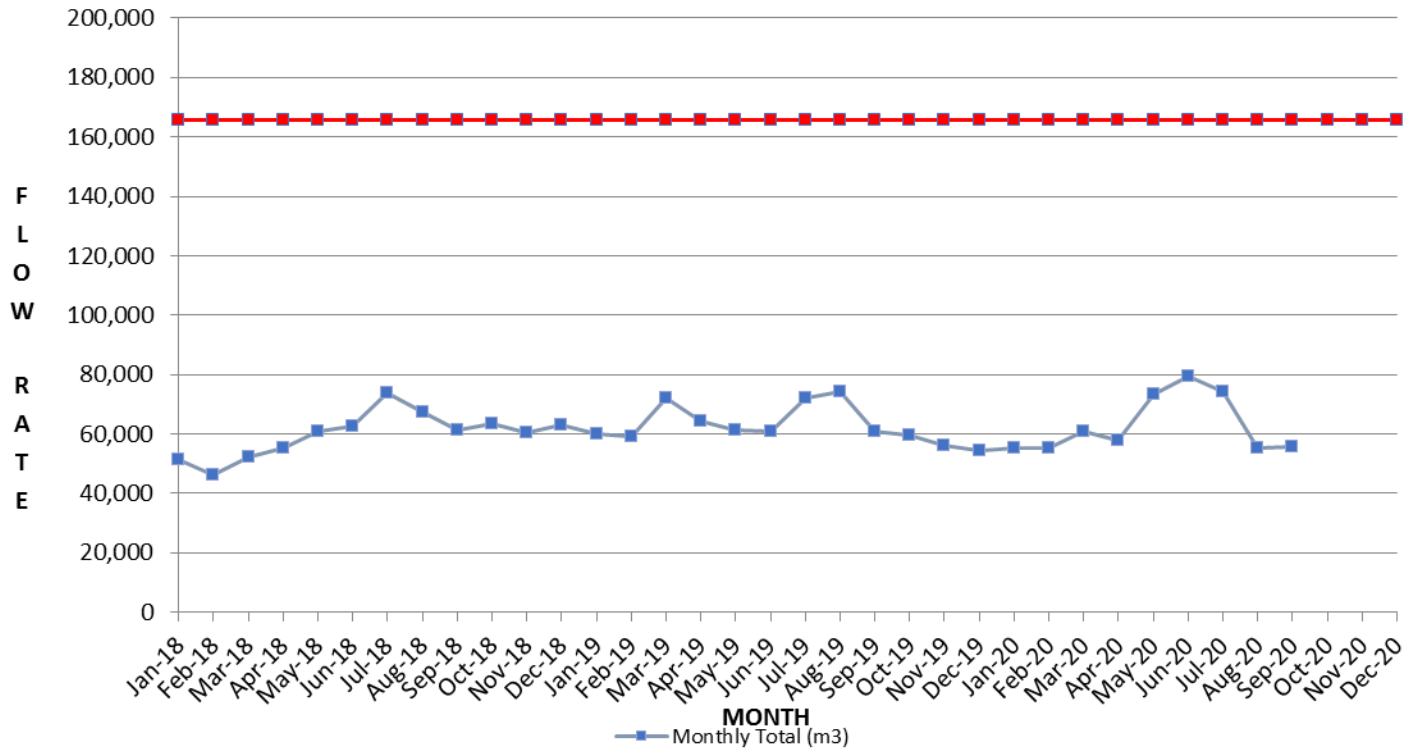
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Construction - Mill Run, Riverfront Estates, Water Storage Facility, White Tail Ridge  
Hydrant Flushing Program  
Maintenance and Repairs – Fire Hydrants  
Service Repairs  
Valve Program

Cc: All Licensed Waterworks Staff



# WTP Treated Water Trending



*The Municipality of Mississippi Mills*

**MISSISSIPPI RIVER POWER CORPORATION  
MEMBER SELECTION COMMITTEE  
SUMMARY**

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A meeting of the Mississippi River Power Corporation Member Selection Committee for the Municipality of Mississippi Mills was held on **Thursday, November 12th, 2020 at 8:30 a.m.** in Council Chambers of the Town Municipal Offices.

**PRESENT:**

Committee: Councillor Denzil Ferguson  
Councillor Cynthia Guerard  
Councillor Jan Maydan  
Adrian Foster, Director  
Lyman Gardiner, Director

Staff: Ken Kelly, CAO  
Scott Newton, General Manager, MRPC

Others: None

**ABSENT:**

Committee: None

Staff: None

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**A.** The meeting was called to order by Ken Kelly at 8:30 a.m.

**B.** The first order of business was the selection of Chair.

**Moved by Councillor Guerard  
Seconded by Lyman Gardiner**

**THAT** Adrian Foster be elected to serve as Chair of the Mississippi River Power Corporation (MRPC) Selection Committee.

**CARRIED**

**C. Weighted Evaluation Criteria as per Unanimous Shareholder Declaration**

Included in the meeting package was the Unanimous Shareholder Declaration and discussion was directed to Section 2 of the agreement specifically the weighing criteria to be used to evaluate candidate's suitability as Board Members:

Governance	10%
Generation / Utility Experience / Knowledge	20%

Business Experience / Knowledge	50%
Personal Capabilities and Knowledge	20%

Discussion focused on the ability to change the criteria in sufficient time to be applicable in this selection process and that it should include more emphasis on Governance and less on Business Experience/Knowledge. It was also discussed that the residence preference could be a constraint. There is less need for generation experience.

**Action items:** Ken Kelly to research and circulate any relevant documents on Board member skills and selection such as those from Chartered Professional Accounting Society. Adrain Foster to research Institute of Corporate Governance available documents and circulate.

**Moved by Councillor Ferguson**

**Seconded by Lyman Gardiner**

**THAT** the MRPC Selection Committee recommend that Council consider changing the weighting criteria to:

Governance	20%
Generation / Utility Experience / Knowledge	20%
Business Experience / Knowledge	40%
Personal Capabilities and Knowledge	20%

**CARRIED**

**D. Advertisement to be posted**

Members were directed to the example advertisement that was included in the meeting package. Scott Newton provided information on Directors and Officers – errors and omissions insurance being in place. All agreed to remove reference to personal liability and accountability.

The relevancy of mentioning the residency preference in the advertisement was discussed noting that it may limit interested people that would express an interest in the Board Director position.

Also to amend including information on the time commitment – number of meetings, number of members on Board, it doe spay a stipend.

Medium for advertising were discussed and preference given for the following: Ottawa Citizen, Canadian Gazette (all Metroland in the Valley), ICD, MM website and facebook social media forums. Try to get an article in Canadian Gazette. Also look at signage on March Road.

**Action items:** Scott Newton to provide brief description of MRPC.

**Moved by Lyman Gardiner**

**Seconded by Adrian Foster**

**THAT** the MRPC Selection Committee remove reference in advertisement that Preference will be given to residents of Mississippi Mills.

**CARRIED**



**E. Process – interviews of candidates and questions**

Members were directed to the example questions that were included in the meeting package. Various processes that others had been involved in and the process in the past was discussed. In the past there were no in person interviews – candidates answered the questions attached and submitted. Questions reviewed briefly and will be brought back to another meeting.

Call for expression of interest to close on December 17, 2020 at 4pm.

The committee stated a preference for reviewing applicant submissions (no applications – resume and CV etc...), short list for interviews, interview with set list of questions. Recommendation for two preferred candidates to Council for Meeting in late January 2021.

Process and questions to be reviewed at next meeting.

Staggering of terms of directors and changes to the Unanimous Shareholder Declaration.

**Action items:** Ken Kelly to reach out to Hospital Board for process and questions.

**F. ADJOURNMENT**

**Moved by Councillor Ferguson  
Seconded by Councillor Maydan  
THAT the meeting be adjourned at 10:11 a.m.**

**CARRIED**

**Next meeting to be 9:00 -10:00 am, November 26, 2020 in Council Chambers**

**MISSISSIPPI MILLS PUBLIC LIBRARY**  
**BOARD**  
**MINUTES**  
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on October 28, 2020 at 3 p.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 3:06 p.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair  
Leanne Czerwinski, Acting Chair  
Councillor Jan Maydan  
Barbara Button  
Micheline Boucher  
Jeff Fraser  
Marie Traversy  
Warren Thorngate  
Christine Row, staff

ABSENT:

3. APPROVAL OF AGENDA

**Resolution No. 52-20**

**Moved by B. Button**

**Seconded by W. Thorngate**

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

**CARRIED**

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

[None]

6. CONSENT ITEMS

- a) Approval of minutes from September 23, 2020
- b) Correspondence- Letter to Minister MacLeod re: Cost Sharing Agreement and Compliance with PLA, Letter from Canadian Federation of Library Associations re: Canadian Library Month, Options for library staff in Ontario during the COVID-19 pandemic (SOLS)
- c) Reports- CEO Report, Staff Step Increase Report
- d) Incidents- None
- e) Financials- September 30, 2020

**Resolution No. 53-20**

**Moved by J. Fraser**

**Seconded by M. Boucher**

**THAT** the MMPLB accepts the consent items and approves the September 23, 2020 minutes as presented.

**CARRIED**

7. FOR DISCUSSION/DECISION

- a) Closed meeting  
[None]

8. OTHER/NEW BUSINESS

- a) Cost Sharing Agreement update

C. Peacock and Councillor Maydan provided a summary of the cost sharing presentation to Council.

- b) Almonte Branch Space Needs Analysis update

C. Row explained the status of the Space Needs Assessment. The final report will be presented to the Board in November during a special meeting. The time and date of the meeting will soon be determined.

- c) STEAM programming update

The robotics supplies have arrived and the STEAM program will begin in November.

- c) Friends of the Library update

J. Fraser discussed the Friends fundraising efforts and noted that the group will be selling items at the Harvest and Holiday Market on Saturdays, November 7, 2020. The Board expressed gratitude for their ongoing support and effort.

- d) HR Committee update

The Committee is working on Christine's annual evaluation and all Board members will be asked for comments.

- e) 2021 capital budget update

C. Row explained that she removed the cost to fix the Pakenham door and the installation of heat tracing equipment in Almonte because this work was completed in October. The cost for the fire panel upgrade was reduced from \$8,500 to \$2000 because a less expensive option will meet our needs until we renovate the Almonte Branch. In total, the Facility Maintenance/ Upgrade budget has been reduced by \$11,330.

9. NEXT MEETING

Thursday, November 19 at 3:00 p.m. via Zoom

10. ADJOURNMENT

**Resolution No. 55-20**

**Moved by** W. Thorngate

**Seconded by** J. Fraser

**THAT** the meeting be adjourned at 3:50 p.m.

**CARRIED**



**The Corporation of the Municipality of Mississippi Mills  
Community & Economic Development Advisory Committee Meeting**

**MINUTES**

**November 17, 2020**

**8:00 a.m.**

**Council Chambers, Municipal Office  
3131 Old Perth Road**

Committee Present: Councillor Guerard  
Councillor Ferguson  
Scott McLellan  
Ron MacMeekin (left 9:15am)  
Mary Rozenberg (remote)  
Greg Smith (remote)  
Noreen Young  
Dawn McGeachy

Committee Absent: Deputy Mayor Minnille

Staff Present: Tiffany MacLaren- Community, Economic & Cultural Coordinator  
Bonnie Ostrom- Recording Secretary/Administrative Assistant  
Dawn McDonald- Administrative Assistant

---

**A. CALL TO ORDER**

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

**C. APPROVAL OF AGENDA**

**Moved by** Councillor Ferguson

**Seconded by** Ron MacMeekin

**THAT** the November 17, 2020 C&EDC agenda be accepted as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Councillor Guerard

**Seconded by** Ron MacMeekin

**THAT** the Committee approves the minutes dated January 20, 2020 and February 25, 2020.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

**F. REPORTS**

**F.1 Resignation & Appointments**

The committee thanked Sanjeev Sivarulrasa, Helen Antebi and Vic Bode for all their contributions to the Community & Economic Development Committee. New members Noreen Young and Dawn McGeachy were introduced to the committee. Council appointed Councillor Ferguson as a committee member until a Pakenham representative is found.

**F.2 Filming in Mississippi Mills**

A working group started research on the film policy and formulated a survey. Committee members and staff will continue working on the policy and have a draft by next meeting. All committee members were asked to submit any comments in the next week.

More movies have been filmed in town in recent months with no road closures. The film companies have very strict Covid-19 guidelines and are providing a list of attendees and insurance documents.

**F.3 Christmas 2020**

Due to Covid-19 pandemic Light Up the Night and the Santa Claus parades have been cancelled for 2020. Christmas in Mississippi Mills will take on a new look for this season. Check out the various activities the municipality has planned: Christmas decorating contest, Santa Claus Coming to Town, Community Videos from the Heart, Reaching out to the Community, Put your money where your Heart is this season, How to support local charities this season.

The last movie crew left a bunch of Christmas trees at the old Ultramar lot. The Light Up the Night committee decided to set them up and decorated them with a reminder to join them for Light Up the Night 2021!

#### **F.4 Strategic Plan**

Council has been working on the Municipal Strategic Plan. The plan is available on the website. There will be some action items for this committee with regards to economic development. An economic development and branding plan was proposed in the Strategic Plan. Due to financial implications Council will be making a decision during the 2021 Budget deliberations to proceed with the ED Plan in 2021 or defer to 2022.

#### **G. BUSINESS ARISING OUT OF MINUTES**

##### **G.1 Riverwalk Update**

Work has been moving forward on the new Riverwalk staircase. Due to Covid-19 there have been some delays, but the installation will be completed this fall. A grand opening will take place sometime in the spring. New benches have been purchased and will be installed in the spring.

#### **H. ROUND TABLE**

The Community, Economic & Cultural Coordinator instructed the committee members on how to access the council calendar and videos on the website. A review was conducted on how to navigate the new website, identifying: the new tourism section (visitor guide), community profile, build and invest information, and subscribe to the newsletter. Committee members were encouraged to give feedback on the website content.

Councillor Ferguson suggested committee members review the Council agenda for tonight with regards to the Official Plan Amendment 22 (OPA22) growth for Almonte until 2037. The rural growth OPA22 review will take place February 2021.

Lanark County Food Bank has an Adult Christmas Stocking project. Donations can be dropped off at Textile Traditions on Mill St before December 10th.

Owner Kelly Church at Textile Traditions is organizing letters to military members who are not able to come home for Christmas. Cards and letters are to be dropped off at the store before November 30th.

Valley Heritage Radio has donated \$20,000.00 towards the Renfrew/Lanark County food banks this holiday season.

A new AED has been installed at the Heritage Court (outside Acanthus).

Volunteer, Laurel Cook has completed a mural at the Clayton Community Centre.

The revitalization of the murals project will be reviewed in the new year.

Discussion on 2021 Visitor Guide to be discussed at the next meeting.

**I. INFORMATION AND CORRESPONDENCE**

**J. OTHER / NEW BUSINESS**

**J.1 Business Outreach**

Due to Covid-19 we have not been able to host our quarterly Business breakfasts and would like to consider virtual networking and education opportunities. Committee members are to think about options/ideas to bring to the next meeting. Networking and supporting businesses remain a priority we need to find other ways to communicate. Staff initiated a newsletter in April 2020 to share information on Covid-19 regulations and government assistance programs with our business community.

Newsletters will continue as regulations change and programs develop.

**K. MEETING ANNOUNCEMENTS**

Next meeting December 15 at 8:00am Council Chambers

**L. ADJOURNMENT**

**Moved by** Councillor Guerard

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 9:20 a.m.

**CARRIED**

---

Bonnie Ostrom  
Recording Secretary



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

MINUTES

September 23, 2020

5:30 p.m.

Council Chambers, Municipal Office  
3131 Old Perth Road

Committee Present: Patricia McCann-MacMillan (Chair)  
Connie Bielby  
Stacey Blair

Applicants/Public: None

Staff Present: Jennifer Russell, Deputy Clerk  
Maggie Yet, Planner 1

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A. **CALL TO ORDER**

Patricia McCann-MacMillan called the meeting to order at 5:33 pm.

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

None

C. **APPROVAL OF AGENDA**

**Resolution No**

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the agenda for the September 23, 2020 meeting be approved as presented.

**CARRIED**

D. **APPROVAL OF MINUTES**



**Resolution No**

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the minutes dated August 19, 2020 be approved as presented.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application A-12-20 Part Lot 1, Concession 9, Ramsay Ward (175 Borden Rd)**

**Application A-12-20**

**Owner(s)/Applicant:** Todd Irick

**Legal Description:** Part Lot 1, Concession 9 Ramsay Ward, Municipality of Mississippi Mills

**Address:** 175 Borden Road

**Zoning:** Environmental Hazard (EH) and Rural (RU)

The Chair opened the floor to comments. Maggie Yet, Planner 1, provided comments from the applicant.

The owner/applicant is requesting permission to raise the existing legal non-conforming dwelling and associated decks by 1.2 metres to floodproof the foundation.

No other comments were received.

**Resolution No**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described Part Lot 1, Concession 9, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 175 Borden Road, to permit the raising an existing non-conforming dwelling unit by 1.2 m (4 feet), subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted;
2. That the Owners obtain all required building permits; and
3. That the Owners obtain all required permits from the Mississippi Valley Conservation Authority (MVCA).

CARRIED

**F. OTHER / NEW BUSINESS**

None

**G. MEETING ANNOUNCEMENTS**

October 7, 2020 at 5:30 p.m.

**H. ADJOURNMENT**

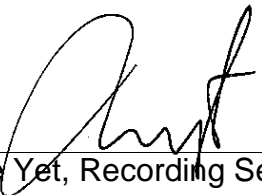
**Resolution No**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the meeting be adjourned at 5:46 p.m. as there is no further business before the Committee.

CARRIED



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Maggie Yet, Recording Secretary



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

October 7, 2020  
5:30 p.m.  
Council Chambers, Municipal Office  
3131 Old Perth Road

Committee Present: Patricia McCann-MacMillan  
Stacey Blair  
Connie Bielby

Staff Present: Maggie Yet, Planner I  
Jennifer Russell, Deputy Clerk

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**A. CALL TO ORDER**

The meeting was called to order at 5:31 p.m.

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

None.

**C. APPROVAL OF AGENDA**

Moved: Connie Bielby

Seconded: Stacey Blair

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

**CARRIED**

**D. APPROVAL OF MINUTES**

Moved: Connie Bielby

Seconded: Stacey Blair

**THAT** the minutes dated September 23, 2020 be approved as presented.

**CARRIED**

## **E. REPORTS**

Preamble

### **E.1 E.1 Minor Variance Application A-07-20**

The Chair opened the floor to comments. The applicant had no comments. The Chair confirmed with M Yet the requested relief for applications A-07-20 and A-08-20. S Blair stated that she did not believe the cumulative requests for relief to be minor. The Committee questioned if a zoning by-law amendment was not the more appropriate application for the requested reliefs. M Yet confirmed that in her opinion, the requested reliefs when examined individually, were to be considered minor in nature and that the applicant could have applied for relief through a zoning by-law amendment, the application nonetheless meets the four tests of a minor variance. The applicant provided comments regarding her desire to provide an accessible home for her senior parents.

The Committee took to a vote and passed the following motion:

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Part Lot 15, Anderson Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 83-85 Elgin Street, to reduce the minimum required lot area from 320m<sup>2</sup> per dwelling unit to 420m<sup>2</sup> for two semi-detached dwelling units, the front yard setback from 6m to 2.44m, exterior side yard setback from 6m to 2.15m and rear yard setback from 7.5m to 5.4m for an existing non-conforming semi-detached dwelling, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and
2. That the Owner/Applicant obtain all required building permits.

**CARRIED**

### **E.2 Minor Variance Application A-08-20**

The Chair opened the floor to comments. The applicants had no comments. The Chair inquired about the tree on the adjacent property. The applicant stated she had contacted an arborist and the neighbour of the adjacent property and that the arborist would be doing clean cuts on the roots of the tree to preserve the health of the tree. C Bielby inquired if there were any tenants in the existing dwellings. The applicant stated that there are not, however, they have made improvements on it including painting and roofing.

The Committee took to a vote and passed the following motion:

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Part Lot 15, Anderson Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 83-85 Elgin Street, to reduce the minimum required lot area from 450 m<sup>2</sup> to 333.6m<sup>2</sup>, the front yard setback from 6m to 2.1m, the rear yard setback from 7.5m to 3.63m, the side yard setback for an accessory structure from 1.2m to 0.98m, and the maximum lot coverage from 40% to 41.5%, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted;
2. That the Owner/Applicant obtains site plan approval from the Municipality for the proposed development; and
3. That the Owner/Applicant obtain all required building permits.

**CARRIED**

**F. OTHER / NEW BUSINESS**

None.

**G. MEETING ANNOUNCEMENTS**

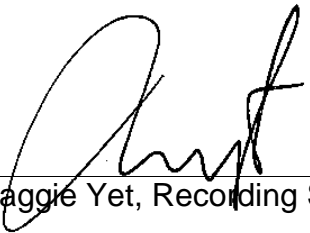
None.

**H. ADJOURNMENT**

**Resolution No**

**THAT** the meeting be adjourned at 6:45 p.m.

**CARRIED**

  
\_\_\_\_\_  
Maggie Yet, Recording Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Chad Brown, Fire Chief  
**SUBJECT: Emergency Management Bylaw**

---

### **RECOMMENDATION:**

**THAT** Committee of the Whole recommend Council approve an updated Bylaw entitled “Emergency Management Program and Emergency Response Plan Bylaw”.

### **BACKGROUND:**

Legislation requires municipalities to develop and maintain an Emergency Management Program. The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires Ontario municipalities to maintain an Emergency Management Program. Key elements of the Emergency Management Program include; an Emergency Plan, Training and Exercises, Public Education, Hazard Identification and Risk Assessment (HIRA) and identifying Critical Infrastructure.

The Municipality of Mississippi Mills is required to pass a Bylaw that outlines the regulatory requirements for the Emergency Management Program and authorize staff to take action under the Plan to protect property and the health, safety and welfare of the inhabitants of the Municipality of Mississippi Mills.

### **DISCUSSION:**

By-law 04-63 lacks specific information required by legislation. Mississippi Mills is responsible for compliance with the EMCPA and Ontario Regulation 380/04. Therefore, Staff recommends that Council repeal by-law 04-63 and approve the attached Emergency Management Program and Emergency Response Plan Bylaw.

A new Bylaw has been developed to ensure compliance with regulations and details the emergency management program and committee which include;

- The Emergency Management Program
- The Emergency Response Plan
- The Appointment of a Municipal Emergency Management Program Coordinator (known as Community Emergency Management Coordinator or CEMC)
- Municipal Emergency Control Group and Program Committee

- The Appointment of the CAO as the chair of the Municipal Emergency Control Group and Program Committee
- The Appointment of the Municipal Control Group Members and Support Members
- Municipal Emergency Operations Centre requirements
- The Appointment of an Emergency Information Officer

The Emergency Control Group is the group of municipal employees that direct the organization's response in an emergency. The Control Group will support the requirements for the emergency site(s) by implementing the Emergency Response Plan. The Emergency Plan considers all possible emergencies, potential consequences and details required actions for the events. The plan contains the written procedures and identifies the resources available to assist with the emergency site.

Legislation requires the municipality to have a Program Committee and to define the membership of the Emergency Control Group. The membership for both the committee and control group are the same members due to the lean staffing model in the municipality. The Program Committee is responsible for the development of the plan and to ensure the procedures and plans are accurate for use in an emergency. The Emergency Control Group meets when an emergency exists or may exist to enact the Emergency Plan. The Emergency Operations Centre is where members meet to coordinate activities for the emergency.

Senior municipal staff form the composition of the Control Group membership due to the operational and financial decisions required to support the emergency. Much like day to day operations, the members will coordinate facts and facilitate requests from the emergency site. The activities follow the details of the Emergency Plan and the group will assess information and form action plans to address the needs for the emergency site(s). The CAO is the Program Committee Chair and ultimately responsible to lead the Emergency Control Group. There is no voting on decisions or quorum requirements when the Emergency Operations Centre is functioning. The CAO is responsible for all decisions.

The Bylaw update is the first step in the review of the Emergency Management Program. Council will receive an updated Emergency Plan once it has been updated.

**OPTIONS:**

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

**FINANCIAL IMPLICATIONS:**

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

**SUMMARY:**

The attached Bylaw meets the requirements specified in regulation and ensures the immediate delivery of services in the event of an emergency. The composition of the program / committee members and the authority to make emergency decisions are included in the new Bylaw. The Program Committee recommends that Council approve the new Bylaw.

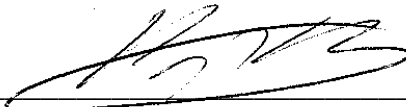
Respectfully submitted by,

Reviewed by:



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Chad Brown,  
Fire Chief



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Ken Kelly,  
CAO

**ATTACHMENTS:**

1. Emergency Management Program and Emergency Response Plan Bylaw



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 20-xxx

**BEING** a bylaw to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*.

**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establish an Emergency Management Program Committee;
- Establish a Municipal Emergency Control Group;
- Establish an Emergency Operations Centre to be used by the Municipal Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

**AND WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with applicable regulations and best practices;

**AND WHEREAS** the purpose of such a program is to assist with the protection of public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

1. THAT the details attached in Schedule A and B forming part of this by-law are hereby adopted.
2. THAT this by-law shall take effect on the date of it's passing.
3. THAT Bylaw 04-63 is hereby repealed.

**BY-LAW READ**, passed, signed and sealed in open Council this xx day of December, 2020.

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Christa Lowry, Mayor

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Cynthia Moyle, Acting Clerk

## Schedule A

# Municipal Emergency Management Program and Emergency Response Plan Bylaw Details

### DEFINITIONS

**Municipal Emergency Management Program:** A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

**Municipal Emergency Control Group (MECG):** A group composed of senior staff and employees of an organization, and others, that may be involved in directing the organization's response to an emergency including, the implementation of its emergency response plans and procedures.

**Municipal Emergency Management Program Committee:** The Emergency Management Program Committee shall consist of the same members that are identified as the Municipal Emergency Control Group. Members will fulfil the Committee role under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.

**Municipal Emergency Operations Centre (MEOC):** A designated and appropriately equipped facility where Municipal Emergency Control Group assemble to manage the response to an emergency or disaster.

**Emergency Response Plan (ERP):** A plan developed and maintained to direct an organization's external response to an emergency.

**Community Emergency Management Coordinator (CEMC):** An administrative position designated to coordinate the development, implement and maintain an organization's emergency management program.

**Emergency Information Officer (EIO):** Responsible for the development and release of approved emergency information to the public.

### MUNICIPAL EMERGENCY MANAGEMENT PROGRAM

1. A Municipal Emergency Management Program will be developed and maintained by the Municipal Emergency Control Group. The program will be consistent with the Emergency Management and Civil Protection Act (EMCPA) and Regulations. The program will be developed to include the four core components of an emergency management program: mitigation/prevention, preparedness, response, and recovery.
2. The program shall include:
  - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the guidelines to be followed in emergency response and recovery activities;

- b. Public education for identified risks to public safety and information that ensures public preparedness for emergencies; and
  - c. Any other elements including standards for emergency management set under the Act, Regulations or by Emergency Management Ontario.
3. The Municipal Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

### **EMERGENCY RESPONSE PLAN**

4. The Emergency Response Plan has been developed in accordance with the EMCPA, the Regulations and best practices. The Emergency Response Plan is attached hereto as Schedule B is hereby adopted as the "Plan".
5. The Plan shall be reviewed annually by the Municipal Emergency Control Group. The CEMC is authorized to collect and update such administrative changes to the Plan as appropriate. The purpose of the updates is to keep the Plan current and to ensure sections contain the correct personnel, organizational and contact information.
6. When an emergency exists or is perceived to exist, but has not yet been declared to exist, the Municipal Emergency Control Group is authorized to take action under the Plan to protect property and the health, safety and welfare of the inhabitants of the Municipality of Mississippi Mills. Decisions to support an emergency may not include all MECG members due to committee assembly. Immediate and timely operational and financial decisions shall be made by available members to ensure municipal response objectives are achieved.

### **MUNICIPAL EMERGENCY MANAGEMENT PROGRAM COORDINATOR (known as CEMC)**

7. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator, also known as the Community Emergency Management Coordinator (the "CEMC"). CEMC responsibilities include;
  - a. Complete the training that is required by the Chief, Emergency Management Ontario;
  - b. The CEMC is responsible to coordinate the development and implementation of the municipality's Emergency Management Program within the municipality; and
  - c. Report to the municipality's emergency management program committee on his or her work.
8. The Deputy Fire Chief is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

### **MUNICIPAL EMERGENCY CONTROL GROUP**

9. Municipality of Mississippi Mills shall establish a Municipal Emergency Control Group (MECG).

10. The MCEG will fulfil the role of the Emergency Management Program Committee under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.
11. The MCEG is responsible for coordinating the material and resources necessary to minimize the effects of an emergency on the community, coordinating the collection and dissemination of emergency information and establishing priorities and strategic direction.
12. The CAO shall lead the MCEG and collect information from the emergency site and committee members as quickly as possible. Operational and financial decisions will include available information, feedback and input from committee members and the emergency site. The CAO, or alternate, shall make final decisions based on the available information and ensure emergency site support while supporting the rest of the municipality.
13. The MCEG will seek support from other Municipal and Support Committee Members when required and seek guidance depending on the nature of the emergency. Not all members or functions will be activated for all emergencies.

## **MEETINGS**

14. The MCEG, or parts thereof, shall hold a minimum of 3 (three) meetings per calendar year.

## **COMPOSITION**

15. The Municipal Emergency Control Group and Program Committee shall consist of the following members:

### **Municipal Members**

- Head of Council (Mayor)
- Deputy Mayor
- Chief Administrative Officer (CAO)
- Clerk
- Director of Roads and Public Works
- Fire Chief
- Treasurer
- Emergency Information Officer
- CEMC

### **Support Members**

- OPP
- Paramedic Services
- County CEMC

- Social Services
  - Health Unit
  - Director of Community Services
  - Ottawa River Power Corporation Almonte Office Manager
  - Almonte Hospital Emergency Coordinator
  - Mississippi Valley Conservation Authority
  - Red Cross Disaster Management Coordinator
  - ARES club member
  - OFMEM Field Officer
16. The CAO is hereby appointed as Chair of the Municipal Emergency Control Group. The Deputy Clerk shall be appointed as the alternate Chair of the MECG. The MECG Chair responsibilities include;
- d. The development and implementation of the municipality's Emergency Management Program.
  - e. Advise the Council on the development and implementation of the municipality's emergency management program.
  - f. Conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision, if necessary.
  - g. Develop any Council or Regulatory Compliance reporting.
17. The Municipal Emergency Control Group shall advise Council on the development and implementation of the Municipal Emergency Management Program. The Committee may make recommendations to Council for changes to the plan. All changes to the emergency plan shall be approved by Council.

### **MUNICIPAL EMERGENCY OPERATIONS CENTRE (MEOC)**

18. A primary Municipal Emergency Operations Centre shall be established for use by the Emergency Control Group in the event of an emergency and for training and preparedness purposes. The MEOC shall be equipped with the appropriate technological and telecommunications systems that ensures effective communications and operational resources to support an emergency. MEOC details are identified in an annex to the Plan.

### **EMERGENCY INFORMATION OFFICER**

19. The Community Economic & Cultural Coordinator is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Deputy Clerk or Communications Officer are appointed as the alternate Emergency Information Officer.
20. The Emergency Information Officer shall provide Council with daily updates after each day the MECG has been activated. The information will highlight the emergency status and provide details regarding the actions taken to limit the effects of the emergency in a memo to all Council members.

## **ADMINISTRATION**

21. The Plan shall be made available to the public for inspection and copying at the Administration Office, 3131 Old Perth Road, Almonte, during regular business hours.
22. The Plan, or any amendments to the Plan, shall be submitted to the Chief of Emergency Management Ontario identified in the Act.



3131 Old Perth Road, RR 2  
Almonte ON K0A 1A0  
Phone: 613-256-2064 Fax 613-256-4887

# **EMERGENCY RESPONSE PLAN**

**This plan and other public safety information is available in an accessible format upon request by contacting the Municipal Office.**

February 2020



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## EMERGENCY QUICK REFERENCE GUIDE

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- ⇒ Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- ⇒ Ensure that all community departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
- ⇒ The Mayor must inform the Province of Ontario that the Town of Mississippi Mills has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.  
  
The number to use for this purpose is **416-314-0472**.
- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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## Appendix T

Emergency Preparedness

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# **PART 1**

## **INTRODUCTION**

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The Emergency Plan for the Town of Mississippi Mills has been developed to reflect the health and public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together, we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

---

## **Aim**

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To protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

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## **Authority**

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This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix “D”, which is the provincial statute under which all emergency management activities are conducted in the Province of Ontario.

By-law No. 04-63 is the local authority for this plan and related activities. The By-law is attached as Appendix “E” of this Emergency Plan.

### **Freedom of Information and Protection of Privacy Act**

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

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## **Plan Maintenance**

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This Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers located in Appendix A will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services located in Appendix B and the Local Services Directory located in Appendix C will be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend information contained within the appendices of this emergency plan on an as required basis.



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## **Distribution List**

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<b>Position/Location</b>	<b>Number of Copies</b>
<b>Mayor</b>	<b>1</b>
<b>Council</b>	<b>10</b>
<b>CAO</b>	<b>1 *</b>
<b>Clerk / CEMC</b>	<b>1 *</b>
<b>OPP</b>	<b>1</b>
<b>Fire Chief</b>	<b>1</b>
<b>EMS / Ambulance</b>	<b>1</b>
<b>Director of Roads &amp; Public Works</b>	<b>1</b>
<b>Medical Officer of Health</b>	<b>1</b>
<b>Director of Social Services</b>	<b>1</b>
<b>Emergency Management Ontario</b>	<b>2</b>
<b>Emergency Operations Centre</b>	<b>14 *</b>
<b>Public Information Officer</b>	<b>1</b>
<b>Ottawa River Power Corporation (Utilities)</b>	<b>1</b>
<b>ARES</b>	<b>1</b>
<b>CERV Team Captain</b>	<b>1</b>
<b>CERV Team Members</b>	<b>35</b>
<b>Almonte Hospital Emergency Coordinator</b>	<b>1</b>

(\* = complete copy of plan with Annexes)

# Emergency Response Plan Amendments

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Amendment #	Date of Amendment	Description	Date Entered	Entered By

---

# Part 2

## Emergency Operations and Procedures

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### 2.0 MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES & PROCEDURES

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG is made up of the following members;

- Mayor (*or alternate*)
- CAO (*or alternate*)
- Clerk/CEMC (*or alternate*)
- OPP representative
- Fire Chief (*or alternate*)
- EMS/Ambulance (*or alternate*)
- Director of Roads & Public Works (*or alternate*)
- Medical Officer of Health (*or alternate*)
- Director of Social Services (*or alternate*)
- CERV Team Leader (*or alternate*)
- ARES club member (*or alternate*)
- Ottawa River Power Corporation Almonte Office Manager
- Almonte Hospital Emergency Coordinator (*or alternate*)
- Public Information Officer (*or alternate*)

Depending on the nature of the emergency and once the Emergency Site Manager (ESM) has been assigned, the MECG's relationship with the ESM is to offer support with equipment, staff and other resources, as required.

### 2.1 IMPLEMENTATION:

The emergency plan can be implemented in one of two ways:

- a) Any member of the Municipal Emergency Control Group may request, through the CAO, that the Emergency Plan be implemented.

- b) It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented in consultation with the CAO. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation in consultation with the C.A.O.

The CAO will immediately notify the Mayor and other members of the MECG in accordance with the notification lists and procedures located in Appendix A.

## 2.2 EMERGENCY OPERATIONS CENTRE PROCEDURES (EOC)

It is essential that the **Emergency Operations Centre (EOC)** is functional, has good communications and is secure from unnecessary distractions. Only MECG members and EOC support staff shall have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

The EOC has a primary and a secondary location with alternate locations at the EOCs of other municipalities in Lanark County. During the notification process, location of the EOC will be given to the members of the MECG. For example, members will be told that this is activation of the emergency plan and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location	Alternate EOC Location #1
Mississippi Mills Fire Station #1 478 Almonte Street	NRC Fire Research Station Ramsay Concession 8 993-2428 Contact: 24/7 Commissionaire

<b>Municipality</b>	<b>Type of Facility</b>	<b>Address</b>
Beckwith	Fire Station	1644 9th Line Beckwith
Beckwith	Town Hall	1644 9th Line Beckwith
Carleton Place	Fire Station	15 Coleman Street
Carleton Place	Town Hall	175 Bridge Street
Drummond North		
Elmsley	BBD&E Fire Station	14 Sherbrooke Street
Drummond North		
Elmsley	Town Hall	310 Port Elmsley Road
Lanark County	Administration Offices	99 Chrisite Lake Road
Lanark Highlands	Town Hall	75 George St
Mississippi Mills	Almonte Fire Station	478 Almonte Street
Mississippi Mills	Town Hall	3131 Old Perth Road
Montague	Town Hall	6547 Rogers Stevens Drive
Perth	Fire Station	1881 Rogers Road
Perth	Town Hall	80 Gore Street E
Smiths Falls	Town Hall	77 Beckwith Street N
Tay Valley	BBD&E Fire Station	14 Sherbrooke Street
Tay Valley	Town Hall	217 Harper Road

The contact information for the other EOCs in Lanark County is contained on the following page.

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who has been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member/designate will;

- a. Sign in
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his/her own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MECG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each MECG member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG will function on a system known as an Operations Cycle.

### **2.3 OPERATIONS CYCLE**

An operations cycle is the system used by the MECG to manage overall emergency operations. The MECG members will meet and in turn will report their agency's status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. A status board and maps will be prominently displayed and kept up to date. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

## **2.4 EMERGENCY MUNICIPAL CONTROL GROUP (CCG) – RESPONSIBILITIES & PROCEDURES**

The MECG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests to obtain assistance from the Province and the Federal Government.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up-to-date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens if necessary.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Volunteer recruitment.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

## 2.5 MAYOR

The Head of Council or designate is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- e. Ensuring that the local MP, MPP, the County and neighboring municipalities are advised of the declaration and termination and kept informed of the emergency situation. Phone numbers are located in Appendix A.
- f. Approving all major announcements and media releases prepared by the Public Information Officer in conjunction with the CAO & MCEG.
- g. Maintaining a personal log.



## 2.6 CAO / OPERATIONS OFFICER

The CAO is referred to as the “Operations Officer” for emergency purposes.

The responsibilities of the Operations Officer (*or alternate*) are:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Coordinating all operations within the Emergency Operations Centre and the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the Mayor on policies and procedures as appropriate.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer, in consultation with the MECC.
- f. Ensuring that a communication link is established between the MECC and the Emergency Site Manager.
- g. Ensuring a master record of all events and actions taken is maintained (status board).
- h. Calling out additional staff as required.
- i. Maintaining a personal log.

## 2.7 CEMC

Community Emergency Management Coordinator is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing information, advice and assistance to members of the MECG on Emergency Management programs and principles.
- c. Providing direction to EOC support staff as required in support of the Control Group and ensuring proper set-up and operation of the EOC.
- d. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- f. Maintaining a personal log.

## 2.8 OPP

The Ontario Provincial Police representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Establishing and maintaining ongoing communications with the senior police official at the emergency site.
- c. Establishing a site command post with communications to the EOC.
- d. Establishing the emergency area and providing traffic control to facilitate the movement of emergency vehicles.
- e. Alerting persons in danger by the emergency and coordinating evacuation procedures.
- f. Liaison with Social Services regarding security of reception/evacuation centres.
- g. The protection of life and property and the provision of law and order.
- h. The provision of police services in the EOC, evacuation centres, morgues and other facilities as required.
- i. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- j. Notifying the coroner of fatalities.
- k. Liaising with external police agencies, as required.
- l. Providing an Emergency Site Manager if requested to by the MCEG.
- m. Maintaining a personal log.

## **2.9 FIRE CHIEF**

The Fire Chief is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A.
- b. Providing the MCEG with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid and determining if assistance from other agencies is required.
- e. Determining if additional or specialized equipment is required ie. protective suits, CBRN Team, etc. and making provisions for same
- f. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

## **2.10 EMS / AMBULANCE**

The EMS/Ambulance representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MCEG with information and advice on treatment and transport of casualties.
- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care and the transport to area hospitals.
- f. Maintaining a personal log.

## 2.11 PUBLIC WORKS

The Director of Roads & Public Works or alternate is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MECG with information and advice on engineering or public works matters.
- c. Liaising with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. Liaising with outside agencies for the provision of additional equipment and resources as required.
- e. Providing engineering assistance.
- f. Providing advice to MECG on building and structural integrity issues in conjunction with the Chief Building Official
- g. Constructing, maintaining and repairing public roads.
- h. Assisting with road closures and/or roadblocks.
- i. Maintaining sanitation and a safe supply of potable water as required.
- j. Providing equipment for emergency pumping operations.
- k. Discontinuing any public works service to any consumer as required and restoring these services when appropriate.
- l. Liaising with utilities.
- m. Providing public works vehicles and resources to any other emergency service, as required.
- n. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- o. Providing an Emergency Site Manager if required.
- p. Maintaining a personal log.

## 2.12 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

- a. Activating and deactivating the Health Unit's Emergency Response Plan and Incident Management Group.
- b. Ensuring notification of Department Directors as necessary.
- c. Coordinating key tasks of the Health Unit through the Directors.
- d. Ensuring the implementation of provisions under the Health Protection and Promotion Act including but not limited to making specific recommendations/issuing order regarding, communicable disease control, toxic chemical spills or other environmental hazards, sanitary disposal or human and other waste, pest control, temporary keeping or burial of deceased, public health standards and personal hygiene at evacuation sites and food and water safety.
- e. Participating as a member of the activated Municipal Emergency Control /Operations Centre. Providing advice on public health matter to members of this centre.
- f. Notifying and liaising with the Ontario Ministry of Health and Public Health Branch as applicable that an emergency has been declared and/or that the Health Unit's Emergency Response Plan has been activated.
- g. Delegating responsibilities to other capable individuals.
- h. Notifying neighbouring Public Health Units of the emergency and asking for back-up support if necessary.
- i. Liaising with the emergency control group members, emergency and support services related agencies, departments and volunteer groups and other agencies as required.
- j. Evacuating and relocating of Health Unit Offices as necessary
- k. Ensuring that all media releases and interviews on public health issues are coordinated through the Media Coordinator at the activated Emergency control/Operation Group.
- l. Ensuring that records are kept on orders given, actions taken and results of actions or special investigations undertaken to protect health. Compile a report and submitted to the Municipal Emergency Control/Operation Centre upon termination of the emergency.
- m. Evaluating the effectiveness and efficiency of the execution of the Health Unit's responsibilities.

## **2.13 DIRECTOR OF SOCIAL SERVICES (COUNTY OF LANARK)**

The County of Lanark Director of Social Services or alternate is responsible for;

- a. Responsible for the care, feeding and shelter of evacuees.
- b. Managing reception and evacuation centres.
- c. Liaising with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaising with the Ministry of Health in areas regarding public health in evacuation centres.
- e. Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- f. Liaising with the nursing homes and homes for the aged.
- g. Maintaining a personal log.



## **2.14 PUBLIC INFORMATION OFFICER**

The Public Information Officer is responsible for:

- a. Notifying information centre staff
- b. Ensuring that the Information Centre is set up, staffed and operational.
- c. Preparing initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establishing and maintaining linkages with provincial, county, local or industry media officials as appropriate.
- e. Coordinating interviews and media conferences.
- f. Designating a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordinating public inquiries.
- i. Arrange site tours for members of council, media and other dignitaries
- j. Monitoring news coverage to ensure accuracy.
- k. Maintaining copies of all media releases.
- l. Maintaining a personal log.

## **2.15 HOSPITAL ADMINISTRATOR**

- a. Implementing the hospital emergency plan
- b. Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- c. Evaluating requests for the provision of medical site teams/medical triage teams;
- d. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

## **2.16 AMATEUR RADIO (ARES)**

The Amateur Radio Emergency Service operators will report to the Community Emergency Management Coordinator and are responsible for activating the emergency notification system of the local amateur radio operators group. All messages are to be written on the Amateur Radio Message Forms and logged.

For Contact Information see Annex A: Emergency Notification Contact Lists

- a. Providing and establishing communications if necessary
- b. Liaising with the Public Information Officer

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# **Part 3**

## **EMERGENCY SUPPORT**

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### **3.0 ADMINISTRATIVE ASSISTANTS**

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO and CEMC, as required
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded
- c. Ensuring that maps and status boards are kept up-to-date
- d. Notifying any additional support staff required to assist
- e. Arranging for printing of material, as required
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- g. Ensuring identification cards are issued to authorized MECG members and Support Staff for Access to EOC
- h. Other duties as assigned by the CAO and /or CEMC

### **3.1 CANADIAN RED CROSS**

- a. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- b. Providing support to the emergency response.
- c. Providing registration and inquiry services if required.
- d. Assisting St. John Ambulance at first aid stations established at reception centres, on an as-need basis as determined by St. John Ambulance.
- e. Liaising with Regional Red Cross to access additional resources i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Director of Social Services in the EOC to co-ordinate activities.

### **3.2 CLERGY**

- a. Providing multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centres on a scheduled basis.
- c. Providing guidance to the MECG regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaising with the Director of Social Services regarding the use of churches and related facilities for reception and evacuation centres.

### **3.3 SALVATION ARMY**

- a. Upon receiving notification, activating the Salvation Army organization.
- b. Liaising with external Salvation Army resources to provide additional assistance on a needs basis.
- c. Providing emergency resources for the care of evacuees, including bedding, food and clothing.
- d. In conjunction with other clergy, providing for spiritual needs of evacuees.
- e. Establishing contact with the Director of Social Services and supporting the operation as required.



### **3.4 ST. JOHN AMBULANCE**

- a. Upon receiving notification, activating the St. John Ambulance organization.
- b. Establishing contact with the Director of Social Services and support the operation as required.
- c. Establishing first aid posts at reception centres.
- d. Assisting public health nurses at evacuation centres on an as required basis.
- e. Assisting in the evacuation of casualties.
- f. Assisting in the evacuation of home care patients as required.

### **3.5 BOARDS OF EDUCATION**

- a. Providing schools for reception centres.
- b. Providing schools for evacuation centres.
- c. Providing liaison with the Director of Social Services and the MEEG.

### **3.6 LEGAL ADVISOR**

- a. Providing legal opinions and advice to the MECG as required.
- b. Providing legal representation as required.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Maggie Yet, Planner 1  
**SUBJECT:** Stop Up and Close Request – Portion of Old Perth Road Allowance

---

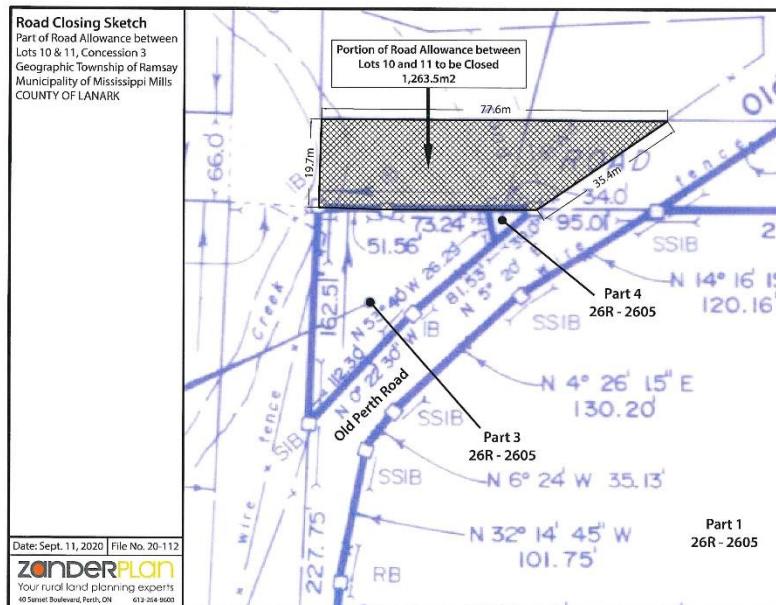
### RECOMMENDATION

**THAT** Committee of the Whole recommend Council declare the portion of the Old Perth Road Allowance identified in Attachment A to be surplus to the needs of the Municipality.

### BACKGROUND

ZanderPlan Inc. on behalf of Jackson Homes Inc. c/o Josh Jackson is requesting the Municipality to “Stop Up and Close” a portion of the municipal road allowance known as Old Perth Road between Lots 10 and 11, Concession 3, Ramsay Ward, Municipality of Mississippi Mills. The subject lands are presently closed and there are no plans to develop them into a road. Figure 1 depicts the proposed portion of the road allowance to be deemed surplus to the needs of the Municipality, prior to stopping up and closing the road:

**Figure 1 – Portion of Road Allowance between Lots 10 and 11, Concession 3**



The proponent, Jackson Homes Inc. has purchased an adjacent parcel of land fronting on Old Perth Road. A naturally severed parcel exists on the west side of Old Perth Road, described as Parts 3 and 4 on Plan 26R-2605 (PIN 05105-0050) with an approximate area of 1,135 m<sup>2</sup> (0.28 ac) and is bordered on the north and western lot lines by unopened road allowances and the travelled portion of Old Perth Road along the eastern lot line. The travelled portion of Old Perth Road is a forced road and is short of the full width of a typical right-of-way. The lot is a lot of record. Figure 2 depicts the parcel described as Parts 3 and 4, Plan 26R-2605:

**Figure 2 – Aerial Image (2014)**



## **DISCUSSION**

The road allowance was surveyed previously in 1988 (Plan 26R-2605). The conveyance of the subject lands to the abutting parcel legally described as Parts 3 and 4 on Plan 26R-2605 would permit low density residential development of the lands. The lands would otherwise be undersized for development and hindered by a required 15m setback from a watercourse that exists at the rear of the property and 30m septic setback from a watercourse. The proposed development would consist of a 1,220 ft<sup>2</sup> dwelling. MVCA and Health Unit approvals would be required prior to building permit issuance for the proposed development. Any further reductions to the proposed setbacks would require relief through a minor variance or zoning by-law amendment application.

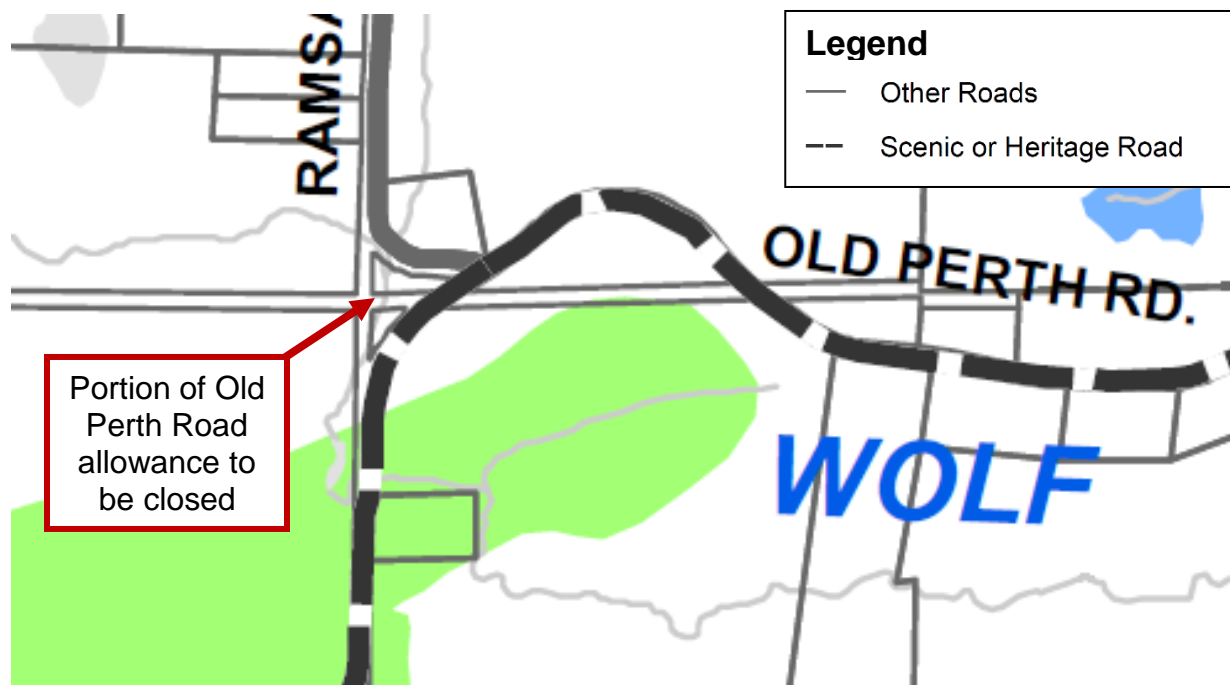
In review of the request for purchase, the Acting Director of Roads and Public Works noted that the existing alignment of Old Perth Road does not have full right-of-way width. As such, staff would be requesting that the owner of the lands convey at no cost

to the Municipality the lands required for the full right-of-way width along the existing alignment of Old Perth Road.

### *Historical Significance*

Old Perth Road is a designated heritage road, a designation which is given to roads with scenic or historic value or provide access to areas of scenic or historic value. The area proposing to be closed is an unopened road allowance adjacent to the travelled portion of Old Perth Road. The unopened road allowance is not designated as part of the heritage road:

**Figure 3 – Scenic and Heritage Roads Designation**  
(Excerpt from COP Schedule A)



The following is an analysis of the proposal against the relevant policies of the COP:

#### **4.3.7 Scenic or Heritage Roads**

**4.3.7.2** *In reviewing development proposals adjacent to scenic or heritage roads, consideration will be given to whether the proposal is compatible with the values and function of the road.*

The development of one (1) residential detached dwelling would be considered compatible with the rural landscape and the function of the road.

**3.3.5.6.** *When placing a residential dwelling and associated accessory structures on a rural property, special consideration should be given to the visual impact the development may have on the surrounding rural character. The Zoning By-law shall contain specific setback requirements which move rural residential*

*dwellings an appropriate minimum distance back from the road. Special provisions may be established for development abutting scenic or heritage roads in accordance with Section 4.6.8 of this Plan. Efforts should be made to take advantage of existing topography, trees and fence lines when choosing a building location so as to fit in with the surrounding area.*

The Zoning By-law presently does not contain specific setback requirements for dwellings abutting scenic or heritage roads. The proposed development on the naturally severed parcel (PIN 05105-0050) would be subject to the zoning provisions for non-farm residential lots with a minimum front yard setback of 9m and exterior side yard setback of 9m from Old Perth Road. Any further reductions to the proposed setbacks would require relief through a minor variance or zoning by-law amendment application.

**4.3.3.5.**  *Where development or re-development is proposed adjacent to or across from a heritage resource on the Heritage Property Register (but not designated under the Ontario Heritage Act), the applicant shall demonstrate the proposal's compatibility with that heritage resource and its streetscape.*

The development of one (1) single detached dwelling in the rural zone is not expected to significantly impact the streetscape and is generally considered to be compatible with the rural landscape.

## **FINANCIAL IMPLICATIONS**

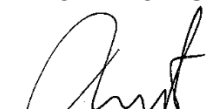
In past when requests to stop up and close have been received, Council has agreed on the proviso that all costs associated with the process are paid for by the applicant. These costs would include legal, survey, appraisal, land transfer tax, etc. In addition, the applicant would be responsible to pay the appraised value of the lands. Conveyance of lands required for the right-of-way dedication will be paid for the by the applicant. As a result, there would be no costs associated with this matter to the Municipality.

## **SUMMARY**

The lands will first need to be declared surplus to the needs of the Municipality and added to the registry of surplus lands as per the Land Sale By-law. Once the lands have been declared surplus, Staff will bring a report to the Committee of the Whole regarding stopping up and selling the surplus lands. Public notice will be provided in advance of the passing of the by-law to abutting owners, a weekly block ad in the EMC and on the Municipality's website 20 days prior as required by the Public Notice By-law.

A public notice (see Attachment B) has been mailed to all property owners along Old Perth Road within Mississippi Mills and a sign posted on the subject property as per the Public Notice by-law.

All of which is respectfully submitted,

  
Maggie Yet, Planner 1

  
Ken Kelly, Chief Administrative Officer

**ATTACHMENTS:**

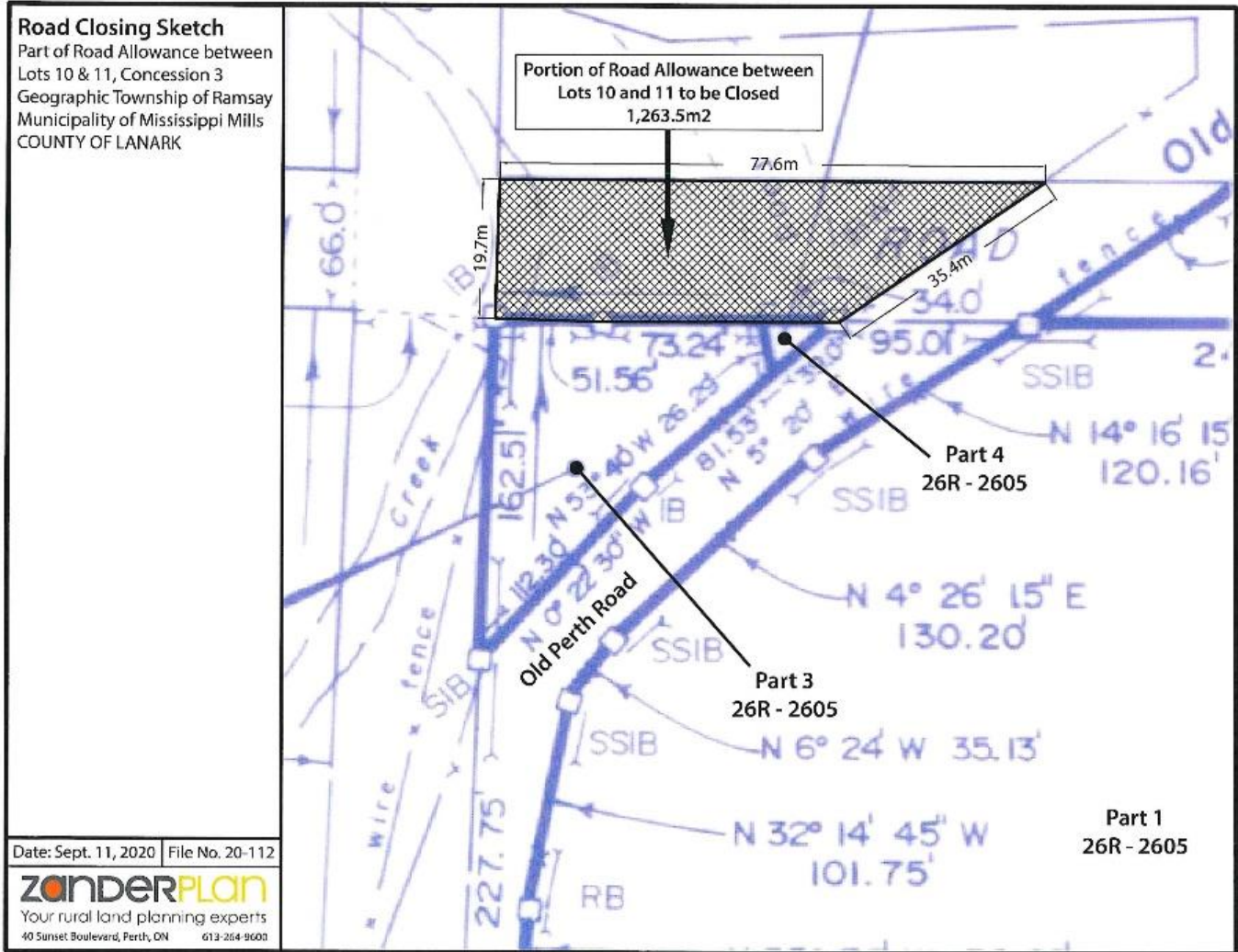
Attachment A – Context Map

Attachment B – Public Notice

Attachment C – Heritage Road Background – Old Perth Road



# Appendix A – Requested Road Closure



## Appendix B – Public Notice

### Municipality of Mississippi Mills

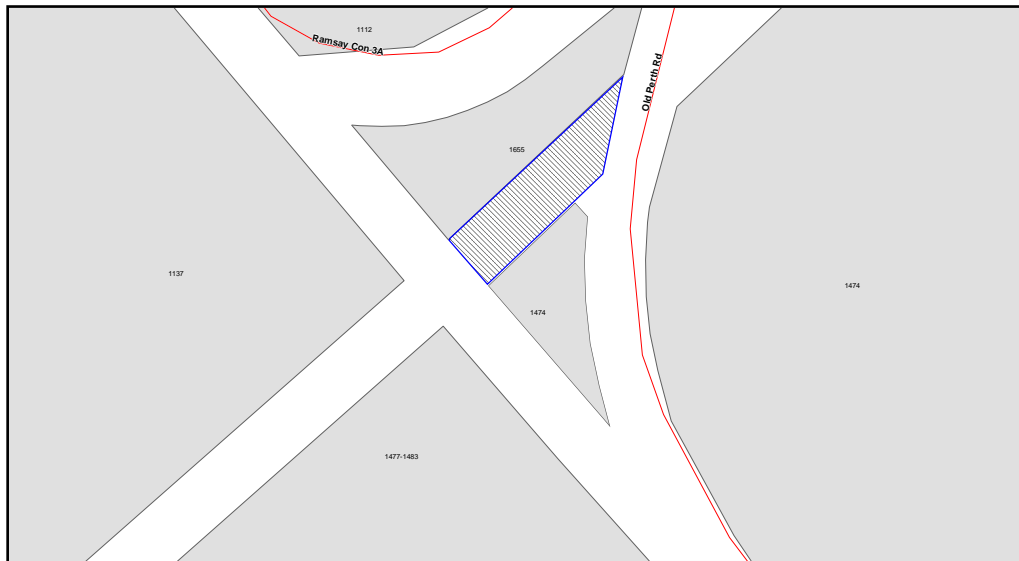
#### PUBLIC NOTICE

**TAKE NOTICE** that the Council of the Municipality of Mississippi Mills proposes to enact Bylaws in accordance with Section 34 of the Municipal Act, 2001 to stop-up and close the following described highways or parts of highways:

Unopened Road Allowance known as: Portion of Old Perth Road allowance between Lots 10 & 11, Concession 3, Ramsay Ward, Municipality of Mississippi Mills



#### Surplus Lands for Stop-Up and Disposition



The proposed Bylaw will come before the said Council for consideration at its regular meeting at the Municipal Office, located at 3131 Old Perth Road, RR2, Almonte, Ontario on the 15<sup>th</sup> day of December, 2020 at the hour of 6:00 o'clock p.m. and at that time, the Council will hear comments from persons who claim that this/her land will be prejudicially affected and who applies to be heard. Comments on the proposal may be directed to the undersigned planner between 8:30 a.m. and 4:30 p.m. Monday to Friday.

**DATED AT THE MUNICIPALITY OF MISSISSIPPI MILLS THIS 20<sup>TH</sup> DAY OF  
NOVEMBER, 2020**

Maggie Yet, Planner 1  
613-256-2064 ext. 206  
[myet@mississippimills.ca](mailto:myet@mississippimills.ca)

## Old Perth Road, Mississippi Mills, Ontario

Research compiled by Linda Hamilton for the Mississippi Mills Heritage Committee in  
November 2011 (revised March 2012)

The history of the settlement of Canada is bound up in the history of its roads, rivers, and railways. The Old Perth Road is one of several roads in Lanark County that were built specifically so settlers in new communities would have access to the military settlement of Perth. In the first half of the nineteenth century, Perth was the largest and most important town in the area, so settlers also used it as a starting point to reach their new land. As a supply and travel route to Perth, the Old Perth Road was essential in opening up what is now Mississippi Mills to settlement. Many different people used this road in its time including farmers, doctors, preachers, travellers, salesmen, officials, and school children. The Old Perth Road is a reminder of the early struggle to settle and cultivate the land.

**Geographical Boundaries (within Mississippi Mills):** Old Perth Road, for the purposes of delineating it as a *cultural heritage landscape* within Mississippi Mills, is as follows:

- i) south west from Ramsay Concession 8 to Tatlock Road, roughly parallel to Wolf Grove Road;
  - ii) South of Tatlock Road to Forest Road;
  - iii) South of Forest Road, being an unmaintained section running to Ramsay Concession 1.
- a. The road can be described as a Quarter Session Road and fits within the definition of a common and public highway under the Municipal Act.

With the exception of 2(iii) above, Old Perth Road is a two-lane gravel road. There are no side barriers or bridges. It is hilly and very narrow in spots as it winds through the countryside. It is partially unmaintained in winter and is not a standard width road.

### History:

Ramsay township was opened up for settlement in 1821. Newly arrived families from Scotland, England, and Ireland travelled by water and land to reach Perth or Lanark and moved on to choose their land plots from there. Because there was no easy water access from Perth to the “Falls on the Mississippi” (Carleton Place, Almonte, Pakenham), roads had to be built. The Perth Road was first laid out by Josias Richey, the Government Deputy Surveyor, as a road from Kingston to Pakenham through Perth. According to Howard Brown in *Lanark Legacy*, the Perth road follows a Precambrian Ridge that runs through what was then known as Wolf's Grove. This geographical feature created a natural trail that was likely a native travel route long before the settlement of the area. Since it traversed diagonally across concession and lot lines, this road cut through many private lots, in some cases dividing farms in two. I do not believe, however, that it was a “forced road” in the traditional sense, since it was laid out before settlement occurred. As in many other parts of the country, farmers and land owners would have had to work on the road as a consequence of living in the area. Under the direction of the “pathmaster”, men had to provide two days' labour on local roads and landowners were responsible for up to four days depending on the value of their land. The job of making and maintaining a road before the advent of heavy equipment was very difficult. Before it was logged, this area was heavily wooded with massive trees that were prone to falling over in heavy winds, blocking the roadway. Pulling stumps was also a massive job. This is a road that was built and maintained by local settlers for their own use and benefit. The hard work and determination of these people is inspiring.

Originally the Old Perth Road was just a swath cut into the trees to allow the passage of wagons and sleighs in Winter. Early travel on the road was difficult and almost impossible at some times of year.

Although it should have taken a day's journey to reach Perth from Shipman's Mills in the early part of the 19<sup>th</sup> century, sometimes it could take much longer. In a letter to Hamnett Pinhey in 1827, Henry Le Lievre (the famous Second of William Lyon in the Last Duel) wrote about the terrible state of the Perth Road as he travelled to Shipman's Mills (Almonte). It was almost impassable in spots and he had to take down fences and remove many windfall trees. The journey took him much longer than he expected. By the time the Rideau Canal was completed (1832) the Perth Road was a fairly well developed roadway with inns along the way.

By the 1830's the Eastern portion of the Perth Road had split into two roads. One road went from Innisville past Wolf's Grove, to Bennies Corners and Pakenham. This is now named the Upper Perth Road. The Old Perth Road split off at Ferguson's Falls (what is now Boyd's Road), through Boyd's Settlement on the banks of the Mississippi Lake, and on to Shipman's Mills (now Almonte). The road would have joined up with the Ninth Line of Ramsay which was the main North/South artery from Carleton Place to Pakenham (now County Road 29). From within Almonte, Old Perth Road was likely accessed from what is now Perth Street.

By the 1850's key travel routes such as the Old Perth Road were improved by being planked with pine, which was in abundant supply at the time. Plank roads helped for a time but eventually the wood rotted and the road became nearly impassible especially in Spring as the snow was melting into mud. By the 1870s many roads were stoned to allow easier travel for increased traffic. Later in the 1800's private companies took on the work of upgrading and maintaining the roads in this area. They installed toll gates to recoup their expenses. Roads to Perth would have been especially lucrative due to the heavy traffic of everything from foot travellers to coaches to livestock.

Because this was an important travel and transport route during the early part of Ramsay's settlement, the Old Perth Road has many beautiful original farm houses, barns, fences and log buildings along its path. The first settlers to any area chose land plots with good access to a road so they could travel and obtain goods easily. The farms along the Old Perth Road are probably some of the first to be settled in this area. Since the establishment of the Brockville-Ottawa railway from Brockville through Smith's Falls to Chalk River in the 1850's, the Old Perth Road's importance as a travel and transport route diminished dramatically. With the later widening and paving of what is now Wolf Grove Road, the Old Perth road fell into almost total disuse. Parts of it are not maintained at all in the Winter. Because of this, the road remains almost frozen in time. Many essential arteries from the past were built ever larger as the demands of traffic grow, going from farm roads to highways and losing some of their rural charm in the process. The Old Perth Road is a wonderful example of a significant historical road that has not been modernized at all.

**Landmarks:** A one room schoolhouse (now a private home) stood at 935 Old Perth Road. It was the SS#2 Ramsay and was built in 1909.

Ramsay Town Hall was at the Eighth Line and Old Perth Road (Carleton County Atlas). Before Almonte was incorporated, this was the centre of municipal affairs in the area.

**Modern Uses:** Today the Old Perth Road is used by the people living along it, bicyclists, runners, and tourists wishing to see authentic rural landscapes.

### **Bibliography:**

Brown, Howard Morton. Lanark legacy : nineteenth century glimpses of an Ontario county. Town of Perth, 1984.

McGill, Jean S. A pioneer history of the country of Lanark. 1968.

Smith, Claudia. Gypsies, preachers and big white bears : one hundred years on country roads. General Store Publishing, Burnstown, 1998.

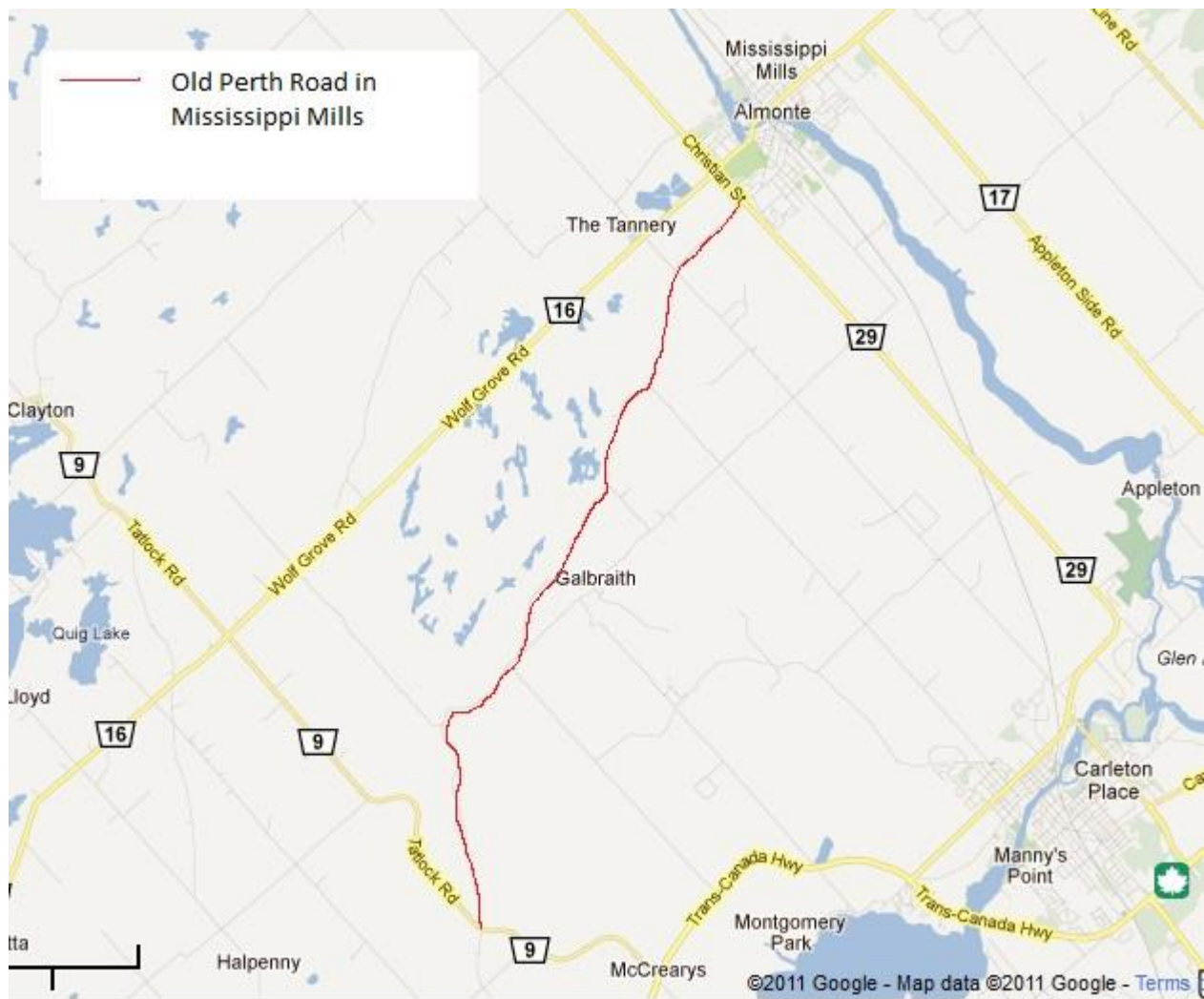
<http://www.oneroomschoolhouses.ca/ramsay-township.html>

<http://carletonplacelocalhistory.wordpress.com>

<http://archiver.rootsweb.ancestry.com>

Lanark County Atlas accessed at: <http://digital.library.mcgill.ca/countyatlas>

### Maps:



from [www.google.com](http://www.google.com)



From Lanark County Atlas, c.1880

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT: Opportunities under the Local Improvement Act for Broadband**

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**RECOMMENDATION:**

**THAT Committee of the Whole accept the report on Opportunities under the Local Improvement Act for Broadband as information.**

**BACKGROUND:**

On June 16, 2020, Council passed the following resolution:

**Resolution No. 245-20**  
**Moved by Councillor Ferguson**  
**Seconded by Councillor Holmes**

**THAT** Council direct staff to bring forward a report identifying opportunities under the Local Improvement Act to address rural broadband in Mississippi Mills.

**CARRIED**

**DISCUSSION:**

In the absence of an identified project or solution that Council is considering for broadband, it is difficult to determine whether the *Local Improvement Act* (O. Reg. 586/06) should be utilized as a means to collect the costs from residents. To do so, the Municipality has to have the required authority to undertake this work per Section 2 (1). The work must also be considered capital in nature per the definition of costs found in Section 1 (1).

If it is determined that the Municipality has the authority, then the *Local Improvement Act* could potentially be used but does have prescriptive requirements such as:

- Section 12 (1) Except as otherwise provided in this regulation, the purpose of raising the cost of undertaking work as a local improvement, the municipality shall,
  - a) determine the municipality's share of the costs, if any; and

- b) specially charge the owner's share of the cost by imposing an equal charge per metre of frontage,
    - (i) on the lots that abut directly the work,
    - (ii) on lots that do not abut on the work but will be immediately benefitted by it, or
    - (iii) on a combination of lots described in subclauses (i) and (ii)
- Section 15 (1) the Municipality's share of the cost of work shall include any excess costs that is caused by the work being constructed with a greater capacity that is required for the purpose of the lots that are being specially charged.
- Section 20 Before a special charge is imposed, the Treasurer of the Municipality shall prepare a local improvement roll setting out,
  - (a) the cost of the work;
  - (b) every lot to be specially charged, the name of the owner and the number of metres of its frontage to be specially charged
  - (c) every lot that, but for subsection 12 (7), would be exempt from being specially charged, and the number of metres of its frontage;
  - (d) the special charges per metre of frontage with which each lot is to be specially charged;
  - (e) when the special charges described in clause (d) shall be paid; and
  - (f) the lifetime of the work
- Section 36.2 (1) (a) the Municipality and the owners of the lots which would be specially charged to raise all or a portion of the cost of the work enters into a sufficient agreement in which the owners consent to their lots being specifically charged. This means that Individual agreements with property owners would be required and per Section 36.4 (2) would need to be reviewed and certified by the Clerk. If there are multiple owners, all must sign.
- Section 36.2 (5) the agreement signed by the municipality and the owners of all of the lots which would be specially charged must include,
  - (a) the estimated cost of the work;
  - (b) the estimated lifetime of the work;
  - (c) the description of the apportionment method and the amount of the special charges for the lots to be specifically charged;
  - (d) without limiting clause (c), the manner in which a cost over run or under run is dealt with, if the actual cost of the work, differs from the estimated cost of the work;
  - (e) when the special charges for the lots are to be paid.
- Section 36.11 (1) Before a special charge is imposed, the municipality shall give notice of the proposed local improvement roll that is prepared to the owners of the lots liable to be specially charged.



There are many other sections to the Act with specific requirements that need to be followed prior to the imposition of any charge under the Act (see attachment). Once all requirements have been followed and the charges determined, then the local improvement would be added to the property tax roll for each owner as a special charge.

To clarify if the Municipality has the ability to use the *Local Improvement Act* for broadband, the Municipality's Solicitor was contacted. The comments are as follows:

*"It is arguable that a local improvement charge could be used. Regulation 586/06 lists what local improvements include, but the list is not exclusive. Therefore, although telecommunications is not listed, it might be argued that this type of facility is implicitly part of what may be considered a local improvement. Provided that all users in the area have access to the service, there is an argument that the broadband infrastructure would be included. The difficulty with a local improvement charge is that the Act establishes a very prescriptive regime for calculating the costs that is based on frontage of benefitting properties and this may not work well with the type of service. Based on the actual capital costs it may also be cost prohibitive for benefitting land owners."*

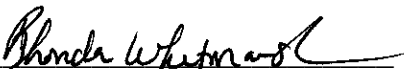
**FINANCIAL IMPLICATIONS:**

None at this time.

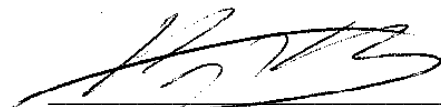
**SUMMARY:**

This report has been presented as information at this time per the direction of Council on June 16, 2020 (Resolution 245-20).

Respectfully submitted by,

  
Rhonda Whitmarsh,  
Treasurer

Reviewed by:

  
Ken Kelly,  
CAO

**ATTACHMENTS:**

1. O. Reg. 586/06

**Municipal Act, 2001**  
**Loi de 2001 sur les municipalités**

**ONTARIO REGULATION 586/06**  
**LOCAL IMPROVEMENT CHARGES — PRIORITY LIEN STATUS**

**Consolidation Period:** From October 25, 2012 to the [e-Laws currency date](#).

Last amendment: 322/12.

Legislative History: 287/09, 322/12.

*This Regulation is made in English only.*

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**PART I**  
**GENERAL**

**Definitions**

1. (1) In this Regulation,

“committee of revision” means a committee of revision established under section 19;

“construct” includes reconstruct, extend, enlarge, improve and alter, and “construction” has a corresponding meaning;

“cost”, as applied to a work, means capital cost;

“drive approach” means pavement on a highway that is constructed to serve as an approach to a particular lot;

“engineer” includes a person whom the municipality requires or authorizes to perform any duty that this Regulation requires or authorizes an engineer to perform;

“frontage”, when used in reference to a lot abutting on a work, means the side or limit of the lot that abuts on the work;

“lifetime”, as applied to a work, means its lifetime as estimated by the engineer or, in the case of an appeal, as finally determined by the committee of revision;

“lot” means a parcel of land that is required to be separately assessed under the *Assessment Act*;

“municipality’s share of the cost” means the portion of the cost of a work that is,

- (a) payable by the municipality, and
- (b) not to be specially charged under this Regulation;

“owner” means, with respect to a lot, the person appearing to be its owner by the last returned assessment roll, as most recently revised, in the absence of evidence to the contrary;

“owners’ share of the cost” means the portion of the cost of a work that is to be specially charged under this Regulation;

“pavement” means any type of highway surfacing;

“paving” includes laying down or constructing any kind of pavement;

“private” means, with respect to a work or property, a work or property that is not owned by the municipality or a local board of the municipality;

“sewer” includes a sanitary sewer and a storm drain;

“special charge” means a fee or charge imposed under the Act in accordance with this Regulation in respect of the cost of a work undertaken as a local improvement, and “specially charged” has a corresponding meaning;

“sufficient agreement” means an agreement determined to be sufficient under section 36.4;

“value” means, with respect to a lot, its assessed value according to the last returned assessment roll, as most recently revised;

“work” means a capital work. O. Reg. 586/06, s. 1 (1); O. Reg. 322/12, s. 2 (1).

(2) For greater certainty, the definition of “work” in subsection (1) includes, without limitation,

- (a) constructing a highway;
- (b) constructing any works for the collection, production, treatment, storage, supply, distribution or conservation of water or for the collection, transmission, treatment or disposal of sewage;
- (c) paving a highway;
- (d) constructing a curb, gutter, sidewalk or retaining wall in, on or along a highway;
- (e) constructing a boulevard on a highway;
- (f) sodding any part of a highway and planting trees, shrubs and other plants on a highway;
- (g) extending a system of gas or heat works, including any related works that may be necessary for supplying gas or heat to the owners of lots for whose benefit the extension is provided;
- (h) constructing a park, square or other public place;
- (i) constructing a retaining wall, dyke, breakwater, groyne, crib or other shore protection work along a body of water;
- (j) constructing and erecting equipment, plant or works on a highway for the purpose of supplying electric light, including standards and underground conduits and wires;
- (k) constructing a highway or subway under a railway or another highway;
- (l) widening pavement on a highway;
- (m) constructing a water service pipe from the water main to the edge of the highway;
- (n) constructing a private sewer connection from the main sewer to the edge of the highway;
- (o) constructing a drive approach on a highway;
- (p) constructing noise abatement works on a highway; and
- (q) constructing energy efficiency works or renewable energy works. O. Reg. 586/06, s. 1 (2); O. Reg. 322/12, s. 2 (2, 3).

(3) If a municipality undertakes a work as a local improvement, a special charge imposed with respect to the work in accordance with this Regulation has priority lien status as described in section 1 of the Act. O. Reg. 322/12, s. 2 (4).

**Scope of local improvement**

**2.** (1) If a municipality has the authority to undertake a work, including a private work, under section 9, 10 or 11 of the Act or under any other provision of any Act, the municipality may undertake the work as a local improvement in accordance with this Regulation. O. Reg. 322/12, s. 3.

(2) The power to undertake a work as a local improvement includes, without limitation, the power to,

- (a) undertake the work as a local improvement, including undertaking the work on private property;
- (b) acquire an existing work and where it does, this Regulation applies as if the municipality were undertaking the work so acquired;
- (c) undertake a work as a local improvement for the benefit of a single lot; and
- (d) raise the cost of undertaking a work as a local improvement by imposing special charges, including special charges on a single lot. O. Reg. 322/12, s. 3.

(3) Where a municipality undertakes a private work as a local improvement, this Regulation applies to undertaking the private work as a local improvement as if the municipality were undertaking its own work. O. Reg. 322/12, s. 3.

(4) Nothing in this Regulation authorizes a municipality to enter and undertake a work as a local improvement on private property without the permission of the owner or other person having the authority to grant such permission. O. Reg. 322/12, s. 3.

**Reduction includes exemption**

**3.** For greater certainty, in this Regulation a reference to reducing a charge or other amount includes reducing it to zero. O. Reg. 586/06, s. 3.

**Notice**

4. (1) Any person or body that is required to give notice under this Regulation shall, except as otherwise provided, give notice in the form, in the manner and at the time that the person or body considers adequate to give reasonable notice. O. Reg. 586/06, s. 4 (1).

(2) A notice to an owner under this Regulation is sufficiently given if it is,

- (a) served personally;
- (b) sent by mail to the owner's place of business or residence as set out in the municipality's last returned assessment roll, as most recently revised; or
- (c) left at or sent by mail to the owner's actual place of business or residence, if known. O. Reg. 586/06, s. 4 (2); O. Reg. 322/12, s. 4.

## **PART II IMPOSITION AND APPORTIONMENT OF THE COSTS OF LOCAL IMPROVEMENTS ON THE BASIS OF FRONTAGE**

### **Local improvement charges by-law**

5. (1) If the municipality has the authority to undertake a work it may, in accordance with this Regulation, pass a by-law to undertake the work as a local improvement for the purpose of raising all or any part of the cost of the work by imposing special charges on,

- (a) lots that abut on the work;
- (b) lots that do not abut on the work but will be immediately benefited by it; or
- (c) a combination of the lots described in clauses (a) and (b). O. Reg. 586/06, s. 5 (1).

(2) If the municipality undertakes a work as a local improvement, a special charge imposed with respect to the work in accordance with this Regulation has priority lien status as described in section 1 of the Act. O. Reg. 586/06, s. 5 (2).

(3) A by-law for undertaking a work as a local improvement shall specify the estimated cost of the work, the owners' share of the cost and the municipality's share of the cost. O. Reg. 586/06, s. 5 (3).

(4) If a by-law has been passed for undertaking a work as a local improvement and the municipality wishes to make a change in the work to be undertaken, it may, with the approval of the Ontario Municipal Board, amend the by-law to provide for undertaking the work it now proposes, and in that case this Regulation, except sections 6, 7 and 8, applies to the altered work as if it had been provided for in the original by-law. O. Reg. 586/06, s. 5 (4).

### **Notice of local improvement charges by-law**

6. (1) Before passing a by-law to undertake a work as a local improvement under section 5, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged. O. Reg. 586/06, s. 6 (1).

(2) The notice shall include,

- (a) the estimated cost of the work;
- (b) the estimated lifetime of the work;
- (c) the estimated special charges per metre of frontage for the lots liable to be specially charged;
- (d) when the special charges described in clause (c) shall be paid;
- (e) if the municipality intends to apply to the Ontario Municipal Board under section 8 for approval to undertake the work as a local improvement,
  - (i) a statement that the municipality intends to apply to the Board for this purpose,
  - (ii) a description of the right to object, under section 8, to the work being undertaken as a local improvement, and
  - (iii) the last day for filing an objection under section 8;
- (f) if the municipality has received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work, a statement of that fact;
- (g) if the municipality has not received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work,
  - (i) a description of the right to petition council not to undertake the work as a local improvement,
  - (ii) the last day for making the petition, and
  - (iii) the effect of the petition. O. Reg. 586/06, s. 6 (2).

#### **Local improvement not to proceed for two years if petition received**

7. (1) If, within 30 days after notice is given to the public under section 6, the municipality receives a sufficient petition, as determined under section 10, against undertaking the work as a local improvement, the municipality shall not undertake the work as a local improvement within two years after receiving the petition. O. Reg. 586/06, s. 7 (1).

(2) Despite subsection (1), a petition of the owners does not prevent the municipality from undertaking the work as a local improvement if it has received,

- (a) the approval of the Ontario Municipal Board under section 8 to undertake the work as a local improvement;
- (b) a recommendation from the Minister of Health and Long-Term Care or the board of health for the municipality that the construction of the work is necessary or desirable in the public interest on sanitary grounds; or
- (c) a sufficient petition, as determined under section 10, in favour of undertaking the work as a local improvement. O. Reg. 586/06, s. 7 (2).

#### **Application to Ontario Municipal Board**

8. (1) The municipality may apply to the Ontario Municipal Board for approval to undertake a work as a local improvement and shall provide any information or material that the Board requires in connection with the application. O. Reg. 586/06, s. 8 (1).

(2) Within 30 days after the municipality gives notice to the public under section 6 indicating that it intends to apply to the Board for approval under this section, any owner liable to be specially charged may file an objection to the work being undertaken as a local improvement. O. Reg. 586/06, s. 8 (2).

(3) The objection shall be filed with the clerk of the municipality and shall set out the objections and the reasons in support of them. O. Reg. 586/06, s. 8 (3).

(4) If no objections are filed under this section, the municipality is deemed to have received the Board's approval. O. Reg. 586/06, s. 8 (4).

(5) If an objection is filed under this section, the municipality shall forward the objection to the Board, together with the application or as soon after making the application as is reasonable. O. Reg. 586/06, s. 8 (5).

(6) The Board shall hold a hearing to consider the application and the objections and may make any order with respect to the work as it considers appropriate. O. Reg. 586/06, s. 8 (6).

(7) Once the municipality has given notice under section 6 indicating that it intends to apply to the Board for approval under this section,

- (a) the municipality shall not undertake the work as a local improvement until,
  - (i) the Board's approval has been received or is deemed to have been received, or
  - (ii) the municipality has given a new notice under section 6 that deals with the work and does not indicate that the municipality intends to apply to the Board under this section; and
- (b) the passing of a by-law to authorize undertaking the work as a local improvement is deemed not to be a contravention of this Regulation if the by-law provides that it shall not take effect until the municipality receives the Board's approval. O. Reg. 586/06, s. 8 (7).

### **PETITIONS**

#### **Petitions**

9. (1) A petition in favour of or against undertaking a work as a local improvement,

(a) shall contain a description of the lot of which each petitioner is the owner, by its assessment roll number as shown on the last returned assessment roll, as most recently revised, or by another description that will enable the clerk of the municipality to identify the lot; and

(b) shall be filed with the clerk, and is deemed to be received by the municipality when it is so filed. O. Reg. 586/06, s. 9 (1).

(2) A petition in favour of undertaking a work as a local improvement shall be signed by at least two-thirds of the owners representing at least one-half of the value of the lots liable to be specially charged for the work. O. Reg. 586/06, s. 9 (2).

(3) A petition against undertaking a work as a local improvement,

(a) shall be signed by at least a majority of the owners representing at least one-half of the value of the lots liable to be specially charged for the work; and

(b) shall be filed with the clerk within 30 days after notice is given to the public under section 6. O. Reg. 586/06, s. 9 (3).

#### **Sufficiency of petition**

**10.** (1) A petition for or against undertaking a work as a local improvement is sufficient if it meets the requirements of section 9 and of this section. O. Reg. 586/06, s. 10 (1).

(2) The sufficiency of a petition shall be determined and certified by the clerk of the municipality. O. Reg. 586/06, s. 10 (2).

(3) If the clerk has determined and certified the sufficiency of a petition, it is deemed to be a sufficient petition even if, afterwards,

(a) the committee of revision increases or reduces the number of lots to be specially charged; or

(b) there is a change in the assessment of lots to be specially charged. O. Reg. 586/06, s. 10 (3).

(4) If the value of a lot cannot, for any reason, be ascertained from the last returned assessment roll, as most recently revised, the clerk shall determine and certify the value for the purposes of this Regulation. O. Reg. 586/06, s. 10 (4).

(5) In determining the sufficiency of a petition,

(a) two or more persons who are jointly assessed for a lot shall be treated as one owner only; and

(b) both, if there are two persons, or a majority of them, if there are more than two, must sign the petition in order for the lot to be counted for the purposes of subsection 9 (2) or clause 9 (3) (a). O. Reg. 586/06, s. 10 (5).

(6) The clerk's certified determination of the sufficiency of a petition and of the value of a lot are final and binding. O. Reg. 586/06, s. 10 (6).

#### **Withdrawal of petition**

**11.** A person who has signed a petition,

(a) may withdraw his or her name from the petition, by filing a written withdrawal with the clerk, before the clerk has certified the sufficiency of the petition;

(b) cannot withdraw his or her name after the clerk has certified the sufficiency of the petition. O. Reg. 586/06, s. 11.

#### **HOW COSTS ARE BORNE**

#### **Cost of local improvement**

**12.** (1) Except as otherwise provided in this Regulation, for the purposes of raising the cost of undertaking a work as a local improvement, the municipality shall,

(a) determine the municipality's share of the cost, if any; and

(b) specially charge the owners' share of the cost by imposing an equal special charge per metre of frontage,

(i) on the lots that abut directly on the work,

(ii) on lots that do not abut on the work but will be immediately benefited by it, or

(iii) on a combination of lots described in subclauses (i) and (ii). O. Reg. 586/06, s. 12 (1).

(2) The following may be included in the cost of a work:

1. Engineering expenses.

2. Reasonable administrative costs, including the cost of advertising and of giving notices.

3. Interest on short and long-term borrowing.

4. Compensation for lands taken for the purposes of the work or injuriously affected by it, and the expenses incurred by the municipality in connection with determining the compensation.

5. The estimated cost of incurring long-term debt, including any discount allowed to the purchasers of the debt. O. Reg. 586/06, s. 12 (2); O. Reg. 322/12, s. 6.

(3) The special charge per metre of frontage may be different for lots described in subclause (1) (b) (i) than for lots described in subclause (1) (b) (ii). O. Reg. 586/06, s. 12 (3).

(4) If lots described in subclause (1) (b) (ii) that are to be specially charged for a work are not equally benefited by the work, the lots shall be divided into as many areas as there are different levels of benefit, so that each area includes all the lots that receive the same level of benefit. O. Reg. 586/06, s. 12 (4).

(5) The municipality shall assign the cost of the work that is specially charged among the areas created under subsection (4) in the manner the municipality considers fair, and the portion of the cost to be borne by an area shall be specially charged on the lots in the area by an equal special charge per metre of frontage. O. Reg. 586/06, s. 12 (5).

(6) The municipality may provide that the cost of a work to be specially charged on lots is not required to be paid with respect to one or more of the lots that are exempt from taxation. O. Reg. 586/06, s. 12 (6).

(7) If any Act, regulation or by-law provides that special charges under this Regulation are not required to be paid with respect to a lot, the following rules apply:

1. The lot is, despite the exemption, subject to this Regulation for all purposes and shall be specially charged. However, the special charges that become payable while the lot remains exempt shall be paid by the municipality and are not collectable from the owner.
2. The owner of the lot may not petition in favour of or against undertaking a work as a local improvement.
3. The owner of the lot and its value shall not be considered in determining the sufficiency of a petition. O. Reg. 586/06, s. 12 (7).

**Cost of water service pipe, private service connection, drive approach**

**13.** (1) Subject to subsection (2), the cost of a water service pipe, private sewer connection or drive approach that is specially charged shall be specially charged on the particular lot for which it was constructed. O. Reg. 586/06, s. 13 (1).

(2) Unless the two sides of a highway are served by separate water mains or sewers, the cost of water service pipes and private sewer connections shall be the cost of the work from the centre of the highway to the edge of the highway, regardless of the location of the water main or sewer. O. Reg. 586/06, s. 13 (2).

**Deduction of grants, etc., from cost of work**

**14.** The amount of a grant or other contribution in cash to be received by the municipality and to be applied towards the cost of any work shall be deducted from the entire cost of the work, subject to subsection 15 (2). O. Reg. 586/06, s. 14.

**Municipality's share of cost**

**15.** (1) The municipality's share of the cost of a work shall include any excess cost that is caused by the work being constructed with a greater capacity than is required for the purposes of the lots that are specially charged. O. Reg. 586/06, s. 15 (1).

(2) The amount of a grant or other contribution that is to be applied towards any excess cost described in subsection (1) shall be applied to reduce the municipality's share of the cost. O. Reg. 586/06, s. 15 (2).

**Reductions and increases in special charges**

**16.** (1) If a lot has a flankage and a frontage that abuts on a work and the size and nature of the lot is such that all or part of the work that abuts on the flankage is of no benefit to the lot, a reduction shall be made in the amount to be specially charged in respect of that flankage, sufficient to adjust the amount charged on that lot on a just and equitable basis as compared with the other specially charged lots. O. Reg. 586/06, s. 16 (1).

(2) If all or part of a lot is unfit for building purposes, a reduction shall be made in the amount that is to be specially charged on the lot, sufficient to adjust that amount on a just and equitable basis as compared with the amount to be charged on the other specially charged lots that are fit for building purposes. O. Reg. 586/06, s. 16 (2).

(3) If a lot has a larger frontage than the threshold described in subsection (4) and will not benefit from a work to the same degree as other lots benefited by the work, a reduction shall be made in the amount to be specially charged on the lot, sufficient to adjust that amount on a just and equitable basis as compared with the other specially charged lots. O. Reg. 586/06, s. 16 (3).

(4) The threshold referred to in subsection (3) is,

- (a) the number of metres that the municipality specifies by by-law; or
- (b) if the matter is not dealt with by by-law, 30 metres. O. Reg. 586/06, s. 16 (4).

(5) A reduction or increase shall be made in the amount to be specially charged on a triangular or irregularly shaped lot, sufficient to adjust that amount on a just and equitable basis as compared with the other specially charged lots, having regard to the situation, value and superficial area of the lot. O. Reg. 586/06, s. 16 (5).

(6) A reduction or increase required by this section shall be made by deducting from or adding to the total frontage of the lot liable to be specially charged a number of metres sufficient to make the proper reduction or increase, but the whole of the lot shall be charged with the amount to be specially charged on the lot. O. Reg. 586/06, s. 16 (6).

(7) The amount of any reduction or increase in the amount to be specially charged on a lot shall be added to or deducted from the municipality's share of the cost. O. Reg. 586/06, s. 16 (7).

**Reduction in special charges**

**17.** (1) If the municipality is of the opinion that any lot abutting on the work will not benefit from it, or will not benefit from it to the same extent as other lots benefited by the work, the municipality may reduce the amount to be specially



charged on that lot, to adjust the amount on a just and equitable basis as compared with the other specially charged lots. O. Reg. 586/06, s. 17 (1).

(2) If the municipality reduces the amount to be specially charged to zero, the amount of the reduction in the amount to be specially charged on the lot shall continue to be included in the owners' share of the cost of the work and specially charged on the reduced frontage. O. Reg. 586/06, s. 17 (2).

(3) If the municipality reduces the amount to be specially charged to an amount that is greater than zero, the amount of the reduction in the amount to be specially charged on the lot shall be added to the municipality's share of the cost. O. Reg. 586/06, s. 17 (3).

(4) A reduction under this section shall be made by deducting from the total frontage of the lot a number of metres sufficient to make the proper reduction, but the whole of the lot shall be charged with the amount, if any, to be specially charged on the lot. O. Reg. 586/06, s. 17 (4).

#### **Apportioning special charges if lot subdivided**

**18.** (1) If a lot that is or is to be specially charged is subdivided into two or more new lots, the municipality may apportion the amount described in subsection (2) among the new lots according to the extent of their respective frontages by imposing an equal special charge per metre of frontage. O. Reg. 586/06, s. 18 (1).

(2) The amount that may be apportioned under subsection (1) is the sum of,

(a) the special charges that would otherwise have been charged on the original lot; and

(b) any special charges that would, but for this section, become part of the municipality's share of the cost because of any new highway provided for by the subdivision. O. Reg. 586/06, s. 18 (2).

(3) Despite subsection (1), if the municipality is of the opinion that the new lots do not all benefit from the work to the same degree, the municipality may apportion the special charges among the new lots in any manner the municipality considers just and equitable, having regard to the relative degree of benefit received by each of the new lots. O. Reg. 586/06, s. 18 (3).

(4) Section 21 applies, with necessary modifications, to special charges imposed under subsection (1). O. Reg. 586/06, s. 18 (4).

(5) The local improvement roll shall be amended to reflect the changes made under this section. O. Reg. 586/06, s. 18 (5).

### **PROCEDURE FOR IMPOSING SPECIAL CHARGES**

#### **Committee of revision**

**19.** (1) The municipality may establish a committee of revision consisting of three or five members appointed by the council. O. Reg. 586/06, s. 19 (1).

(2) Every member of the committee shall be a person who is qualified to be elected as a member of the council. O. Reg. 586/06, s. 19 (2).

(3) A majority of the members of the committee constitutes a quorum. O. Reg. 586/06, s. 19 (3).

#### **Local improvement roll**

**20.** Before a special charge is imposed, the treasurer of the municipality shall prepare a local improvement roll setting out,

(a) the cost of the work;

(b) every lot to be specially charged, the name of the owner and the number of metres of its frontage to be specially charged;

(c) every lot that, but for subsection 12 (7), would be exempt from being specially charged, and the number of metres of its frontage;

(d) the special charges per metre of frontage with which each lot is to be specially charged;

(e) when the special charges described in clause (d) shall be paid; and

(f) the lifetime of the work. O. Reg. 586/06, s. 20.

#### **Notice of hearing**

**21.** (1) Before a special charge is imposed, the municipality shall set a time and a place for the committee of revision to hold a hearing about,

(a) objections against the proposed local improvement roll; and

(b) the municipality's proposed revisions to the proposed local improvement roll. O. Reg. 586/06, s. 21 (1).

(2) The municipality shall give notice of the hearing to the public and to the owner of every lot to be specially charged. O. Reg. 586/06, s. 21 (2).

(3) Any person who owns a lot to be specially charged may object to a special charge by filing an objection, setting out the objection and the reasons in support of it, with the clerk of the municipality not later than seven days before the day set for the hearing. O. Reg. 586/06, s. 21 (3).

(4) The municipality may propose a revision to the proposed local improvement roll by filing a proposed revision, setting out the proposed revision and the reasons in support of it, with the clerk not later than seven days before the day set for the hearing. O. Reg. 586/06, s. 21 (4).

(5) If no objection or proposed revision is received under this section, the treasurer shall certify the local improvement roll, without a hearing by the committee. O. Reg. 586/06, s. 21 (5).

**Statement of cost of work**

**22.** (1) Before a special charge is imposed, the engineer and the treasurer of the municipality shall prepare and certify a statement showing the actual cost of the work. O. Reg. 586/06, s. 22 (1).

(2) If the final cost of the work is not yet known and, in the opinion of the engineer and treasurer, work whose cost amounts to 75 per cent of the final cost has been completed, the engineer and treasurer shall estimate the actual cost of the work for the purpose of subsection (1). O. Reg. 586/06, s. 22 (2).

(3) When an estimate is used as described in subsection (2),

(a) the engineer and the treasurer shall certify the final cost of the work when it is known;

(b) if the final cost as certified under clause (a) is more than the amount set out in the statement or the amount determined by the committee of revision under section 24, the excess shall be borne by the municipality; and

(c) if the final cost as certified under clause (a) is less than the amount set out in the statement or the amount determined by the committee of revision under section 24, the difference shall be applied towards payment of the special charges imposed with respect to the work. O. Reg. 586/06, s. 22 (3).

**Public access to local improvement roll and statement of cost**

**23.** Copies of the local improvement roll prepared under section 20 and of the statement of cost prepared under section 22,

(a) shall be available for inspection at the office of the clerk of the municipality until the treasurer of the municipality has certified the local improvement roll; and

(b) shall be provided to the committee of revision before the start of any hearing under section 21. O. Reg. 586/06, s. 23.

**Committee of revision may correct local improvement roll**

**24.** At a hearing held under section 21, the committee of revision may review the proposed local improvement roll and correct it as to any or all of the following matters:

1. The cost of the work.

2. The names of the owners of the lots.

3. The frontage or other measurements of the lots.

4. The amount of the reduction or increase to be made under section 16 or 17 in respect of any lot.

5. The lots that would be exempt from being specially charged, but for subsection 12 (7).

6. The lifetime of the work.

7. The charge per metre of frontage to be imposed on any lot.

8. If all or part of the owners' share of the cost is to be specially charged on lots that do not abut on the work,

i. the non-abutting lots that are to be specially charged, and

ii. the amount of the special charge to be imposed on them. O. Reg. 586/06, s. 24.

**Power of committee of revision to add lot to be specially charged**

**25.** (1) During a hearing held under section 21, if it appears to the committee of revision that any lot that has not been specially charged should be specially charged or, as a result of a proposed revision by the municipality under section 21, a special charge for any lot should be changed, the committee shall adjourn its hearing for at least 14 days and shall cause notice to be given to the owner of the lot. O. Reg. 586/06, s. 25 (1).

(2) If the committee of revision determines that a lot should be specially charged, the committee shall determine the amount to be specially charged on the lot. O. Reg. 586/06, s. 25 (2).

(3) Despite subsection (1), the committee of revision may, with the written consent of the owner of the lot, dispense with an adjournment or reduce it to less than 14 days. O. Reg. 586/06, s. 25 (3).

**Special charge imposed if circumstances change**

**26.** (1) If a reduction is made under section 16 or 17 with respect to a lot and circumstances change so that the reduction is no longer warranted, the municipality may impose on the lot the special charge that would originally have been imposed, for the year in which the circumstances change and for the remaining years in which special charges are imposed. O. Reg. 586/06, s. 26 (1).

(2) Before an increased special charge is imposed under subsection (1), notice of the proposed special charge shall be given to the owner of the lot. O. Reg. 586/06, s. 26 (2).

(3) A person may object to the increase to the special charge on the grounds that the special charge is incorrect or not warranted by filing a written objection, setting out the objection and the reasons in support of it, with the clerk of the municipality within 10 days after notice is given under subsection (2). O. Reg. 586/06, s. 26 (3).

(4) The committee of revision shall hold a hearing to consider the objection and may make any decision the municipality could have made. O. Reg. 586/06, s. 26 (4).

**Committee of revision may reduce special charge in case of gross error**

**27.** (1) The committee of revision may, at any time after the certification of the local improvement roll, reduce any special charge for the current year and the remaining years for which the special charge is imposed if it determines that the special charge is incorrect by reason of any gross or manifest error. O. Reg. 586/06, s. 27 (1).

(2) The amount of the reduction shall be borne by the municipality. O. Reg. 586/06, s. 27 (2).

**Committee of revision cannot change proportion of municipality's and owners' share of costs**

**28.** The committee of revision does not have the authority to change the proportion of the municipality's and the owners' share of the cost, except to the extent that the proportion may be affected by a decision made under section 24, 25, 26 or 27. O. Reg. 586/06, s. 28.

**Amendments to local improvement roll**

**29.** (1) The treasurer of the municipality shall make any corrections in the local improvement roll that are necessary to give effect to a decision of the committee of revision, and shall certify the corrected roll. O. Reg. 586/06, s. 29 (1).

(2) The local improvement roll, when certified by the treasurer under subsection (1) or 21 (5), and the special charges set out in the certified local improvement roll are final and binding, except where otherwise provided in this Regulation. O. Reg. 586/06, s. 29 (2).

(3) When the local improvement roll is certified by the treasurer under subsection (1) or 21 (5), the work in respect of which the roll has been prepared and certified is conclusively deemed to have been lawfully undertaken in accordance with this Regulation. O. Reg. 586/06, s. 29 (3).

**Special charges by-law**

**30.** (1) After the treasurer of the municipality has certified the local improvement roll under section 21 or 29, the municipality shall by by-law provide that,

(a) the amount specially charged on each lot set out in the roll shall be sufficient to raise that lot's share of the cost by a specified number of annual payments; and

(b) a special charge shall be imposed in each year on each lot equal to the amount of the payment payable in that year. O. Reg. 586/06, s. 30 (1).

(2) The amount of each annual payment shall be entered in the local improvement roll. O. Reg. 586/06, s. 30 (2).

(3) The annual payments with respect to a work shall not extend beyond its lifetime. O. Reg. 586/06, s. 30 (3).

**Annual payments commuted to one present value payment**

**31.** (1) Despite section 30, the municipality may allow two or more annual payments with respect to a lot to be commuted for a single payment equal to the present value of the annual payments. O. Reg. 586/06, s. 31 (1).

(2) For the purpose of calculating the present value, the municipality shall use the rate of interest it considers appropriate. O. Reg. 586/06, s. 31 (2).

**Agreement between municipalities re joint local improvement**

**32.** (1) Two or more municipalities may enter into an agreement to undertake any work as a joint local improvement. O. Reg. 586/06, s. 32 (1).

(2) The agreement may specify,

- (a) which municipality will undertake the work;
- (b) the manner in which the cost of the work is to be financed;
- (c) the proportions in which the amount described in subsection (3) shall be borne by the municipalities respectively; and
- (d) the times at which amounts are to be paid from one municipality to another. O. Reg. 586/06, s. 32 (2).

(3) The amount mentioned in clause (2) (c) is the portion of the cost of the work that is payable by the municipality that will undertake the work and not to be specially charged under this Regulation. O. Reg. 586/06, s. 32 (3).

(4) The municipality that will undertake the work has all the powers and duties in respect of the work that may be exercised or are to be performed by a municipality that undertakes a work as a local improvement and, for the purposes of undertaking the work, it is deemed to lie wholly within and to be under the exclusive jurisdiction of the municipality that will undertake it. O. Reg. 586/06, s. 32 (4).

(5) The clerk of the municipality that will undertake the work shall give a copy of the by-law imposing special charges to the clerk of any other municipality where a lot on which special charges have been imposed is located. O. Reg. 586/06, s. 32 (5).

(6) The special charges required by the by-law to be imposed and collected in any year on lots in any municipality, other than the municipality that will undertake the work, shall be collected by the treasurer of the municipality in which the lots are located as if the special charges had been imposed by that municipality, and the proceeds of the special charges shall form part of the operating revenues of the municipality collecting them. O. Reg. 586/06, s. 32 (6).

(7) A municipality that is a party to an agreement under this section may assume all or a part of the cost of any work undertaken under this section that is to be specially charged on lots in the municipality, and thereafter that cost shall be borne by that municipality. O. Reg. 586/06, s. 32 (7).

#### **Special charges do not encumber land**

**33.** (1) Special charges imposed on land under this Regulation do not constitute an encumbrance on the land unless they are unpaid and in arrears. O. Reg. 586/06, s. 33 (1).

(2) Subsection (1) applies,

(a) as between vendor and purchaser; and

(b) in respect of a covenant,

(i) against encumbrances,

(ii) for the right to convey, or

(iii) for quiet possession free from encumbrances. O. Reg. 586/06, s. 33 (2).

### **DEBT**

#### **Reserve fund for payment of long-term debt**

**34.** (1) If the municipality incurs long-term debt with respect to the cost of undertaking a work as a local improvement, special charges imposed and collected in accordance with this Regulation with respect to the work shall be placed in a reserve fund for the payment of the long-term debt and the fund, including interest, shall not be used for any other purpose until the debt is paid in full. O. Reg. 586/06, s. 34 (1).

(2) Subsection (1) does not apply to a present value payment under section 31 if the municipality reduced the amount of the long-term debt it incurred with respect to the work to reflect the present value payment. O. Reg. 586/06, s. 34 (2).

**35.** REVOKED: O. Reg. 287/09, s. 1.

#### **Borrowing or special charges by-law not invalid if local improvement roll certified**

**36.** (1) If the local improvement roll with respect to a work is certified under section 21 or 29, no by-law for borrowing money or imposing special charges with respect to the work shall be quashed, set aside or otherwise found to be invalid because it is illegal or for any other defect in it. O. Reg. 586/06, s. 36 (1).

(2) A court in which a proceeding is taken to quash, set aside or otherwise find a by-law described in subsection (1) to be invalid may, on the conditions the court considers appropriate, order the municipality to amend or replace the by-law so that it would be valid even in the absence of that subsection. O. Reg. 586/06, s. 36 (2).

(3) The municipality, on the request of any person to whom the municipality has incurred any liability, obligation or debt under a by-law described in subsection (1), may amend or replace the by-law so that it would be valid even in the absence of that subsection. O. Reg. 586/06, s. 36 (3).

(4) Every liability, obligation or debt incurred by the municipality under a by-law that is amended in the circumstances described in subsection (2) or (3) is as valid and binding as if the amended or replacement by-law had been in force at the time the liability, obligation or debt was incurred. O. Reg. 586/06, s. 36 (4).

### **PART III LOCAL IMPROVEMENTS ON PRIVATE PROPERTY BY AGREEMENT**

#### **PURPOSE, SUFFICIENT AGREEMENTS AND BY-LAWS**

##### **Local improvements, private property**

**36.1** In accordance with this Part, a municipality may raise the cost of undertaking works as local improvements on private property by imposing special charges on the lots of consenting property owners upon which all or part of the works are or will be located. O. Reg. 322/12, s. 7.

##### **Local improvements by agreement**

**36.2** (1) This Part applies to a municipality undertaking work as a local improvement on private property if,

- (a) the municipality and the owners of the lots which would be specially charged to raise all or any portion of the cost of the work enter into a sufficient agreement in which the owners consent to their lots being specially charged; and
- (b) the municipality is not undertaking the work in accordance with Part II. O. Reg. 322/12, s. 7.

(2) An agreement described in subsection (1) may provide for the apportionment of the cost of the work among the specially charged lots on any basis that the municipality considers appropriate, but the method of apportionment must be authorized under Part XII of the Act. O. Reg. 322/12, s. 7.

(3) Despite subsection (2), the method of apportionment provided for in an agreement described in subsection (1) shall not result in special charges that are based on, are in respect of or are computed by reference to the assessment of the specially charged lots as shown on the assessment roll for any year under the *Assessment Act*. O. Reg. 322/12, s. 7.

(4) An agreement described in subsection (1) shall be signed by the municipality and the owners of all the lots which would be specially charged, if the municipality undertakes the work as a local improvement in accordance with this Part. O. Reg. 322/12, s. 7.

(5) The agreement signed by the municipality and the owners of all the lots which would be specially charged must include,

- (a) the estimated cost of the work;
- (b) the estimated lifetime of the work;
- (c) a description of the apportionment method and the amount of the special charges for the lots to be specially charged;
- (d) without limiting clause (c), the manner in which a cost over run or under run is to be dealt with, if the actual cost of work differs from the estimated cost of the work; and
- (e) when the special charges for the lots are to be paid. O. Reg. 322/12, s. 7.

##### **Cost of a work**

**36.3** The following may be included in the cost of a work under this Part:

- 1. Engineering expenses.
- 2. Reasonable administrative costs, including the cost of advertising and of giving notices.
- 3. Interest on short and long-term borrowing.
- 4. Compensation for lands taken for the purposes of the work or injuriously affected by it and the expenses incurred by the municipality in connection with determining the compensation.
- 5. The estimated cost of incurring long-term debt, including any discount allowed to the purchasers of the debt. O. Reg. 322/12, s. 7.

##### **Sufficient agreement**

**36.4** (1) An agreement described in section 36.2 is sufficient if it meets the requirements of section 36.2 and of this section. O. Reg. 322/12, s. 7.

(2) The clerk of the municipality shall determine the sufficiency of an agreement and, where it is sufficient, the clerk shall certify the agreement. O. Reg. 322/12, s. 7.

(3) The clerk's certification of the agreement as sufficient is final and binding. O. Reg. 322/12, s. 7.

(4) A person who has signed an agreement may withdraw his or her name from the agreement by filing a written withdrawal with the clerk, before the clerk has certified the sufficiency of the agreement but the person cannot withdraw his or her name from the agreement after the clerk has certified the sufficiency of the agreement. O. Reg. 322/12, s. 7.

(5) In determining the sufficiency of an agreement, where a lot is owned by two or more persons, the owner of the lot is deemed not to have signed the agreement unless all of the owners of the lot have signed the agreement. O. Reg. 322/12, s. 7.

#### **Local improvement charges by-law**

**36.5** (1) If the municipality has the authority to undertake a work, it may, in accordance with this Part, pass a by-law to undertake the work as a local improvement for the purpose of raising all or any part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located. O. Reg. 322/12, s. 7.

(2) A by-law under subsection (1) may be a by-law to authorize the undertaking of a specific work for which the municipality has given notice under clause 36.6 (2) (a) or a by-law to authorize the undertaking of works which satisfy the requirements of a municipal program for which the municipality has given notice under clause 36.6 (2) (b). O. Reg. 322/12, s. 7.

#### **Notice of local improvement charges by-law**

**36.6** (1) Before passing a by-law to undertake a work as a local improvement under section 36.5, the municipality shall give notice to the public of its intention to pass the by-law. O. Reg. 322/12, s. 7.

(2) The public notice of the intention to pass the by-law shall include,

(a) a description of a specific work the municipality intends to undertake; or

(b) a description of a program that the municipality has or intends to establish to undertake the types of works set out in the notice. O. Reg. 322/12, s. 7.

#### **Clarification**

**36.7** A municipality may undertake a work as a local improvement under this Part in accordance with a sufficient agreement despite receiving a petition under subsection 7 (1) against undertaking the work as a local improvement under Part II within the previous two years. O. Reg. 322/12, s. 7.

#### **Application of ss. 31-36**

**36.8** Sections 31 to 36 apply, with necessary modifications, for the purpose of a municipality undertaking a work as a local improvement under this Part. O. Reg. 322/12, s. 7.

#### **Non-application of exemption**

**36.9** If an Act, regulation or by-law provides that special charges under this Regulation are not required to be paid with respect to a lot, despite the exemption, the lot is subject to this Part for all purposes and shall be specially charged. O. Reg. 322/12, s. 7.

### **PROCEDURE FOR IMPOSING SPECIAL CHARGES**

#### **Local improvement roll**

**36.10** Before a special charge is imposed, the treasurer of the municipality shall prepare a local improvement roll setting out,

(a) the cost of the work;

(b) every lot to be specially charged and the name of the owner of each lot;

(c) the special charges with which each lot is to be specially charged;

(d) when the special charges are to be paid; and

(e) the lifetime of the work. O. Reg. 322/12, s. 7.

#### **Notice and certification of proposed roll**

**36.11** (1) Before a special charge is imposed, the municipality shall give notice of the proposed local improvement roll that is prepared to the owners of lots liable to be specially charged. O. Reg. 322/12, s. 7.

(2) The treasurer shall certify the proposed local improvement roll after,

(a) considering objections to the roll received from the owners, if any;

(b) considering proposed revisions to the roll received from the municipality, if any; and

(c) making any corrections to the roll that the treasurer considers fair and equitable as a result of the objections and proposed revisions. O. Reg. 322/12, s. 7.

#### **Public access to local improvement roll**

**36.12** Copies of the proposed local improvement roll shall be available for inspection at the office of the clerk of the municipality until the treasurer of the municipality has certified the local improvement roll. O. Reg. 322/12, s. 7.

#### **Effect of certification of local improvement roll**

**36.13** When certified by the treasurer under subsection 36.11 (2) or section 36.15,

- (a) the certified local improvement roll and the special charges set out in it are final and binding, except where otherwise provided in this Regulation; and
- (b) the work in respect of which the roll has been prepared and certified is conclusively deemed to have been lawfully undertaken in accordance with this Regulation. O. Reg. 322/12, s. 7.

#### **Special charges by-law**

**36.14** (1) After the treasurer of the municipality has certified the local improvement roll under subsection 36.11 (2) or section 36.15, the municipality shall by by-law provide that,

- (a) the amount specially charged on each lot set out in the roll is sufficient to raise that lot's share of the cost by a specified number of annual payments; and
  - (b) a special charge is imposed in each year on each lot equal to the amount of the payment payable in that year. O. Reg. 322/12, s. 7.
- (2) The amount of each annual payment shall be entered in the local improvement roll by the treasurer. O. Reg. 322/12, s. 7.
- (3) The annual payments with respect to a work shall not extend beyond its lifetime. O. Reg. 322/12, s. 7.

#### **Amendments to local improvement roll**

**36.15** The treasurer of the municipality shall make any corrections in the local improvement roll that are necessary to give effect to changes made in accordance with sections 36.16 and 36.17 and shall certify the corrected roll. O. Reg. 322/12, s. 7.

#### **Apportioning special charges if lot subdivided**

**36.16** (1) If a lot that is or is to be specially charged is subdivided into two or more new lots, the municipality shall apportion the amount of special charges that would have otherwise been charged on the original lot among the new lots by imposing special charges. O. Reg. 322/12, s. 7.

(2) The apportionment of the amount of special charges among the new lots shall be done as follows:

1. If the sufficient agreement provides for a specified method of apportioning special charges among the new lots when an original lot is subdivided, the municipality shall apportion the amount among the new lots in accordance with the specified method of apportioning special charges.
2. If the sufficient agreement does not provide for a specified method of apportioning special charges among the new lots when an original lot is subdivided, the municipality may apportion the amount in any manner the municipality considers just and equitable, having regard to the relative degree of benefit received by each of the new lots. O. Reg. 322/12, s. 7.

#### **Reduction or increase in special charge due to gross error**

**36.17** (1) The treasurer shall, at any time after the certification of the local improvement roll, reduce or increase any special charge for the current year and the remaining years for which the special charge is imposed if the treasurer determines that the special charge is incorrect by reason of any gross or manifest error. O. Reg. 322/12, s. 7.

(2) Before reducing or increasing a special charge, the municipality shall give notice of the proposed reduction or increase to the owners of the lots specially charged for the work and to which the reduction or increase applies. O. Reg. 322/12, s. 7.

(3) By filing an objection with the clerk, a person may object to the reduction or increase to the special charge on the grounds that the reduction or increase is incorrect or not warranted. O. Reg. 322/12, s. 7.

(4) The treasurer shall consider the objection and may make any decision the treasurer considers fair and equitable. O. Reg. 322/12, s. 7.

(5) Where there is a reduction in the special charge, the amount of the reduction shall be borne by the municipality. O. Reg. 322/12, s. 7.

(6) Where there is an increase in the special charge, the amount of the increase shall be applied towards payment of the special charges imposed to raise the owners' share of the cost of the work. O. Reg. 322/12, s. 7.

#### **Proportion of municipality's and owner's share cannot be changed**

**36.18** The treasurer shall not change the proportion of the municipality's and the owners' share of the cost, except to the extent that the proportion may be affected by a decision made under section 36.11 or 36.17. O. Reg. 322/12, s. 7.

#### **PART IV TRANSITIONAL PROVISIONS**

**Transition re *Local Improvement Act***

**37.** (1) In this section,

“old Act” means the *Local Improvement Act*, as it read on December 31, 2002. O. Reg. 586/06, s. 37 (1).

(2) Any matter or proceeding commenced by a municipality under the old Act on or before March 31, 2003,

(a) may be continued after that date; and

(b) if it is continued, shall be continued and finally disposed of as if that Act were still in force. O. Reg. 586/06, s. 37 (2).

(3) For the purpose of subsection (2), the undertaking of a work as a local improvement is deemed to have been commenced under the old Act on the earliest of,

(a) the day the municipality passes a by-law to undertake the work as a local improvement;

(b) the first day the municipality gives notice, in Form 1, 2 or 3 of the old Act, of its intention to undertake the work as a local improvement; and

(c) the day a petition in favour of undertaking the work as a local improvement is received by the clerk of the municipality. O. Reg. 586/06, s. 37 (3).

**Transition re Ontario Regulation 119/03**

**38.** (1) In this section,

“old Regulation” means Ontario Regulation 119/03 (Local Improvement Charges — Priority Lien Status) made under the Act, as it read on the day before this Regulation comes into force. O. Reg. 586/06, s. 38 (1).

(2) Any matter or proceeding commenced by a municipality under the old Regulation on or before the day this Regulation comes into force,

(a) may be continued after that date; and

(b) if it is continued, shall be continued and finally disposed of as if the old Regulation were still in force. O. Reg. 586/06, s. 38 (2).

(3) For the purpose of subsection (2), the undertaking of a work as a local improvement is deemed to have been commenced under the old Regulation on the day the municipality gave public notice under section 3 of that regulation. O. Reg. 586/06, s. 38 (3).

**39.** OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 586/06, s. 39.

**40.** OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 586/06, s. 40.

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Cynthia Moyle, Acting Clerk  
**SUBJECT:** **Joint Cost Sharing Recreation Committee Appointment – Councillor Guerard**

---

**RECOMMENDATION:**

**THAT the Committee of the Whole recommends to Council to appoint Councillor Guerard to the Joint Cost Sharing Recreation Committee.**

**BACKGROUND:**

It was brought to the Clerk’s attention that Councillor Guerard’s name was not listed as a member under the Joint Cost Sharing Recreation Committee on our website under the Committees and Boards page.

Mississippi Mills representation on the Joint Committee is made up of two Council Members plus the Mayor.

After researching official municipal records, Staff concluded only one Council member was officially appointed. The Mayor is ex officio; therefore, appointment is not required.

The Council of the Municipality of Mississippi Mills at their regular meeting held on January 22, 2019 adopted the following resolution:

1. Striking Committee – Statutory Committee Appointments

**Resolution No. 30-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

**THAT** the Striking Committee recommends the following Council appointments to advisory committees and boards:

<b>Committee</b>	<b>Council Representative</b>
Heritage	- Councillor Maydan
Accessibility Advisory	- Councillor Guerard
Community Policing	- Councillor Maydan

	- Councillor Ferguson
Library Board	- Councillor Maydan
<b>Joint Recreation Cost Sharing</b>	- <b>Councillor Dalgity</b>
Mississippi River Power Corporation	- Mayor Lowry
Mississippi Valley Conservation Authority	- Councillor Holmes - Mayor Lowry

.....etc.  
**CARRIED**

Staff recommends correcting the oversight and appointing Councillor Guerard to the Joint Cost Sharing Recreation Committee. Councillor Guerard has been attending these meetings as our second appointed member. The Committees and Boards page on the website will be updated upon Council resolution adoption.

**DISCUSSION:**

N/A

**OPTIONS:**

Option 1 – Officially appoint Councillor Guerard to the Joint Cost Sharing Recreation Committee.

Option 2 – Appoint another member of Council. This option is not recommended as Councillor Guerard has been attending meetings.

**FINANCIAL IMPLICATIONS:**

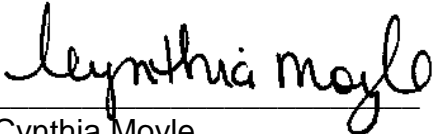
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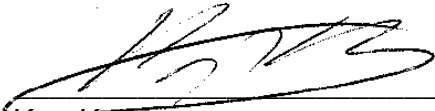
**SUMMARY:**

Staff recommends appointing Councillor Guerard to the Joint Cost Sharing Recreation Committee.

Respectfully submitted by,

Reviewed by:

  
Cynthia Moyle,  
Acting Clerk

  
Ken Kelly,  
Chief Administrative Officer

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Cynthia Moyle, Acting Clerk  
**SUBJECT:** Amendment to the Recruitment, Selection and Hiring Policy

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**RECOMMENDATION:**

**THAT the Committee of the Whole recommends to Council to approve the housekeeping amendment to the Recruitment, Selection and Hiring Policy as follows:**

- i) Replace Chairperson of the Committee of the Whole with Deputy Mayor.**

**BACKGROUND:**

It has been brought to the Clerk's attention that the Recruitment, Selection and Hiring Policy does not reflect our current practice in the hiring of management positions with respect to the position of the Deputy Mayor.

Council approved the Recruitment, Selection and Hiring Policy dated June 25, 2013 and it has not been updated since adoption.

Council was restructured to include the position of Deputy Mayor.

**DISCUSSION:**

The inclusion of the position of Deputy Mayor to the Management Positions Hiring Committee can be accomplished by a housekeeping amendment to Sections 7.2.i.b, External Postings, Management Positions, 11.03, Probationary Periods and 13, Exit Interviews of the Recruitment, Selection and Hiring Policy.

Adding the position of Deputy Mayor will be in line with what has been practiced.

**OPTIONS:**

Option 1 – Replace position of Chairperson of the Committee of the Whole with Deputy Mayor to the Management Positions Hiring Committee.

Option 2 – Add position of Deputy Mayor to the Management Positions Hiring Committee. This option is not recommended as the number of Council Members would be greater than number of staff on the Hiring Committee.

**FINANCIAL IMPLICATIONS:**

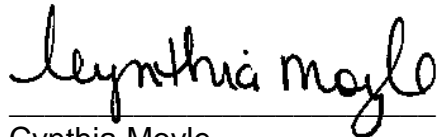
N/A

**SUMMARY:**

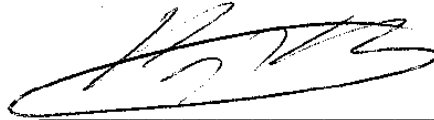
Staff recommends amending the Recruitment, Selection and Hiring Policy by striking out the position of Chairperson of the Committee of the Whole and replacing with the position of Deputy Mayor.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,  
Acting Clerk



Ken Kelly,  
Chief Administrative Officer



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## RECRUITMENT, SELECTION AND HIRING POLICY

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**WHEREAS** it is important for the municipality to have policies in place with respect to the recruitment, selection and hiring of staff to meet the needs of the Corporation;

**AND WHEREAS** in the past there has been no formal policy with respect to recruitment, selection and hiring of employees for the Municipality;

**NOW THEREFORE** the following shall be the policy for recruitment, selection and hiring:

1. **POLICY STATEMENT**

Staffing is an essential process to ensure continuity of operations. It is the policy of the Municipality to recruit, select, retain, promote and assign the most qualified human resources available in order to fulfill its objectives. This shall be accomplished by making staffing decisions based on qualifications, ability and performance. This will ensure equal treatment and opportunity for all employees and job applicants regardless of race, nationality, colour, religion, sex, marital status, physical disability or any other factor unrelated to job performance. All vacant positions shall be staffed within the framework of legislation, applicable collective agreement(s), budgetary limitations and corporate needs.

2. **SCOPE**

This policy applies to all hiring within the Corporation.

3. **CATEGORIES OF EMPLOYMENT**

- a. Permanent Full-time: persons who normally work a full five day week. These employees are entitled to all staff benefits.
- b. Permanent Part-time: persons whose appointment calls for a specific lesser number of hours a day, or days per week on a continuing basis. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.
- c. Casual: persons hired to cover unscheduled, unforeseen or intermittent work. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.
- d. Student: a person who is registered and attends an educational

institution on a full-time basis. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

- e. **Contract:** a person engaged under a letter of agreement, or a formal contract to carry out special projects for a specific period of time. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

#### 4. **DEFINITIONS:**

**“Accommodation/accommodate”** refers to the design and adaptation of the work environment to the needs of as many types of persons as possible and, according to the Supreme Court of Canada, refers to what is required in the circumstances of each case to avoid discrimination. Several examples of accommodation are listed in the Accommodation Procedure..

**“Adaptive technology”** consists of work-related devices or equipment that allow employees with disabilities to participate as fully as possible in the workplace and include items such as magnification software and hardware, voice recognition software and augmentative communication devices.

**“Attendant services”** refers to the provision of services to persons with disabilities who require assistance with the duties of their position, as well as assistance with activities of everyday living during the employees' hours of work.

**“Barriers”** are physical barriers as well as formal or informal policies and practices that restrict or exclude persons in the designated groups from employment opportunities.

**“Bona fide occupational requirements”** according to the Supreme Court of Canada, are those requirements that:

- the employer has adopted for a purpose or goal that is rationally connected to the functions of the position;
- the employer has adopted in good faith, in the belief that they are necessary to fulfil the purpose or goal; and
- are reasonably necessary to accomplish the purpose or goal in the sense that the employer cannot accommodate persons with the characteristics of a particular group without incurring undue hardship.

**“Candidates”** includes applicants from outside Mississippi Mills, as well as existing employees who are participating in a recruitment process.

**“Employees”** includes full-time, part-time, casual, seasonal, contract employees.

**“Employment and employment-related opportunities”** - includes appointments, promotions, deployments, secondments, assignments, training and career development opportunities.

**“Facilities”** includes premises and equipment.

**“Flexible work arrangements”** include but are not limited to flex time and compressed work weeks for qualifying employees. (Please refer to Mississippi Mills’ Flex Arrangement Policy)

**“Persons with disabilities”** as defined by the Employment Equity Act, are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- consider themselves disadvantaged in employment by reason of that impairment; or
- believe that an employer or potential employer likely would consider them disadvantaged in employment by reason of that impairment.

These would include persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

For the purpose of this policy, persons with disabilities do not have to fall strictly within this definition. Examples of types of disabilities that may require accommodation are listed in the Accommodation procedure.

**“Recruitment processes”** include open, closed or without competition staffing actions that result in a permanent or temporary appointment or deployment. Recruitment processes encompass all related activities such as establishing qualifications, advertising, assessment, giving notice that an appointment or deployment has been made, recourse and disclosure, as well as any related communications with candidates.

**“Relative”** shall mean the wife, husband, father, mother, father-in law, mother-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, common law spouse, grandchildren, niece, nephew, foster child and / or the equivalent members of a blended family of a member of council, local board or committee of council of the municipality.

**“Systems”** includes information systems and employment systems (such as policies, practices, directives and guidelines).

## 5. DUTY TO ACCOMMODATE

The Municipality is committed to ensure the full participation of persons with disabilities in the employ of Mississippi Mills whether as candidates for all categories of employment or as employees by:

- identifying and removing barriers to employment, career development and promotion of persons with disabilities unless doing so would result in undue hardship;
- designing all employment systems, processes and facilities to be accessible by building accommodation into workplace standards, systems, processes and facilities; and
- accommodating individuals when such barriers cannot be removed. Such accommodation must be made to the point of undue hardship taking into consideration issues of health, safety and cost. Accommodation must

also be based on the circumstances of each case and must respect an individual's right to privacy and confidentiality.

## **6. ACCOMMODATION PROCEDURE**

- 6.01** The accommodation process should be as uncomplicated as possible and should respect the dignity and privacy of the person being accommodated. This can be accomplished if, at the time any person applies for a position, he or she is asked whether or not accommodation is required. The inquiry should be made again at the time of appointment or at the beginning of any other staffing process.
- 6.02** A request for accommodation need not be in writing, but should be communicated as clearly and specifically as possible. The person to whom the request has been directed should do the following.
- i. Determine the type of accommodation required, based on information provided by the candidate or employee.
  - ii. If the candidate or employee does not know what type of accommodation is required, consult experts in the field to determine the appropriate accommodation. This could include the person's own physician, psychologist or experts on the condition requiring accommodation.
  - iii. Provide the accommodation based on the request of the person being accommodated, or, if necessary, on the advice of experts.
- 6.03** Persons requesting accommodation may be asked to provide documentation from a qualified health care professional to clarify the limitations caused by the disability and/or the type of accommodation that would be most effective. Any medical records provided should be kept strictly confidential and separate from personnel files. Requests for this type of information should come from the OHSS.
- 6.04** Departments are expected to integrate into their budgets and financial planning exercises the resources necessary to accommodate their employees. When considering cost, it should be kept in mind that in many cases the cost will be amortized over the employee's entire career.
- 6.05** The Municipality will notify employees and candidates about the availability of accommodation in the recruitment, assessment and selection processes.

## **7. HIRING PROCEDURE**

- 7.01** Prior to a position being posted, the following steps shall be undertaken:
- Actual staffing and job requirements will be considered
  - The need for the position will be assessed

Approved by Council June 25, 2013. Resolution No. 273-13.



- The job description will be developed or reviewed for any changes
- The salary level will be reviewed
- Approval of Council to fill the position shall be obtained prior to advertising for permanent staff positions

## **7.02 Recruitment Process**

### **A. Union Process**

The recruitment for unionized positions shall be in accordance with the current Collective Agreement(s).

### **B. Non-Union Process**

#### **i) Posting of Positions**

When a vacancy occurs or a new position is created, the position shall be posted concurrently internally and externally for a period of at least ten days or as otherwise determined.

Each posting, both internal and external shall contain a deadline for submission and will state the title, department, description of duties, qualifications, experience necessary to be considered for the position and reference the availability of accommodation for applicants with disabilities.

#### **ii) Internal Postings**

Employees who have completed their probationary period are eligible to apply for posted positions. Only employees who apply and meet the minimum qualifications of the position shall be considered for an interview. Consideration will be given to the applicant's previous job performance, work history and qualifications. The most qualified candidates will be selected for interviews.

Employees who change positions through the job posting procedure will normally be prohibited from applying for new postings until they have completed a minimum of six months in the new position. The waiting period can be waived due to extenuating circumstances that are acceptable to the responsible Directors and Council.

Position vacancies shall be posted on bulletin boards in all facilities where staff is positioned.

Employees who apply for posted positions are required to state how they meet the qualifications stated in the posting. No applications will be accepted after the deadline.

#### **iii) External Postings**

Position vacancies shall be advertised externally for at least a period of ten days as follows:

Approved by Council June 25, 2013. Resolution No. 273-13.

- Non-Management Positions – shall be advertised in a newspaper(s) having general circulation within the Municipality.
- Management Positions – shall be advertised in a newspaper(s) having general circulation within the Municipality.
- All positions shall be posted on the Municipality’s website under a section entitled “Employment Opportunities”.
- Alternatively, positions requiring specific municipal experience, i.e. Clerk, Director of Recreation, etc. may be posted on association websites and broadcast to association members via e-mail. Examples of associations would include the Association of Municipal Clerks, Treasurers and Municipal Managers, Ontario Recreation Facilities Association, etc.

## **C. Assessment**

### **i) Permanent Full and Part Time Positions**

Interviews for permanent part-time or full-time positions shall be undertaken by a Hiring Committee. The Hiring Committee shall be comprised of the following:

#### **a. Non Management Positions**

- CAO
- Department Head or designate
- Supervisor (if applicable)

#### **b. Management Positions**

- Mayor
- Chairperson of the Committee of the Whole
- CAO

#### **c. CAO Position**

- Non Union Personnel Committee

### **ii) Procedure**

For non management positions, normally only one interview will be required. For management positions, a second interview may be conducted, depending on the requirements of the Hiring Committee. For the CAO position, a second interview may be conducted and/or a presentation with all members of Council.

### **iii) Accommodation**

During recruitment job applicants will be notified when selected to participate in the assessment process (interview and testing) that accommodations are available upon request in relation to the materials or processes to be used, taking into account the applicant's accessibility needs due to their disability.

**iv) Testing**

Prior to the second interview being conducted or to hiring, the Municipality may require that testing be undertaken. Testing will be limited to measures that will reflect the candidate's ability to perform the duties of the position. Failure to meet the tests expected standards will result in the elimination of the candidate from selection.

**v) Presentations**

As part of a second interview, candidates may be required to prepare and deliver a presentation to the Hiring Committee on a topic relevant to the position.

Interview questions and assessment forms for hiring shall be based on up to date job descriptions.

The Hiring Committee shall ensure that the following is undertaken for each hiring:

- review the applications submitted and determine a shortlist of candidates to be interviewed
- develop interview format, questions, scoring model, etc.
- conduct reference checks prior to finalizing its decision on the preferred candidate
- make a recommendation to Council on the preferred candidate for the position and the pay level to be offered

**vi) Final Offer**

The final recommendation to hire will be made by the Hiring Committee based on the results of the interview(s), any testing that may have been required, reference checks and subject to Council or delegated approval.

A final offer is conditional upon the following:

- providing a Criminal Reference Check satisfactory to the Municipality
- providing a Driver's abstract
- receipt of a signed Criminal Convictions Disclaimer

The final offer shall notify the selected candidate of the Municipality's policies for accommodating employees with disabilities, including the requirement for the completion of a workplace emergency response form. Where required, individual accommodation plans shall be developed.

The successful candidate shall respond to the offer within three (3) working days.

The CAO will formally notify in writing all unsuccessful candidates interviewed for permanent full and part time positions.

The respective Department Head shall notify in writing all unsuccessful candidates interviewed for casual and student positions.

#### **D. Casual and Student Positions**

Interviews for casual and student positions may be undertaken by the respective Department Head and supervisor, if applicable.

##### **i) Procedure**

Interview questions and assessment forms for hiring shall be based on up to date job descriptions.

The Department Head and / or supervisor shall:

- review the applications submitted and determine a shortlist of candidates to be interviewed
- develop interview format, questions, scoring model, etc.
- conduct reference checks prior to finalizing its decision on the preferred candidate, if required
- make a recommendation to Council or delegate on the preferred candidate for the position and the pay level to be offered

##### **ii) Evaluation**

Candidates will be evaluated based on their qualifications and experience including their previous work history, educational background, transferable skills, and quality of application / resume submitted and any other job-related criteria outlined on the job description for the respective position.

##### **iii) Final Offer**

The final recommendation to hire will be made by the Hiring Committee based on the results of the interview(s), any testing that may have been required, reference checks and subject to Council or delegated approval.

A final offer is conditional upon the following:

- providing a Criminal Reference Check satisfactory to the Municipality
- providing a Driver's abstract
- receipt of a signed Criminal Convictions Disclaimer

The final offer shall notify the selected candidate of the Municipality's policies for accommodating employees with disabilities, including the requirement for the completion of a workplace emergency response form. Where required, individual accommodation plans shall be developed.

The successful candidate shall respond to the offer within three (3) working days.

The CAO will formally notify in writing all unsuccessful candidates interviewed for permanent full and part time positions.

The respective Department Head shall notify in writing all unsuccessful candidates interviewed for casual and student positions.

**iv) Post Evaluation Interview**

The CAO will conduct any post selection follow ups with candidates of permanent full and part time positions who request same.

The respective Department Head will conduct any post selection follow ups with candidates of casual and student positions who request same.

**8. DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS**

Individual accommodation plans, where required shall be implemented as follows:

- the employee shall be consulted in determining their requirements on an individual basis
- outside medical resources may be consulted to assist in determining if and how the accommodation can be achieved
- allow the employee the opportunity to have a co-worker, family member, etc. participate in the process
- the employee's privacy shall be paramount and where possible in the implementation of the plan kept confidential
- the plan once implemented, shall be reviewed after an initial month's trial period and then annually thereafter
- if an individual plan is denied, a written explanation shall be provided with a copy placed in the employee's personnel file
- the plan shall be in a format that takes into account the accessibility requirements of the individual, and may include communication supports

**9. OTHER EMPLOYMENT RELATED MATTERS**

**9.01** Upon return to work after being absent due to a disability, a documented accommodation plan, using medical information provided by employee's medical practitioner shall be developed between the employee and the Municipality.

**9.02** The accessibility needs of employees with disabilities will be taken into account in the performance management process. Appraisal forms shall be provided in an alternate format and/or with communication supports upon request.

**9.03** The accessibility needs of employees with disabilities will be taken into

account when providing career development and advancement opportunities including any required training or the development of a new individual accommodation plan to allow the career development or advancement to occur.

- 9.04** Prior to redeployment of an employment to a new role, facility, workspace, etc. accommodations shall be adjusted as required.

## **10. HIRING OF RELATIVES OF MUNICIPAL EMPLOYEES AND MEMBERS OF COUNCIL, LOCAL BOARDS AND COMMITTEES OF COUNCIL**

- 10.01** Recruitment of a relative is permissible provided:

- a. standard competition procedures have not been circumvented;
- b. the applicant is the most qualified;
- c. no undue influence was exerted on the recruiting supervisor or team; and
- d. no potential conflict appear to exist.

- 10.02** Members of the same family are permitted to work for the Municipality provided they possess the necessary qualifications to perform the positions they were appointed to and there is no direct supervisory relationship between the members.

- 10.03** Should employees marry or become members of the same household after becoming employed by the Municipality, they may continue their employment as long as there is no:
- Direct reporting relationship between the two employees;
  - Actual conflict of interest or the appearance of a conflict of interest.

If one of the above situations occur, the Municipality will make every effort to find a suitable position to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the respective employees will determine which one of them will resign.

No member of Council, a local board or employee who are related to an applicant for a position with the Municipality shall be involved in the interview for same. The member of Council, local board or employee shall remain neutral and in no way influence the interviewers who are involved with the hiring of the position to which the relative has applied.

## **11. PROBATIONARY PERIODS**

- 11.01** The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Municipality uses this period to evaluate employees' capabilities, work habits, skills and overall suitability for the position.

- 11.02** All new and rehired employees work on a probationary basis for the first:

Approved by Council June 25, 2013. Resolution No. 273-13.

- Six (6) months for non management positions
- One (1) year for management positions

unless a different period of time is specified at the time of employment. Council must approve any variations to the above noted probationary periods prior to the preparation of an offer letter.

**11.03** At least two (2) weeks prior to the end of a probationary period,

- the supervisor (in conjunction with the Director, where appropriate) for non management positions
- the Chief Administrative Officer for management positions
- the Mayor and Chair of the Committee of the Whole for the Chief Administrative Officer position

will review a new employee's performance and make a recommendation to Council on whether or not such employee will continue employment with the Municipality. The respective supervisor will advise the employee of the decision with respect to continued employment.

**11.04** If the respective supervisor, on the approval of Council, determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specific period. The employee shall be advised by the respective Director for non management positions and the CAO for Director positions and Council for the CAO position.

**11.05** Any significant absence of employment during a probationary period will automatically extend the probationary period by the length of the absence.

**11.06** During the probationary period, new employees are eligible for those benefits required by law, except that full-time employees will commence the benefit program according to the terms and conditions of the program. Exceptions to the commencement of benefits must be approved by Council and be included in the letter of offer.

**11.07** Upon satisfactory completion of the probationary period, employees will be classified as full-time or part-time as appropriate. At this time, employees will be eligible for other employer provided benefits. After completion of the probationary period, service accumulation for the purposes of salary and vacation administration, will be effective from the original date of employment.

## **12. COMPENSATION FOR NEW EMPLOYEES**

### **12.01 Upon Hiring**

A newly hired employee will be appointed to the pay grid applicable to the position.

In determining the pay structure on hiring, the following factors must be taken into account:

- a. The pay range for the position;
- b. The qualifications and experience of the candidate (minimum qualifications = minimum of range)

It is expected that the majority of new employees will be placed at the minimum level of the pay scale for the position upon hiring. However, new employees who have significantly higher qualifications or experience than those normally required for the position may be paid a salary in excess of the minimum salary for the position. Any recommendation of the Hiring Committee to start a new employee beyond the minimum level of the pay scale must be approved by Council or delegated authority.

## **12.02 Salary Adjustments**

### **i) Annual Review**

Each employee's compensation will be reviewed annually on the employee's anniversary date. Movement upwards to the next step in the pay scale is dependent upon satisfactory performance being attained as evidenced by a performance appraisal that indicates such a performance level. Assuming satisfactory performance has been achieved, the employee will progress to the next step in the pay scale until the maximum of the pay scale has been attained.

Movement to the next step will not be processed until a performance review has been completed indicating a satisfactory performance level, approved by the appropriate Director and forwarded to the Chief Administrative Officer.

Performance reviews will be undertaken as follows:

- the supervisor (in conjunction with the Director, where appropriate) for non-management positions
- the Chief Administrative Officer for management positions
- the Mayor and Committee of the Whole Chairperson for the Chief Administrative Officer position

For management and CAO positions, Councillors will be pre-consulted for their input including the identification of any training requirements or setting of performance objectives.

### **ii) Promotion**

A promotion occurs when an employee is appointed to a position which carries a higher pay grid than the one previously held.

Upon a promotion, the employee will be paid within the pay grid of the new position. Taking into account qualifications and experience, the employee may be appointed at a step in the pay grid that is the next step



representing a higher salary compared to their current salary and that does not exceed the maximum of the new pay grid.

**iii) Lateral Transfer**

A lateral transfer is defined as one in which an employee is moved from one position to another position at that is at the same level (same pay grid) as the first. Normally, no salary increase will be granted for a lateral transfer.

**13. EXIT INTERVIEWS**

Any full-time employee leaving the employ of the Municipality, will be asked to participate in an exit interview. The purpose of the exit interview is to determine if any improvements to the position, organization, etc. can be made.

The exit interviews will be conducted by Chief Administrative Officer and in the event of the CAO, the Mayor and Chair of Committee of the Whole.

**14. RESPONSIBILITY**

The CAO and Department Heads are responsible for ensuring compliance with this policy.

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Vacation Usage Amendment to Employee Benefits Bylaw

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve an addition to the Employee Benefits Consolidated Bylaw 01-21 section E to direct the following:**

**“That all unused vacation at year end in excess of five (5) unused days will be paid out at the current salary rate of the employee.”**

**BACKGROUND:**

Consolidated Bylaw 01-21 authorizes and details the benefits that are provided to employees including vacation entitlements. This bylaw has had several amendments since its original adoption by Council.

Employees that have reached the end of a calendar year and have unused vacation time have been allowed to carry forward up to five (5) days of unused vacation time to be used in the coming year. The practice has been that any unused vacation time was to be forfeited.

**DISCUSSION:**

Vacation is an earned benefit under the *Employee Standards Act*. Earned benefits cannot be removed from the employee without consent.

There have been extenuating circumstances in which employees have been unable to use their vacation. Recently some staff have worked additional time and forgone vacation in order to ensure that the work of the organization is complete, and that service is maintained. In these situations, Council has considered making individual decisions on the merits of the situation to allow more leeway in the timeline for the use of the unused vacation.

This additional Council consideration is because the policy is unclear on how time in excess of five (5) days is to be treated.

Allowing some vacation time to be carried forward and some payout of the unused vacation time will reduce the financial impact of the benefit, not push the vacation time forward which could impact staff availability for work, and does not penalize the employee for working when needed and not taking vacation.

**OPTIONS:**

Option 1 – Allow all unused vacation time to be carried over to the next year. This may impact staff availability and service reliability.

Option 2 – Continue to allow five (5) days of unused time to be carried forward and payout any unused vacation above the carry forward at the current rate of the employee for that year in which the time vacation was earned.

Option 3 –Allow ten (10) days of unused time to be carried forward and payout any unused vacation above the carry forward at the current rate of the employee for that year in which the time vacation was earned.

Option 4- Allow the employee to choose how much unused vacation time will be carried forward and how much will be paid out at the current rate of the employee for that year in which the time vacation was earned.

**FINANCIAL IMPLICATIONS:**

The financial impact will vary by year and by employee. Management will still encourage each employee to make plans to use their vacation throughout the year so that we minimize the financial burden.

**SUMMARY:**

The current Bylaw is not clear on the treatment of unused vacation in excess of five (5) days that can be carried forward. Clarifying this issue will allow the Municipality to ensure that it is abiding by the *Employment Standards Act* and reduce the number of times Council has to consider waiving the current practice and policy due to extenuating circumstances affecting employees.

Respectfully submitted by,



Ken Kelly,  
CAO

**THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS**

**CONSOLIDATED BY-LAW NO. 01-21**

*(as amended by By-law 02-28,03-20, 06-23, 07-61,08-15, 08-65, , 11-75, 15-23, 20-011 Resolution 018-02)*

BEING a by-law to set salary ranges, benefits and working conditions for all non-union employees.

WHEREAS The Municipal Act, R.S.O. 1990, Chapter M.45, Section 207 (45), (47), (48) and (49) authorizes appointing such officers and servants as may be necessary for the purpose of the corporation .... and for fixing their remuneration .... establishing a plan of annual and sick leave credit gratuities for employees or any class thereof .... for providing by contract .... group life, accident and medical insurance .... for paying the whole or part of the cost to employees of the plan of hospital care insurance.

THEREFORE the Council of the Corporation of the Town of Mississippi Mills enacts as follows:

The Benefit Package for all full time permanent employees after a satisfactory probationary period of six months (or as otherwise determined by Council) is as follows:

A. GROUP INSURANCE (amended By-law 15-23)

- Life insurance- 200% of annual earnings to a maximum of \$300,000.00 which reduces by 50% at age 65. Dependant and child coverage max of \$5,000 and \$2,500 respectively
- Long term disability – 67% of monthly pay to a maximum of \$5,000 per month effective after 119 days
- Accidental death and dismemberment to a maximum of 200% of annual earnings to a maximum of \$300,000 which reduces by 50% at age 65
- Semi-private hospital care
- Medical expenses – after \$50.00 family deductible and \$25.00 single deductible per calendar year, reimbursement is 100%
- Dental expenses – 80% pay out of expenses (no deductible)

The Town of Mississippi Mills is responsible for all premium costs with the exception of Long Term Disability (LTD), which is paid by employees. LTD premiums that are paid by an employee are non-taxable when the benefits are utilized.

B. PENSION PLAN

The Pension Plan for the employees of the Town of Mississippi Mills is the Ontario Municipal Employees Retirement System (OMERS) and will be administered in accordance with the OMERS Act and Regulation.

C. SICK DAY CREDITS (amended by By-law 06-23)

Sick leave shall be the period of time an employee is absent from work due to disability caused by either injury or illness, exposure to contagious disease and/or is under examination of or treatment by a physician, chiropractor or dentist

The following provisions shall apply to all instances of sick leave:

- Each full shift or part thereof, that an employee is absent from work, shall be referred to as a “sick leave day or part thereof”.
- Full-time employees will be credited with ten (10) sick day credits as of January 1 of each year.
- Unused sick leave shall be carried forward and banked from year to year to a maximum of 119 days
- No pay-out for sick leave will occur at any time.
- A medical certificate is to be presented after three (3) consecutive days absence or at Department Head’s and/or CAO’s request.
- Two (2) days of sick leave will be provided to new employees on probation.
- Documented abuses may result in suspension of sick leave credits for a year, on approval of Council.

D. FAMILY RELATED RESPONSIBILITIES

For the purpose of this section, family is defined as spouse (or common law spouse resident with the employee), dependent children (including foster children or children of legal or common law spouse), parents (including step-parents or foster parents), or any relative permanently residing in the employee’s household or with whom the employee permanently resides.

Up to five (5) days of leave, non cumulative from year to year, will be granted, per annum, for the employee to accompany a dependent family member to medical or dental appointments, to appointments with school authorities or adoption agencies, for the immediate and temporary care of a sick member of the employee’s family and to provide sufficient time to make alternate care arrangements where the illness is of a longer duration than expected. The supervisor must be notified, of the appointment, as far in advance as possible.

- A medical certificate is to be presented after three (3) consecutive days absence or at Department Head’s and/or CAO’s request.
- No pay-out of family related leave will occur at any time.
- Documented abuses may result in suspension of family related leave for a year, on approval of Council.

E. VACATION WITH PAY (amended By-law 06-23)

The vacation year shall be January 1 to December 31.

Vacation with pay as per the Employment Standards Act, S.O. 2000, Chapter 41, Part XI is payable to every employee.

- From the commencement of employment to the end of the ninth year of employment, the employee will receive three (3) weeks vacation pay
- From the beginning of the tenth year of employment to the end of the nineteenth year of employment, the employee will receive four (4) weeks vacation pay.
- From the beginning of the twentieth year of employment to the end of the twenty-fourth year of employment, the employee will receive five (5) weeks vacation

- From the beginning of the twenty-fifth year of employment to the end of the twenty-ninth year of employment and onwards, the employee will receive one (1) extra day of vacation per year to a maximum of six (6) weeks vacation

At Council's discretion, employees who are hired, by the Town of Mississippi Mills, with related years of professional experience may receive the respective vacation entitlements in accordance with the Vacation with Pay Schedule.

Approval is required from the appropriate Department Head on the timing of the vacation.

Five (5) days of the previous year's entitlement may be carried over with the written approval of the Department Head.

F. **STATUTORY HOLIDAY (Amended 08-65)**

Statutory holidays as per the Employment Standards Act R.S.O. 1990, Chapter E.14, Section 26.

New Year's Day  
 Good Friday  
 Victoria Day  
 Canada Day  
 Labour Day  
 Thanksgiving Day  
 Christmas Day  
 Boxing Day  
 Family Day

Additional days are as follows: Civic Holiday, Easter Monday and Remembrance Day, Christmas Eve Day (off at noon), New Year's Eve Day (off at noon).

When a Statutory Holiday or the additional days occur on a weekend day the CAO will determine whether the employee receives the time off for the Statutory Holiday or the additional day on the previous Friday or the following Monday to that Statutory Holiday or additional day.

G. **OVER-TIME (Amended by 07-61)**

- All hourly employees will be paid their hourly rate as time-in-lieu up to 4 hours worked over their regular weekly hours.
- All employees will be paid time and a half (1 1/2) as time-in-lieu, for any hours worked beyond the 4 hours worked over their regular weekly hours. This provision does not apply in the situation where an employee has requested to bank their flex day to be used at a later date i.e. for Christmas closure
- The Department Head will closely enforce maximum accumulation of 40 hours of lieu time. Carryover of time in lieu hours over the maximum hours will only be permitted under special circumstances as determined by Council.
- Time-in-lieu can be paid out twice annually at the discretion of the Department Head.

- Accumulated time-in-lieu cannot be used to determine overtime if regular weekly hours have been attained.
- A “Call-out Flat Rate Fee” of \$25.00 will be issued to Almonte Daycare Centre employees.

H. WITNESS/JURY DUTY

Employees subpoenaed to serve as jurors or witnesses in criminal or civil courts shall be granted leave of absence for such purposes without loss of pay from the Town. The employee shall pay over to the Treasurer of the Town the total amount of compensation (less any travel allowance) received for serving as juror or witness.

I. LEAVE OF ABSENCE

1. BEREAVEMENT LEAVE

For the purpose of this article, Immediate Family is defined as parent, wife, husband, common-law spouse, brother, sister or child.

- An employee is entitled to a bereavement period of five (5) consecutive days of paid leave when a member of the employee’s immediate family dies.
- An employee is entitled to a bereavement period of two (2) consecutive days of paid leave in the case of death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild or fiancée.
- An employee is entitled to a bereavement period of one (1) day of paid leave in the case of death of aunt or uncle, defined as sister or brother of a parent.
- An employee is entitled to a bereavement period of one (1) day for any other relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. (A relative shall include a person related by marriage, adoption or common-law.)
- Where the burial occurs in a distant destination, travel time may be granted at the sole discretion of the Department Head and/or the CAO.
- Bereavement Leave must be taken at the time of the funeral.
- In the event that the death occurs while on paid vacation, vacation will normally be extended by the number of days of entitlement.

2. PERSONAL APPOINTMENTS

No pay shall be deducted from an employee who takes a reasonable period of time, from their regular working day, to attend medical, dental or work related appointments. This will occur provided he or she informs their supervisor, in advance, of the reason for taking the required time off and provided that the Department Head authorizes the time off. Employees should make every effort to

schedule their appointments after working hours or, if impossible to do so, as close to the start or end of the workday as possible.

3. OTHER

An employee shall be permitted one (1) day leave with pay for needs directly related to the birth or to the adoption of the employee's child.

4. SNOW DAY

An employee who is unable to attend work due to inclement weather shall be permitted two (2) days off per annum without loss of pay. (Amended by By-law 01-12)

J. PAY SCALE

1. ACTING EMPLOYMENT

When an employee is required, by the employer, to substantially perform the duties of a higher classification level, in an acting capacity for a period exceeding two (2) weeks, the employee shall be paid at the lowest salary increment on the pay scale for the position that the employee is performing the acting duties for. Should the lowest increment in the pay scale, for the position that the employee is performing the acting duties for, is less than what the acting employee is currently earning, then the acting employee will be paid the next increment that is closer to a 5% increase to the acting employee's current salary rate. Any salary adjustments will be retroactive to the first day that employee began substantially performing the duties of the higher classification level.

2. PAY SCALE

The pay scale, attached hereto as Schedule "A" to this By-law, will be re-evaluated by council on a five (5) year cycle.

K. CONVENTIONS AND SEMINARS (Amended Bylaw 08-15)

Town employees that attend conventions and seminars that have been approved by their committees or Council are entitled to the following:

- \$0.46 per km for personal car travel allowance
- meal allowance \$75.00 per day
  - breakfast \$15.00
  - lunch \$20.00
  - dinner \$40.00
- Since part time employees do not receive a daily wage when not at work they will be entitled to their hourly wage (to a maximum of eight (8) hours per day) for time worked in relation to conference attendance plus travel and meal allowances.



- All other reasonable expenses shall be paid, if requested and substantiated by documentation and appropriate receipts.

L. TRAVEL ALLOWANCE

All employees who use their personal vehicles to perform Town business will be entitled to a \$0.52 per km car mileage allowance on the approval of the applicable Department Head or CAO. In order for travel allowance claims to be paid by the Town, employees must submit them to their respective Department Head by December 31 in the year in which the mileage was accumulated. **(amended By-law 07-61, 08-15. Rates established by By-law 13-18 Consolidated Delegated Authority)**

M. BOOT / CLOTHING ALLOWANCE (amended By-law 06-23, 08-65)

- a) Safety Boots and Gloves  
\$200.00 maximum per year shall be allocated for full time staff of the Roads and Public Works, Recreation and Building Departments and for permanent part time staff of the Building Department for the purchase of safety boots and gloves.
- b) Coveralls  
\$100.00 maximum per year shall be allocated for water/sewer works employees for the purchase of coveralls.
- c) Clothing Allowance - Uniforms  
Recreation employees shall receive the following:  
Full-time employees – clothing up to \$150.00 annually  
Other than full-time employees – clothing up to \$75.00 annually  
Full-time employees – One (1) winter coat every three (3) years

N. PROFESSIONAL FEES (amended By-law 20-011)

Department Heads shall receive payment of one Professional Association related fee per year.

At the discretion of the respective Department Head each staff person is eligible for payment of 100% of one annual professional or municipal fee for all staff requiring such membership or certification for their position.

O. MEETING ATTENDANCE

Employees who attend meetings after hours on behalf of the Corporation shall have the option of claiming the time spent as time in lieu or being paid at the rate of \$75.00 per meeting. In order for meeting attendance claims to be allocated to a time in lieu bank or paid by the Town, employees must submit them on their time sheet(s) to their respective Department Head in each respective pay period in which the meeting attendance occurred. **(Amended By-law 15-23)**

P. WORKING REGULATIONS AND CONDITIONS

The purpose of these regulations and conditions is to establish, maintain and develop conditions that are conducive to the promotion of orderly relations between the Town and its employees.

1. There shall be no discrimination against any employee because of age, sex, political affiliation, race, religious belief or national origin. Any employee who is of the opinion that he or she has been discriminated against, for any of the foregoing reasons may come before the Finance and Policy Administration Committee of the Town of Mississippi Mills and state the reason for believing that they have been so treated.
2. The employee recognizes the right of the Town to hire, promote, demote, transfer, suspend or otherwise discipline and discharge any employee and such other rights as the Town might have conferred upon it by statute, subject to the right of the employee concerned to request a meeting with the CAO, and if not satisfied, a meeting with the Finance and Policy Administration Committee, and if still not satisfied, a hearing before the Council.
3. The employee recognizes the undisputed right of the Town to operate and manage its business in all respects and in accordance with its responsibilities. The Town also reserves the right, to make and/or alter the rules and regulations of the Condition of Employment By-law as required from time to time.
4. Any employee whose employment status is below that of a Department Head, may be discharged by their Department Head and/or CAO and any employee whose employment status is that of a Department Head may be suspended with or without pay by the CAO; subject to a hearing by Council. The CAO may be suspended with or without pay by the Mayor; subject to a hearing by Council. Only Council may discharge a Department Head or the CAO. In all cases when any employee is discharged, supporting documentation indicating misconduct, unwarranted absenteeism, absence without leave (not due to illness) and refusal or willful neglect to carry out the instructions of anyone having authority to give such instructions or for other reasons that are not conducive to the orderly conduct of their duties must be provided to the authoritative person/body for their consideration. In all cases the employee has the right of appeal directly to Council.
5. All new employees shall be placed on probation for a period of six consecutive months or as otherwise determined by Council. After the probationary period has been successfully completed, and a motion of Council has been passed, the employee shall be deemed to be a permanent employee.
6. The Council shall notify in writing those who are to be laid off or terminated according to the provisions of the Employment Standards Act.
7. Twice within an eight (8) hour shift the employees shall be allowed a 15 minute "work break" or "rest period". Employees working in an emergency shall make arrangements with their supervisor to take a "work break" or "rest period".

8. At the beginning of each year, the employees shall have the right to meet with the Finance and Policy Administration Committee of Council, on a mutually agreeable date to discuss the following:
  - Wages, salaries and fringe benefits.
  - Working conditions.
  - Any other matter of common interest to the employees and employer.
9. The Town reserves the right to hire contractors at any time for regular or emergency work.
10. All job openings are to be posted in all Town Municipal Buildings.

Q. ENACTMENT

1. This by-law shall come into effect upon its passing.
2. That By-law 97-14, By-law 98-19, By-law 99-13, By-law 00-31, By-law 01-02, By-law 01-12 shall be and are hereby repealed.

**BY-LAW READ** a first time this 10<sup>th</sup> day of April, 2001.

**BY-LAW READ** a second time this 10<sup>th</sup> day of April, 2001.

**BY-LAW READ** a third time, passed, signed and sealed in open Council this 10<sup>th</sup> day of April, 2001.

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F.R. Pettem, Mayor

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Cynthia Halcrow, Clerk

**Resolution No. 02- 018**

**BE IT RESOLVED THAT** the Council of the Town of Mississippi Mills approves increasing the minimum numbers of hours for employee benefit eligibility to 35 hours per week from 30 hours per week;

**AND FURTHERMORE THAT** part-time employees currently receiving benefits but working less than 35 hours, be grandfathered for benefit coverage

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT: Mississippi Mills Youth Centre Lease Renewal**

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council direct the Mayor and Acting Clerk to enter into a lease with 1686693 Ontario Inc., Ghadie Investments, for 134 Main Street, Almonte on behalf of the Mississippi Mills Youth Center**

**BACKGROUND:**

The lease for the Mississippi Mills Youth Center located at 134 Main Street. Almonte, Ontario has been facilitated by the Municipality. What that means is the Municipality is actually leasing the premises which is paid for by the Youth Center.

The previous lease was at a rate of \$1500 plus HST per month. The property is tax exempt because it is being used for municipal services and a process to designate the property as tax exempt has been completed with the County. The property is also exempt from school tax.

The Municipality also pays the water fees which average \$130.88 per month or \$785.28 per year. The value of the tax exemption is estimated to be \$5,469.01 for 2020 (Municipal-\$1,808.54, County-\$1285.47 and School-\$2,375.00). If the property were to revert back to a use that did not include municipal services the property tax exemption would be revoked.

The Municipality provides a grant to MMYC which is used to cover these costs.

**DISCUSSION:**

The previous lease agreement expired on Nov 15, 2020. The new lease agreement includes a net rent increase of \$100 per month, from \$1500+HST to \$1600+HST.

The Mississippi Mills Youth Center is seeking Council approval to continue to facilitate the lease of 134 Main Street, Almonte.

**FINANCIAL IMPLICATIONS:**

The Municipal grant that is provided to MMYC each year is used to cover the costs of rent and utilities. The rental increase will not result in increased funding and the budgeted amount remains the same on a go forward basis.

**SUMMARY:**

Staff support continuing with the current lease arrangement that will allow the Mississippi Mills Youth Center to continue to provide valuable services to the youth of the community.

Respectfully submitted by,



Ken Kelly  
CAO

**ATTACHMENTS:**

1. MMYC Lease

**THIS LEASE** is dated the 9th day of November, 2020

BETWEEN:

1686693 Ontario Inc.  
Ghadie Investments  
(hereinafter called the "Landlord")

OF THE FIRST PART

- and -

The Corporation of the Municipality of Mississippi Mills  
(hereinafter called the "Tenant")

OF THE SECOND PART

**NOW THEREFORE IN CONSIDERATION OF** the premises and the mutual covenants, agreements and conditions herein contained, it is hereby covenanted, agreed and declared between the parties as follows:

**LEASE SUMMARY**

- A. Tenant's Contact: 3131 Old Perth rd. Almonte, Ontario
- B. Tenant operates as: Mississippi Mills Youth Centre
- C. Land/Building: 134 Main street. Almonte, Ontario
- D. Leased Premises: 134 Main street. Almonte, Ontario, having the approximate location and dimensions as depicted on a sketch/plan attached as *Schedule "A"* to this Lease.
- E. Term: Five (5) years beginning on the Commencement Date with one five (5) year option to renew. In the event that the Commencement Date is not the first day of a given month, the Term shall expire on the fifth (5) anniversary of the last day of the first full calendar month following the Commencement Date.
- F. Commencement Date: November 15, 2020
- G. Fixturing Period: NA
- H. Permitted Use:  
The Leased Premises shall be used only for the purpose of operating a Community Youth centre and for no other purpose.
- I. Basic Rent: The Tenant shall pay to the Landlord, yearly and every year during the Term, without any set-off, compensation or deduction whatsoever, a Basic Rent in Canadian dollars as follows:
  - 1. From November 15, 2020 to November 14, 2025 , being \$19200.00+HST annually payable in advance in equal consecutive monthly instalments of \$1600.00+HST per month payable on the first day of each and every month during such period in the form of post-dated cheques / electronic funds transfer, the first of such payments to be made on the 15th day of November , 2020.

- J. Additional Rent: Tenant will pay the total Operating Costs and Property Taxes for the property in accordance with the terms of the Lease, and all other amounts to be paid by the Tenant to the Landlord pursuant to any other provision of the Lease.
- K. Utilities: Tenant will pay for all utilities serving the Leased Premises. When possible, the utilities will be separately metered, including, without limiting the generality of the foregoing, gas, electricity and water.
- L. Rent Deposit: NA
- M. Security Deposit: NA
- N. Additional Clauses: See *Schedule "E"* attached hereto.

## 1. INTERPRETATION

(a) **Lease Summary and Definitions.** The Parties acknowledge and agree that, to the greatest extent possible, the terms of the Lease as reflected in the foregoing Lease Summary must be interpreted subject to all of the following detailed provisions of this Lease. In the Case of any irreconcilable inconsistency between the terms of the foregoing Lease Summary and any other Lease provisions, however, the foregoing Lease Summary shall govern. Whenever used in this Lease, any schedule annexed hereto, any rules and regulations made pursuant to this Lease, or any other document made or given in connection with this Lease, the terms defined in *Schedule "C"* will have the meanings set out therein, unless the context requires otherwise.

(b) **Schedules.** The schedules attached to and referred to in this Lease are incorporated in and form a part of this Lease, including the following:

- Schedule A - Floor Plan, Site Plan, Sketch;
- Schedule B - Definitions;
- Schedule C - Rules and Regulations; and
- Schedule D - Special Provisions

## 2. DEMISE AND OVERHOLDING

(a) **Demise and Acceptance.** The Landlord hereby leases the Leased Premises to the Tenant to peaceably enjoy and quietly possess during the Term (unless terminated earlier pursuant to this Lease), together with the non-exclusive right to make reasonable use of the Common Areas and Facilities of the Building which provide access to the Leased Premises or which are generally made available to all tenants in the Building, subject to the terms of this Lease. The Tenant hereby leases and accepts the Leased Premises, in an "as is" condition, from the Landlord and covenants to pay the Rent and to observe and perform all the covenants and obligations to be observed and performed by the Tenant pursuant to this Lease.

(b) **Overholding.** Upon the expiration of the Term or any earlier termination of this Lease, the Tenant shall surrender vacant possession of the Leased Premises to the Landlord. If the Tenant remains in possession of the Leased Premises after the expiration of the Term with the consent of the Landlord but without entering into a new lease or other agreement, then notwithstanding any statutory provisions or legal presumptions to the contrary, there shall be no tacit renewal of this Lease or the Term and the Tenant shall be deemed to be occupying the Leased Premises as a tenant from month-to-month (with either party having the right to terminate such month-to-month tenancy at any time on thirty (30) days notice) at a monthly Basic Rent equal to one hundred and six point two five percent (106.25%) of the monthly instalment of Basic Rent payable for the last full month of the Term or extended term, as the case may be, and otherwise upon the same terms, covenants and conditions as in this Lease insofar as these are applicable to a monthly tenancy and, for greater certainty, including liability for Additional Rent.



(c) **Option to Renew.** Provided that the Tenant is not then in default and has not during the Term been in continuing default of its covenants and obligations under this Lease, the Tenant shall have the option to renew the Term of this Lease for one term of Five (5) years, upon the same terms and conditions set out in the Lease, save and except for the Basic Rent, any Tenant inducements and there shall be no further right to extend the Term at the end of the extension period. The Basic Rent for each extension period shall be the market rent then prevailing for similar premises within the vicinity, but in no case shall it be less than that prevailing during the final year of the previous Term or extended term, as the case may be. In order to exercise its right to extend, the Tenant must provide to the Landlord notice in writing of its exercise of this right, not less than nine (9) months prior to expiration of the initial Term or the extended term, as the case may be. With respect to the Basic Rent, the parties shall agree to such Basic Rent for the extension period not less than three (3) months prior to commencement of the extension period, failing which this option shall be null and void and of no further force and effect.

### 3. RENT

(a) **Net Lease.** It is the intent of the parties hereto that this Lease shall be a completely care free net lease for the Landlord and that the Landlord shall not be responsible for any costs, charges, expenses and outlays of any nature whatsoever arising from or relating to the Leased Premises or the Building during the Term, whether foreseen or unforeseen and whether or not within the contemplation of the parties at the commencement of the Term, except as shall be otherwise expressly provided in this Lease.

(b) **Rent.** The Tenant covenants to pay to the Landlord when due, without demand, deduction, abatement, or set-off: (i) Basic Rent, in the amount set out in Section I of the Lease Summary; and (ii) Additional Rent, at the times and in the manner provided in this Lease, all Additional Rent which shall, except as otherwise provided in this Lease, be payable within fifteen (15) days of receipt by the Tenant of an invoice, statement or demand for same. All payments required to be made by the Tenant pursuant to this Lease shall be payable and recoverable as Rent, and the Landlord shall have all rights against the Tenant for default in any such payment as in the case of arrears of Rent. The Tenant's obligation to pay any amounts that have become due and payable prior to the expiration of the Term or any other termination of this Lease shall survive any such expiration of the Term or other termination of this Lease.

(c) **Taxes and Operating Costs.** Prior to the Commencement Date, and from time to time thereafter, the Landlord shall notify the Tenant of the Landlord's estimate of the annual Taxes and Operating Costs for which the Tenant is responsible under this Lease. For greater certainty, if the Leased Premises are not the only rentable space in the Building, then the Tenant shall be responsible for the Tenant's Proportionate Share of such Taxes and Operating Costs with respect to the Building as a whole, and shall be solely responsible for such Taxes and Operating Costs as are reasonably attributable and/or billed directly to the Tenant's occupancy and use of the Leased Premises. Except with respect to items being paid directly by the Tenant, the Tenant shall pay such estimated amounts to the Landlord in equal monthly instalments in advance on the first day of each month during the Term as Additional Rent. Within a reasonable period of time after the end of either the Landlord's fiscal year or the calendar year, as applicable, the Landlord shall furnish to the Tenant a statement of the actual amount of Taxes and Operating Costs (the "Statement") and, as applicable, the actual amount of the Tenant's Proportionate Share of Taxes and Operating Costs. If the actual amount payable by the Tenant according to any such Statement is greater or lesser than the payments made by the Tenant on account of same, the appropriate adjustment will be made between the parties within thirty (30) days after delivery of such Statement. Absent manifest error, each Statement will be final and conclusive between the parties, their successors and assigns, as to the matters set forth therein.

(d) **Adjustment of Operating Costs.** Notwithstanding paragraph 3(c) above, in computing Operating Costs:

- (i) where the Landlord determines, acting reasonably but in its sole discretion, that any item(s) of Operating Costs are provided only to or for the benefit of a portion of the Building, then the Landlord shall be entitled, but not obligated, to allocate the cost of those item(s) over such portion of the Building and adjust the Tenant's Operating Cost payment based on such allocation;
- (ii) if the Building is comprised of different categories of leaseable premises, the Landlord shall be entitled, but not obligated, to allocate Operating Costs among the various categories on the basis of such factors as the Landlord determines to be relevant and to adjust the Tenant's Operating Cost payment based on such allocation; and

(iii) those items of Operating Costs which vary with the use and occupancy of rentable premises in the Building shall be adjusted and calculated as if the Building were one hundred percent (100%) occupied and operational for the entire operating year so that those items of Operating Costs shall be adjusted to what they would have been in the Landlord's reasonable estimation if the Building were one hundred percent (100%) occupied and operational for the entire operating year.

(e) **Post-dated Cheques.** The Tenant shall upon execution of this Lease and upon each anniversary of the Commencement Date during the Term, provide to the Landlord post-dated cheques, for each of the next twelve (12) or fewer months between such date and the sooner of the next anniversary of the Commencement Date or the expiration of the Term. Such cheques shall be in amounts equal to the sum of the monthly payments due for Basic Rent, estimated Taxes and estimated Operating Costs. All Rent for any applicable fraction of a month shall be prorated on a per diem basis.

(f) **Late Charges and Interest on Amounts in Default.** If the Tenant fails to pay Rent when due, the unpaid amount will bear interest at the rate equal to the most current prime rate quoted by Royal Bank of Canada from time to time, plus five percent (5.0%) calculated and compounded monthly.

(g) **Utilities.** The Tenant shall contract directly with suppliers for the provision of utilities to the Leased Premises, including but not limited to gas, water and electricity, and shall promptly pay such accounts when due. If the Tenant fails to pay any utility costs, the Landlord may, but shall not be obligated to, pay such utility costs. Upon payment by the Landlord, such utility costs shall become immediately due and payable to the Landlord on demand as Additional Rent. If requested by the Landlord, the Tenant shall periodically deliver to the Landlord evidence of payment of any of the utility costs. In no event shall the Landlord be liable for, or have any obligation with respect to, any interruption or failure in the supply of any such utilities or services to the Leased Premises whether or not supplied by the Landlord or others.

(h) **Sales Tax.** The Tenant shall pay all Sales Taxes to the Landlord at the same time as the amounts to which such Sales Taxes apply are payable to the Landlord under the terms of this Lease. If the Tenant fails to pay such Sales Taxes when due, the Landlord shall have the right, but not the obligation, to make such payments to the relevant authorities and to collect the Sales Taxes together with any penalties and interest costs imposed by such relevant authorities from the Tenant upon demand. Notwithstanding any other provision of this Lease, Sales Taxes payable by the Tenant shall be deemed not to be Rent, but in addition to the Landlord's statutory rights and remedies, the Landlord shall have all of the same remedies for and rights of recovery of such amounts as it has for recovery of Rent under this Lease.

#### 4. SECURITY DEPOSIT

If the Tenant has not already done so prior to execution of this Lease, the Tenant shall upon execution of this Lease pay the Landlord the amount of any Security or Rental Deposit provided for in the Lease Summary to be held in trust by the Landlord, without interest, until such time as it can be applied under the Lease in accordance with any terms stated in the Lease Summary. The Security Deposit shall be held without interest as security (without prejudice to the Landlord's other rights and remedies) for the observance and performance of the Tenant's obligations under this Lease. If the Tenant defaults in the performance of any of the terms, covenants, conditions and provisions of this Lease as and when the same are due, then the Landlord, at its option, may appropriate and apply all or any part of the Security Deposit on account of any losses or damages sustained by the Landlord as a result of such default. Upon demand by the Landlord, the Tenant shall pay to the Landlord an amount sufficient to restore the total original amount of the Security Deposit. If the Tenant complies with all of the terms of this Lease and is not then overholding, the Security Deposit shall be returned to the Tenant without interest within thirty (30) days after the expiry or earlier termination of the Term, or, at the Landlord's option, shall be applied by the Landlord on account of the last month's Rent.

#### 5. USE AND OCCUPANCY OF LEASED PREMISES

(a) **Use and Compliance with Rules and Regulations.** The Tenant covenants that the Leased Premises shall be used only for the Permitted Use. The Tenant shall comply with the Landlord's reasonable rules and regulations, if any, which are attached as *Schedule "D"* to this Lease. The Landlord shall have the right from time to time during the Term to make reasonable new or amended rules and regulations with respect to the Building and the Leased Premises. The Tenant shall not permit or suffer any overloading of the floors of the Building or the bringing into any part of the Building of any articles or fixtures that by reason of their weight or size might damage or endanger the structure of the Building.

(b) **Signs.** The Tenant shall not erect any sign or advertising material upon any part of the Building, including the Leased Premises, so as to be visible outside the Leased Premises, without the Landlord's prior written consent. Provided such Landlord's consent is given, all signage on or over the Leased Premises shall be supplied and installed by the Tenant at its expense, subject to municipal approval. At the expiry or earlier termination of this Lease, the Tenant shall remove at its expense any such signage which it may have installed and shall repair forthwith any damage caused by such removal.

## 6. INSURANCE

(a) **Landlord's Insurance.** The Landlord shall maintain a comprehensive policy of insurance with respect to the Building, which would be carried by reasonably prudent owners of properties similar to the Building, all as from time to time determined by insurance advisers selected by the Landlord. For greater certainty, the Tenant acknowledges that the Landlord is not obliged to insure the leasehold improvements in the Leased Premises.

(b) **Tenant's Insurance.** The Tenant shall, at its own expense, take out and keep in force during the Term and such other times as the Tenant is in possession of the Leased Premises or any part thereof:

- (i) General public liability insurance, which shall include coverage for personal injury, broad blanket contractual liability, owner's protective liability, all risks tenant's legal liability, bodily injury, death and properly damage, all on an occurrence basis with respect to the business carried on in the Leased Premises and the Tenant's use and occupancy of the Leased Premises and its use of any other part of the Building, with coverage for anyone occurrence or claim of not less than \$2,000,000, which insurance shall contain a severability of interest clause and a cross-liability clause;
- (ii) "all-risks" properly insurance covering the leasehold improvements, trade fixtures, and the furniture and equipment in the Leased Premises on a full replacement basis; and
- (iii) insurance against such other perils and in such amounts as the Landlord or any mortgagee of the Landlord or the Tenant may from time to time reasonably require on the basis that the required insurance is customary at the time in Mississippi Mills for tenants of buildings similar to the Building.

(c) **Form of Tenant's Insurance.** All insurance required to be maintained by the Tenant shall be on terms and with Insurers acceptable to the Landlord, acting reasonably. Each policy shall (a) contain a waiver by the insurer of any rights of subrogation or any other claim to which the insurer might otherwise be entitled against the Landlord or the agents or employees of the Landlord, (b) name the Landlord as additional named insureds, (c) be primary, non-contributory with and not excess of any insurance available to the Landlord, and (d) contain an undertaking by the insurer that no material change adverse to the Landlord or the Tenant will be made and the policy will not lapse or be cancelled or not be renewed, except after not less than 30 days' prior written notice to the Landlord. The Tenant shall furnish to the Landlord from time to time a certificate of insurance satisfactory to Landlord and shall not be permitted to take possession of the Leased Premises until such certificate of insurance had been delivered.

(d) **Insurance Cancellation or Increase.** The Tenant shall not do or omit to do or permit to be done or omitted to be done in the Leased Premises anything which would cause any policy of insurance on the Building to be subject to cancellation or non-renewal or which would cause an increase in the cost of any insurance which the Landlord is

obligated by this Lease to maintain. Notwithstanding any other remedies available to the Landlord under this Lease, the Tenant shall pay to the Landlord, forthwith upon demand, the amount of any such increase in cost.

## 7. **LIMITATION OF LIABILITIES**

(a) **Limitation of Landlord's Liability.** The Landlord shall not be liable nor in any way responsible for any death, injury, loss or damage to persons or property, indirect or consequential or economic loss, business losses, or damages for personal discomfort or inconvenience, which may be suffered by the Landlord, Tenant, or any other person, and which arises from or out of any occurrence or situation in, upon at or relating to the Building. With respect to any of the foregoing matters that may arise during the Term, the Tenant shall indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liabilities, losses, costs and expenses (including without limitation legal fees) whatsoever, and this indemnification shall survive the expiration of the Term. Without in anyway limiting the generality of the foregoing, in no event shall the Landlord be liable for and the Tenant releases the Landlord from all claims or liabilities in respect of: (a) any damage which is caused by steam, water, rain or snow which may leak into, issue or flow from any part of the Building or from the pipes or plumbing works, including the sprinkler system, thereof, or from any other place or quarter, or for any damage caused by or attributable to the condition or arrangement of any electric or other wiring or of sprinkler heads, or for any damage caused by anything done or omitted by any other tenant; (b) loss or damage, however caused, to money, securities, negotiable instruments, papers or other valuables of the Tenant; or (c) loss or damage for which the Tenant is required to carry insurance.

(b) **Indemnity of Landlord by Tenant.** The Tenant shall indemnify and save harmless the Landlord against and from any and all expenses, costs, damages, suits, actions or liabilities arising or growing out of any default by the Tenant hereunder, and from all claims and demands of every kind and nature made by any person or persons to or against the Landlord for all and every manner of costs, damages or expenses incurred by or injury or damage to such person or persons or his, her or their property. Which claims or demands may arise howsoever out of the use and occupation of the Leased Premises by the Tenant or any occupant authorized by the Tenant or any of the above-mentioned or his, her or their servants, agents, assistants, employees, invitees or other persons entering into the Building to go to the Leased Premises or any part thereof, and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon.

(c) **Extended Meaning of "Landlord" and "Tenant".** For the purposes of every provision of this Lease which includes a release or indemnity, "Tenant" shall mean the Tenant, its servants, agents, assistants, employees, invitees and contractors, and "Landlord" shall mean the Landlord, his servants, agents, assistants, employees, invitees and contractors.

## 8. **REPAIR AND DAMAGE**

(a) **Landlord's Obligation.** The Landlord shall keep Facilities serving the Building in good, and reasonable repair consistent with the standards of comparable buildings in the immediate area of the Building, subject to reasonable wear and the provisions of this Lease. The Landlord shall be responsible to provide snow plowing / removal services.

(b) **Tenant's Obligation.** The Tenant shall at its sole expense maintain and keep the Leased Premises, and any leasehold improvements located in the Leased Premises, in good and substantial repair. The Tenant shall agree to adhere to the Municipality's request to keep a trickle of water running to prevent watermains and drains from freezing. The Tenant agrees to not dispose of any non liquid materials or objects through any drains within the building and shall be responsible for any plumbing service to remedy any such blockage stemming from failure to adhere to this obligation. The Tenant shall be responsible for any electrical repairs or replacement of any lighting fixtures, light bulbs, wiring, breakers, switches, switch plates, and or outlets within the interior and exterior of the building save from damage caused by rodents. The Tenant shall replace or repair, at its own expense, any and all damaged interior and exterior: glass, windows, window frames, doors, door frames, door handles, door opening or

closing mechanisms, latches, locks, door sills caused by any guests or staff of the Youth Centre. The Tenant agrees to not abuse the aforementioned items as not to cause stress on the structural integrity of the building.

(c) **Notice by Tenant.** The Tenant shall forthwith notify the Landlord of any accident, defect, damage or deficiency in any part of the Leased Premises or the Building which comes to the attention of the Tenant; provided that nothing herein shall be construed so as to require repairs to be made by the Landlord except as expressly provided in this Lease.

(d) **Tenant to Leave Leased Premises in Good Repair.** The Tenant shall leave the Leased Premises and the leasehold improvements, at the expiration or other termination of the Term, in the condition and repair required of the Tenant under Subsection 8(b).

## 9. DAMAGE AND DESTRUCTION

(a) **Termination for Damage or Destruction.** The Landlord may terminate this Lease upon not less than thirty (30) days written notice given to the other party within ninety (90) days after the happening of damage or destruction of the nature described in this paragraph, and the Tenant shall immediately thereupon surrender the Leased Premises and this Lease to the Landlord and Rent shall be apportioned to the date of surrender. The foregoing rights of termination shall arise whether or not the Leased Premises are affected, but only if all of the Building, or any portion of the Building reasonably required for the proper operation of the Building, shall be damaged or destroyed by any cause to such extent that in the reasonable opinion of the Landlord, either: (a) the damage or destruction cannot, with the exercise of reasonable diligence be repaired, restored or rebuilt within a period of six (6) months after the happening of such damage or destruction; or (b) the reasonably estimated cost of repairing, restoring or rebuilding will exceed the insurance proceeds available to the Landlord for that purpose (except to the extent of any applicable deductible amount under such insurance).

(b) **Abatement.** If, as a result of any damage or destruction to the Leased Premises which the Landlord is obligated to repair under the provisions of this Lease, the Leased Premises are rendered in whole or in part unfit for use and occupancy by the Tenant, then during the period following the occurrence of such damage or destruction and ending upon the date on which the Landlord's repairs are completed sufficiently to enable the Tenant to commence its repairs. Rent shall abate in the same proportion as that part of the rentable area of the Leased Premises which is incapable of use is to the total rentable area of the Leased Premises; provided that there shall be no abatement of Rent if such damage or destruction is caused by the negligence or wilful misconduct of the Tenant or those for whom the Tenant is responsible at law.

(c) **No Claim by Tenant.** Except in respect of abatement of Rent as provided for in this Section, no claim for compensation or damages, direct or indirect shall be made by the Tenant by reason of the loss of use, inconvenience or otherwise arising from the necessity of repairing any portion of the Building however the necessity may arise.

## 10. TRANSFERS BY TENANT

(a) **Transfer by Tenant.** The Tenant shall not assign this Lease or sublet the whole or any part of the Leased Premises, or permit the use or occupancy of the whole or any part of the Leased Premises by any person other than the Tenant (each of the foregoing being referred to as a "Transfer" and each person to whom any such Transfer is made or proposed to be made being referred to as a "Transferee") without in each instance requesting and obtaining the prior written consent of the Landlord, which shall not be unreasonably withheld. The Landlord shall be entitled to withhold consent to assign or sublet arbitrarily where it exercises its right to termination pursuant to Subsection 10(c). The Tenant shall not mortgage, pledge, hypothecate or otherwise encumber all or any portion of its interest under this Lease.

(b) **Request for Consent.** Any request for consent of the Landlord to any Transfer shall be accompanied all information relating to the proposed Transfer which the Landlord may reasonably request. No consent of the Landlord to any Transfer shall release any obligation of the Tenant under this Lease and Tenant shall remain jointly

and severally liable with the Transferee to the Landlord. Consent to any Transfer shall not constitute consent to a subsequent Transfer. The Tenant shall pay to the Landlord all reasonable costs (including legal fees) incurred by the Landlord in connection with each request by the Tenant for consent to a Transfer. If any Transfer shall occur without the prior consent of the Landlord, the Landlord may, within ninety (90) days following the time that the Landlord receives actual notice of such a Transfer, terminate this Lease upon thirty (30) days written notice to the Tenant.

(c) **Consent, Refusal, or Termination.** Upon receipt of any request by the Tenant for consent to a proposed Transfer, the Landlord shall have the right to (a) refuse its consent (acting reasonably), (b) grant its consent (conditionally or unconditionally), or (c) terminate this Lease as to the whole or part, as the case may be, of the Leased Premises affected by such proposed Transfer. Landlord may only exercise such right of termination by written notice to the Tenant given within ten (10) days after receipt by the Landlord of the Tenant's request for consent, stipulating a termination date not less than thirty (30) days after the date of the giving of such notice of termination. In the event that the Tenant shall give to the Landlord, within five (5) days after receiving the Landlord's notice of termination, written notice that the Tenant is withdrawing its request for consent and is not proceeding with the proposed Transfer, then the Landlord's notice of termination shall be of no effect. The Tenant shall pay to the Landlord the Landlord's reasonable cost of all alterations required to convert the part of the Leased Premises required to be surrendered into self-contained premises capable of being separately leased and the Tenant shall be responsible for all alterations which are necessary in the remaining part of the Leased Premises being retained by the Tenant.

(d) **Change in Control.** If a tenant of the Leased Premises is a corporation, any direct or indirect change in the identity of the person(s) who exercised effective voting control of such corporation as of the date upon which such corporation became the Tenant (other than a change in control of a corporation whose shares are listed on any recognized public stock market or security exchange) shall be considered to be a Transfer for all purposes of this Lease.

## 11. **TRANSFER BYLANDLORD, SUBORDINATION AND ATTORNMENT**

(a) **Transfer by Landlord.** The Landlord may sell, assign, transfer, lease, mortgage, encumber or otherwise deal with the Building or any portion of it, or any interest of the Landlord therein, without the consent of the Tenant and, to the extent that any purchaser, assignee, transferee or lessee from the Landlord has become bound to observe the covenants and obligations of the Landlord under this Lease, the Landlord shall be relieved of liability upon such covenants and obligations.

(b) **Subordination and Attornment.** This Lease is subject and subordinate to every charge or mortgage now or hereafter affecting the Building or any part of it and, upon reasonable request of the Landlord, a mortgagee or a chargee, the Tenant shall promptly execute and deliver any instrument reasonably required whereby the Tenant shall (i) attorn to such mortgagee or chargee and be bound to it as its tenant of the Leased Premises upon the terms and conditions contained in this Lease, and/or (ii) postpone and subordinate this Lease to such charge or mortgage. If any such instrument requested by the Landlord, mortgagee or chargee under this Section is not returned to the Landlord within ten (10) days after its request therefor, the Landlord shall have the right and is hereby appointed by the Tenant as its agent and attorney for the purpose of executing any such instrument.

(c) **Estoppel Certificate.** Whenever requested by the Landlord, the Tenant shall certify in writing to the Landlord or as it may direct, any reasonably requested information pertaining to the performance by the Landlord and the Tenant of their respective obligations under this Lease. Any such statement may be conclusively relied upon by the Landlord and/or any purchaser, assignee, mortgagee, or chargee of the Landlord. If any such certificate requested by the Landlord is not returned to the Landlord within ten (10) days after its request therefor, the Landlord shall have the right and is hereby appointed by the Tenant as its agent and attorney to prepare and execute such certificate.

## 12. **ACCESS**

The Landlord shall be permitted to enter the Leased Premises to examine the state of the Leased Premises, provide services and maintenance, or to make repairs, alterations or improvements to the Leased Premises or the Building or any part of it. The Landlord shall also have the right to (i) enter upon the Leased Premises at all reasonable hours during the Term for the purpose of exhibiting the Leased Premises to any prospective purchaser or mortgagee, and (ii) to exhibit the Leased Premises at all reasonable hours during the last six (6) months of the Term or any renewal or extension of it, to prospective tenants. In exercising its rights hereunder, the Landlord shall use reasonable efforts to minimize interference with the Tenant's business operations in the Leased Premises, and the Tenant acknowledges that it shall not be entitled to compensation for any inconvenience, nuisance or discomfort caused thereby.

### 13. ALTERATIONS AND ADDITIONS

(a) **Landlord's Alterations.** The Landlord has at all time exclusive control of the Building and its management and operation, but not so as to deny the Tenant access to the Leased Premises except in an emergency. Without limiting the generality of the foregoing, the Landlord, at any time and from time to time and without compensation to the Tenant, may make alterations or additions to, or subtractions from, or changes in the location of, any part or parts of the Building other than the Leased Premises.

(b) **Leasehold Improvements.** The Tenant may, at its expense, make changes, alterations or improvements to the Leased Premises or the leasehold improvements therein, subject to the Landlord's prior written approval of (i) the Tenant's plans and specifications, (ii) all consultants retained by the Tenant for the design of all structural, plumbing, mechanical and electrical work within the Leased Premises, and (iii) all contractors and tradesmen. With respect to the foregoing, the Tenant shall, at its expense, be solely responsible for: (i) obtaining all necessary permits, consents and licenses for the work, (ii) maintaining sufficient insurance coverage during construction; and (iii) all of the Landlord's reasonable costs on account of the fees of any expert or consultant appointed to review the plans and specifications. Construction of any such improvements shall be performed in accordance with the plans and specifications submitted to and approved in writing by the Landlord. The Tenant shall comply with the provisions of the *Construction Lien Act* (Ontario), or any successor legislation, the Tenant shall immediately, at its own expense, cause it to be discharged and any registration of it vacated within a period of five (5) business days after written notice is given by the Landlord requiring the Tenant to do so. If the Tenant fails to observe any of the requirements of this Section, the Landlord may (at the Landlord's option in its sole and absolute discretion) require that construction stop and that the Leased Premises be restored to their prior condition at the Tenant's expense.

(c) **Removal of Leasehold Improvements.** All leasehold improvements (including carpeting and light fixtures) shall immediately upon their placement become the Landlord's property without compensation to the Tenant. Except as otherwise agreed by the Landlord in writing, no leasehold improvements or trade fixtures shall be removed from the Leased Premises by the Tenant either during or at the expiry or earlier termination of the Term, except where required by the Landlord pursuant to this Lease or with the consent of the Landlord which consent may be unreasonably withheld. The Landlord may require the Tenant, at its sole expense, to remove such leasehold improvements as the Landlord shall require to be removed. The Tenant shall at its own expense repair any damage caused to the Building or the Leased Premises by the removal of the leasehold improvements and trade fixtures. If the Tenant does not remove its trade fixtures, furniture, equipment and inventory prior to the expiry or earlier termination of the Term, such trade fixtures, furniture, equipment and inventory shall, at the option of the Landlord, be deemed abandoned and become the property of the Landlord and may be removed and sold or disposed of by the Landlord in such manner as it deems advisable and the Tenant shall pay to the Landlord on demand all costs incurred by the Landlord, plus an administration fee of fifteen percent (15%) of the costs.

### 14. DEFAULT AND REMEDIES

(a) **Events of Default.** For purposes of this Lease, any of the following events shall constitute an "Event of Default":

- (i) the Tenant fails to pay any Rent when due under this Lease;

- (ii) the Tenant breaches or fails to keep, observe or perform any other of the terms, conditions, covenants, agreements of this Lease and shall fail to remedy the same within five (5) days after written notice from the Landlord;
  - (iii) any insurance policy on the Building or any part thereof is cancelled or is threatened by the insurer to be cancelled, or the coverage reduced in any way by the insurer by reason of the Tenant's use or occupation of the Leased Premises or any part of it for purposes not strictly included within the Permitted Use;
  - (iv) the Leased Premises, or a substantial part of it, are abandoned or become vacant and unoccupied and remain so for a period of at least fifteen (15) days without the prior written consent of the Landlord;
  - (v) the Tenant shall become bankrupt or insolvent;
  - (vi) any of the improvements, or fixtures, furniture, equipment or inventory in the Leased Premises or the interest of the Tenant therein or in this Lease or any business conducted in the Leased Premises shall be taken or attempted to be taken pursuant to any seizure, execution, attachment or similar process which may be issued against the Tenant;
  - (vii) a receiver, receiver and manager, custodian or any person having similar powers is appointed for all or a portion of the property or business of the Tenant; or
  - (viii) the Tenant makes a sale in bulk of any of its assets, other than a sale in bulk to any assignee or subtenant pursuant to a permitted assignment or subletting under this Lease.
- (b) **Remedies.** If any Event of Default has occurred, then without prejudice to any other rights which the Landlord has pursuant to this Lease or at law, the Landlord may, at its option, immediately:
- (i) terminate this Lease by written notice to the Tenant;
  - (ii) enter the Leased Premises as agent of the Tenant and relet the Leased Premises for whatever term and on such terms as the Landlord in its sole discretion may determine and receive the rent therefore and, as agent of the Tenant, take possession of any property of the Tenant in the Leased Premises, store such property at the expense and risk of the Tenant or sell or otherwise dispose of such property in such manner as the Landlord may see fit without notice to the Tenant. The Landlord may make reasonable alterations to the Leased Premises to facilitate their reletting, and apply the proceeds of any sale or reletting to the payment of any reasonable expenses incurred by the Landlord with respect to any such reletting or sale, to the payment of any indebtedness of the Tenant to the Landlord other than rent and to the payment of Rent in arrears. With the residue to be held by the Landlord and applied in payment of future Rent as it becomes due and payable. The Tenant shall remain liable for any deficiency to the Landlord;
  - (iii) without notice, remedy or attempt to remedy any default of the Tenant under this Lease for the account of the Tenant and enter upon the Leased Premises for such purposes. The Landlord shall not be liable to the Tenant for any loss, injury or damage caused by the Landlord in remedying or attempting to remedy such default and the Tenant shall pay to the Landlord the Landlord's reasonable expenses incurred in connection with remedying or attempting to remedy such default;
  - (iv) recover from the Tenant all damages and expenses incurred by the Landlord as a result of any breach by the Tenant including any rental deficiency; and/or
  - (v) recover from the Tenant the current month's Rent together with Rent for the next three (3) ensuing months, all of which shall immediately become due and payable to the Landlord.



(c) **Distress and Redemption.** Notwithstanding any provision of this Lease or any applicable legislation, none of the goods and chattels of the Tenant on the Leased Premises at any time during the Term shall be exempt from levy by distress for rent in arrears, and the Tenant waives any present or future limitation on the Landlord's right of distress. If the Landlord makes any claim against the goods and chattels of the Tenant by way of distress, this provision may be pleaded as an estoppel against the Tenant in any action brought to test the right of the Landlord to levy such distress.

(d) **Remedies Generally.** Reference in this Lease to any particular remedy of the Landlord in respect of any default by the Tenant shall not preclude the Landlord from any other remedy in respect thereof whether available at law or in equity or by statute or expressly provided for herein. No remedy shall be exclusive or dependent upon any other remedy, such remedies being cumulative and not alternative.

(e) **Costs.** The Tenant shall pay to the Landlord all of the Landlord's reasonable costs of enforcing this Lease, including legal fees on a substantial indemnity basis, or with respect to any matter which is the Tenant's obligation hereunder, or in respect of which Tenant has agreed to insure or indemnify Landlord.

(f) **Survival of Obligations.** If the Tenant has failed to fulfil its obligations under this Lease, such obligations and the Landlord's rights in respect thereto shall remain in full force and effect, notwithstanding the expiration of the Term.

## 15. GENERAL PROVISIONS

(a) **Nuisance and Waste.** The Tenant shall not commit or permit any waste or damage to the Leased Premises, the Building or any leasehold improvements or trade fixtures therein, or create or permit any manner of use which is a nuisance or offensive or an annoyance to the Landlord or other occupants of the Building, including the creating of objectionable or offensive noises, vibrations or odours, and the Landlord shall determine, in its sole discretion whether such annoyance is being caused.

(b) **Compliance with Laws.** The Tenant shall, at its sole expense, promptly observe and comply with all statutes, laws, by-laws, ordinances, rules, or governmental regulations, directives, orders and requirements, which are applicable to the Leased Premises.

(c) **Notices.** Any notice, certificate, consent, determination or other communication required or permitted to be given or made under this Lease will be in writing and will be effectively given and made if (i) delivered personally, (ii) sent by prepaid courier service or mail, or (iii) sent by fax or other similar means of electronic communication, to the Tenant at the Leased Premises and to the Landlord at 467 Landswood way, Stittsville Ontario K2S 0A5. Any communication will be deemed to have been given or made and to have been received on the day of delivery if delivered, or on the day of faxing, provided that such day in either event is a business day and the communication is faxed prior to 4:30 p.m. Otherwise, any fax communication will be deemed to have been given and made and to have been received on the next following business day. Any communication sent by mail will be deemed to have been given and made and to have been received on the fifth business day following the mailing thereof, provided that no such communication will be mailed during any actual or apprehended disruption of postal services. Any communication given or made in any other manner will be deemed to have been given or made and to have been received only upon actual receipt. Any party may from time to time change its address under this section by written notice to the other party given in the manner provided by this section.

(d) **Registration of Lease.** The Tenant shall not register this Lease in whole or in part except as hereinafter provided. If the Tenant wishes to register a notice of this Lease, the Tenant may do so provided that the Landlord has first approved such notice and the Tenant pays all the Landlord's costs in respect of same. In the event of any conflict between the terms of this Lease and the terms of such notice or short form, the terms of this Lease shall prevail. The Tenant agrees that it will, at its expense, discharge and withdraw any such registration within thirty (30) days after the expiration or sooner termination of this Lease, and the Landlord is hereby appointed by the Tenant as its agent and attorney to prepare, execute and register any documentation required to affect same.

(e) **Planning Act.** It is an express condition of this Lease and the Landlord and Tenant so agree and declare that the provisions of the *Planning Act* (Ontario) be complied with.

(f) **Expropriation.** Both the Landlord and the Tenant agree to cooperate with each other in respect of any expropriation of all or any part of the Leased Premises or any other part of the Building, so that they may each receive the maximum award in the case of any expropriation to which they are respectively entitled at law.

(g) **Force Majeure.** If a party fails to perform or comply with any of its obligations under this Lease (other than an obligation to pay Rent when due), as a result of any cause beyond the reasonable control of such party and without fault of such party, such failure will not constitute a default under or breach of this Lease or give rise to any liability. The time for performing or complying with the obligation in question will be extended by a period equal to the period during which the cause which is beyond such party's control continues to prevent compliance; provided always that (except as may be expressly provided in this Lease) the Tenant shall not be entitled to any compensation for any inconvenience, or nuisance or discomfort thereby occasioned, or to cancel or terminate this Lease or to any abatement of Rent.

(h) **Entire Agreement.** This Lease constitutes the entire agreement between the parties pertaining to the subject matter of this Lease and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. There are no conditions, warranties, representations or other agreements between the parties in connection with the subject matter of this Lease (whether oral or written, express or implied, statutory or otherwise) except as specifically set out in this Lease. No amendment of this Lease will be effective unless made in writing and signed by all parties to this Lease.

(i) **Waiver.** A waiver of any default, breach or non-compliance under this Lease is not effective unless in writing and signed by the party to be bound by the waiver, regardless of any acceptance of rent, or failure or delay in acting by a party in respect of any default, breach or non-compliance by the other party. A prior waiver by a party will not operate as a waiver of that party's rights under this Lease in respect of any continuing or subsequent default, breach or non-compliance (whether of the same or any other nature). No act or thing done by the Landlord, its agents or employees during the Term shall be deemed an acceptance of a surrender of the Leased Premises. The delivery of keys to any of the Landlord's agents or employees shall not operate as a termination of this Lease or a surrender of the Leased Premises. No payment by the Tenant or receipt by the Landlord of a lesser amount than the Rent due hereunder shall be deemed to be other than on account of the earlier stipulated Rent, nor shall any endorsement or statement on any cheque or any letter accompanying any cheque, or payment as Rent, be deemed an accord and satisfaction, and the Landlord may accept such cheque or payment without prejudice to the Landlord's right to recover the balance of such Rent or pursue any other remedy available to the Landlord.

(j) **Severability.** Any provision of this Lease which is found to be void or unenforceable will be ineffective to the extent of such invalidity or unenforceability and will be severed from the balance of this Lease, all without affecting the remaining provisions of this Lease.

(k) **Counterparts.** This Lease may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the Same instrument. Counterparts may be executed either in original or faxed form and the parties adopt any signatures received by a receiving fax machine as original signatures of the parties. Any party providing its signature in such manner will promptly forward to the other party or parties an original of the signed copy of this Lease which was so faxed.

(l) **Governing Law.** This Lease will be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.

(m) **Successors and Assigns.** This Lease will enure to the benefit of, and be binding on, the parties and their respective heirs, administrators, executors, successors and permitted assigns.

(n) **Joint and Several.** If there is more than one person executing this Lease as Tenant, each such person is bound jointly and severally by the terms, conditions, covenants and agreements herein contained on the part of the Tenant.

(o) **Obligations as Covenants.** Each obligation of any party expressed in this Lease or the schedules hereto, even though not expressed as a covenant, is considered to be a covenant for all purposes. Any obligation of a party which is unfulfilled on the termination of this Lease shall survive until fulfilled.

(p) **Headings and Sections.** The division of this Lease into any articles, sections and paragraphs, and the insertion of any headings, are for convenience of reference only and will not affect the construction or interpretation of this Lease.

(q) **Further Assurances.** The Landlord and the Tenant covenant and agree that they will sign all documents and do all things that may be reasonably requested of them in order to give effect to the intentions of the parties as reflected in this Lease.

(r) **Time of Essence.** Time shall be of the essence of this Lease.

(s) **Tenant's Review of Lease.** The Tenant acknowledges and agrees that this Lease has been negotiated and approved by each of the Landlord and the Tenant and, notwithstanding any rule or maxim of law or construction to the contrary, any ambiguity or uncertainty will not be construed against either the Landlord or the Tenant by reason of the authorship of any provision contained in this Lease. Furthermore, the Tenant acknowledges and agrees that the Landlord has advised the Tenant to obtain legal advice to review this Lease prior to executing it.

IN WITNESS WHEREOF the parties have executed this Lease.

**SIGNED, SEALED AND DELIVERED** )  
**in the presence of:** )  
 )  
 )  
 )  
\_\_\_\_\_)  
Witness

\_\_\_\_\_  
Tenant

**SIGNED, SEALED AND DELIVERED** )  
**in the presence of:** )  
 )  
 )  
 )  
\_\_\_\_\_)  
Witness

\_\_\_\_\_  
Landlord

SCHEDULE 'A'

FLOOR PLAN

SCHEDULE 'A'

SITE PLAN

SCHEDULE 'B'

DEFINITIONS

Whenever used in the Lease to which this Schedule is attached, the following terms will have the meanings set out below, unless the context requires otherwise:

**"Additional Rent"** means all amounts in addition to Basic Rent payable by the Tenant to the Landlord or any other person pursuant to this Lease.

**"Basic Rent"** means the rent payable pursuant to Section I of the Lease Summary and Subsection 3(b) of the Lease.

**"Building"** means the lands, together with any buildings, structures, parking facilities, or improvements erected there on from time to time, located at the municipal address set out in the Lease Summary,

**"Commencement Date"** shall be the date specified in the Lease Summary.

**"Common Areas and Facilities"** means those areas and facilities in or around the Building including, without limitation, the landscaped areas, public entrance doors, halls, public lobbies, passageways, sidewalks, service corridors, exit mezzanines, stairways, elevators, service ramps and common loading and receiving facilities and Common Use Equipment, and which are designated from time to time by the Landlord for the common use and enjoyment of the tenants in the Building, including the Tenant, and their agents, invitees, servants, employees and licensees, or for use by the public, but excluding rentable premises in the Building.

**"Common Use Equipment"** means all mechanical, plumbing, electrical and HVAC equipment, pipes, ducts, wiring, machinery and equipment and other integral services, utility connections and the like providing services for the use and enjoyment of the tenants in the Building.

**"Event of Default"** has the meaning ascribed to such term in Subsection 14(a) hereof.

**"Fixturing Period"** has the meaning ascribed to such term in Section G of the Lease Summary.

**"Landlord"** means the person(s) named as such in the Lease and, unless the context requires otherwise, includes its employees, licensees and invitees, contractors, other persons for whom it is in law responsible, or its successors and assigns.

**"Lease"** means this lease, including all schedules, as it may be amended from time to time.

**"Lease Summary"** means the statement of terms upon which the parties have agreed as set out at the beginning of this Lease.

**"Leased Premises"** means that part of the Building demised to the Tenant under this Lease consisting of the approximate rentable area set out in Section D of the Lease Summary and as approximately depicted in *Schedule 'A'* attached hereto.

**"Operating Costs"** means the total, without duplication, of all costs and expenses incurred, by or on behalf of the Landlord for the maintenance, repair, replacement, operation, supervision, administration and management of the Building, calculated in accordance with Generally Accepted Accounting Principle ("GAAP"). The following shall not be included in Operating Costs or the Tenant's Proportionate Share of Operating Costs, as applicable:

- (a) any costs or expense of a capital nature other than depreciation or amortization of such costs as permitted by GAAP;
- (b) the cost of repairs and replacements of the Building or portions thereof, made necessary as a result of inherent structural defects or weaknesses;
- (c) net proceeds actually recovered by the Landlord from its insurance policies for damage to the extent the cost of repair of such damage is included in Operating Costs; and

- (d) all actual costs of utilities or other items that have been paid directly by the Tenant pursuant to this Lease or that have been paid by any other tenant pursuant to any other Lease with respect to other premises within the Building.

**"Permitted Use"** means the use of the Leased Premises by the Tenant which is provided for in the Section H of the Lease Summary.

**"Rent"** means all Basic Rent and Additional Rent.

**"Sales Taxes"** means all business transfer, multi-stage sales, sales, use, consumption, value-added, or other similar taxes imposed by the Government of Canada or any provincial or local government upon the Landlord, or the Tenant or in respect of this Lease, or the payments made by the Tenant hereunder or the goods and services provided by the Landlord hereunder including, without limitation, the rental of the Leased Premises and the provision of administrative services to the Tenant hereunder."

**"Security Deposit"** means the amount specified in Section M of the Lease Summary.

**"Taxes"** means all taxes, rates, duties, levies and assessments whatsoever, whether general or special, imposed from time to time by any federal, provincial, municipal, school, or other taxing authority, including without limitation any tax imposed upon the Landlord or any owner or manager of the Building in respect of: all or any part of the Building, any use or occupancy of the Building, any business being in the Building, or any costs and fees incurred by the Landlord in verifying the reasonableness of or contesting any of the same in good faith. If any new tax shall be levied or imposed with respect to the Building then any such new tax or levy shall be deemed to be included in Taxes. "Taxes" for which the Tenant is responsible under this Lease shall not include: income or profit taxes upon the income of the Landlord to the extent such taxes are not levied in lieu of the first above-mentioned taxes, rates, duties, levies and assessments. Where Taxes are assessed and payable with respect to the Building as a whole, the Tenant shall be liable for the payment of its Proportionate Share of such Taxes pursuant to this Lease. Where Taxes are assessed payable with respect only to the Leased Premises, the Tenant, or the Tenant's activities, the Tenant shall be liable for the payment of all such Taxes pursuant to this Lease. If by reason of any act, election or religion of the Tenant, or any subtenant or licensee of the Tenant, or any occupant of the Leased Premises, all or any part of the Leased Premises is assessed for the support of separate schools, the Taxes payable by Tenant pursuant to this Lease shall include the entire amount by which taxes payable in respect of the Leased Premises or the Building exceed those that would have been payable if all the Leased Premises had been assessed for the support of public schools.

**"Tenant"** means the person(s) named as such in this Lease and, except with respect to its financial obligations or if the context requires otherwise, includes its employees, licensees and invitees, contractors, other persons for whom it is in law responsible, or its successors and assigns.

**"Tenant's Work"** means all work required for the finishing of the Leased Premises for the Permitted Use, at the Tenant's sole expense and in accordance with the Tenant's drawings and specifications which require the written approval of the Landlord.

**"Tenant's Proportionate Share"** means the fraction, the numerator of which is the rentable area of the Leased Premises and the denominator of which is the rentable area of the Building.

**"Term"** means the period of time specified in Section E of the Lease Summary, unless terminated earlier pursuant to the provisions of this Lease.

#### SCHEDULE 'C'

#### RULES & REGULATIONS

NO NUISANCE	The Tenant will not perform acts or carry on any practice which may injure the Building or the Leased Premises and shall keep the interior of the Leased Premises reasonably clean and free from rubbish and dirt at all times and shall store all trash and garbage within the Leased Premises and arrange for the regular removal of such trash and garbage. The Tenant shall not keep or display any merchandise on or otherwise obstruct the common areas, sidewalks or areaways adjacent to the Leased Premises, or overload any floor in the Leased Premises. The Tenant shall forthwith upon request by the Landlord discontinue any acts or practices in violation of this clause and repair any damage or injury to the Buildings or the Leased Premises caused thereby.
KEEP PREMISES CLEAN	The Tenant will at all times keep the Leased Premises in a clean and sanitary condition in accordance with the laws, directions, rules and regulations of the governmental agencies having jurisdiction and shall keep the interior and exterior surfaces of all glass area of the windows and doors of the Leased Premises clean.
NO NOISE OR ODOURS	The Tenant shall not cause or permit any objectionable noises or odours
NO OBSTRUCTIONS	The Tenant shall not obstruct, encumber or use for any purpose other than ingress or egress to and from the Leased Premises, the common areas, sidewalks or anywhere within the Building and shall not sell, advertise or conduct business anywhere within the Building other than in the Leased Premises. In its use of the service concourse, the Tenant shall not obstruct the use thereof by other tenants and at no time shall park or allow its agents or employees to park vehicles therein except for the purpose of and during loading and unloading.
HIGH STANDARDS	The Tenant shall not conduct merchandising display or advertising in connection with its business except in a dignified manner and in conformity with the highest standards of practice amongst stores dealing in the same or similar merchandise.
NO AUCTIONS	No auction, fire, bulk or bankruptcy sale shall be conducted on the Leased Premises nor shall any special sale or sales be carried on therein other than such as are incidental to the normal routine of the Tenant's business.
NO HARMFUL PRACTICES	Any business conductor practice carried on or maintained by the Tenant which may harm the business or reputation of the Landlord or reflect unfavourably on the Building, the Landlord or other tenants or which might confuse or mislead the public shall be immediately discontinued by Tenant at the request of the Landlord.
FURTHER RULES	The Tenant will observe such other and further reasonable rules and regulations as the Landlord, acting reasonably, may make pertaining to the operation, maintenance, reputation, safety, care or cleanliness of the Building, the Leased Premises, Or the equipment therein, the use of common areas and facilities, hours of business and lighting of Leased Premises and other matters, provided such rules and regulations are reasonable and consistent with the provisions of this Lease. The Landlord shall have the right from time to time to change such rules and regulations and shall not be responsible to the Tenant for the non-observance or violation of any such rules and regulations by any other tenant or any person.
NO LODGING	The Tenant shall not use the Leased Premises for lodging or sleeping.
"TENANT" INCLUDES EMPLOYEES	Any reference in this <i>Schedule 'C'</i> to the "Tenant" shall include, where the context allows, the servants, employees, agents, invites and licensees of the Tenant and all others over whom the Tenant might reasonably be expected to exercise control.

SCHEDULE 'D'

SPECIAL PROVISIONS



**Additional Clauses:**

1. **Alarms.** The Tenant shall be responsible at its sole expense for any fees, penalties or fines imposed by any governmental authority, including without limitation fire, paramedic, police, and municipal services, in respect of alarms at the Leased Premises.

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT: Design Mississippi River Crossing – Single Source Procurement**

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the single source procurement of professional consulting services to Stantec Engineering in the amount of \$47,920 including non-recoverable HST;**

**AND FURTHERMORE THAT the project be funded first from development charges in the amount of \$12,820 and the remainder \$35,100 from water and sewer reserves.**

**BACKGROUND:**

This river crossing for extension of the water distribution system was proposed in the Infrastructure Servicing Master Plan in 2013. The estimated cost for the crossing in 2018 was \$2,540,000.00, plus \$540,000.00 in contingency and engineering.

According to the 2018 Master Plan this infrastructure would be needed in the Mid-Term Range between 2023 and 2027. This infrastructure is a necessary component in the development of lands to the north west of the Almonte urban settlement boundary. A third crossing was also identified as a mitigation measure in the Risk Assessment in the 2013 Master Plan.

Staff believe that there are benefits to completing the works in advance. In terms of funding the infrastructure development there would be \$679,520.00 that would be covered by Development Charges based on the existing formula.

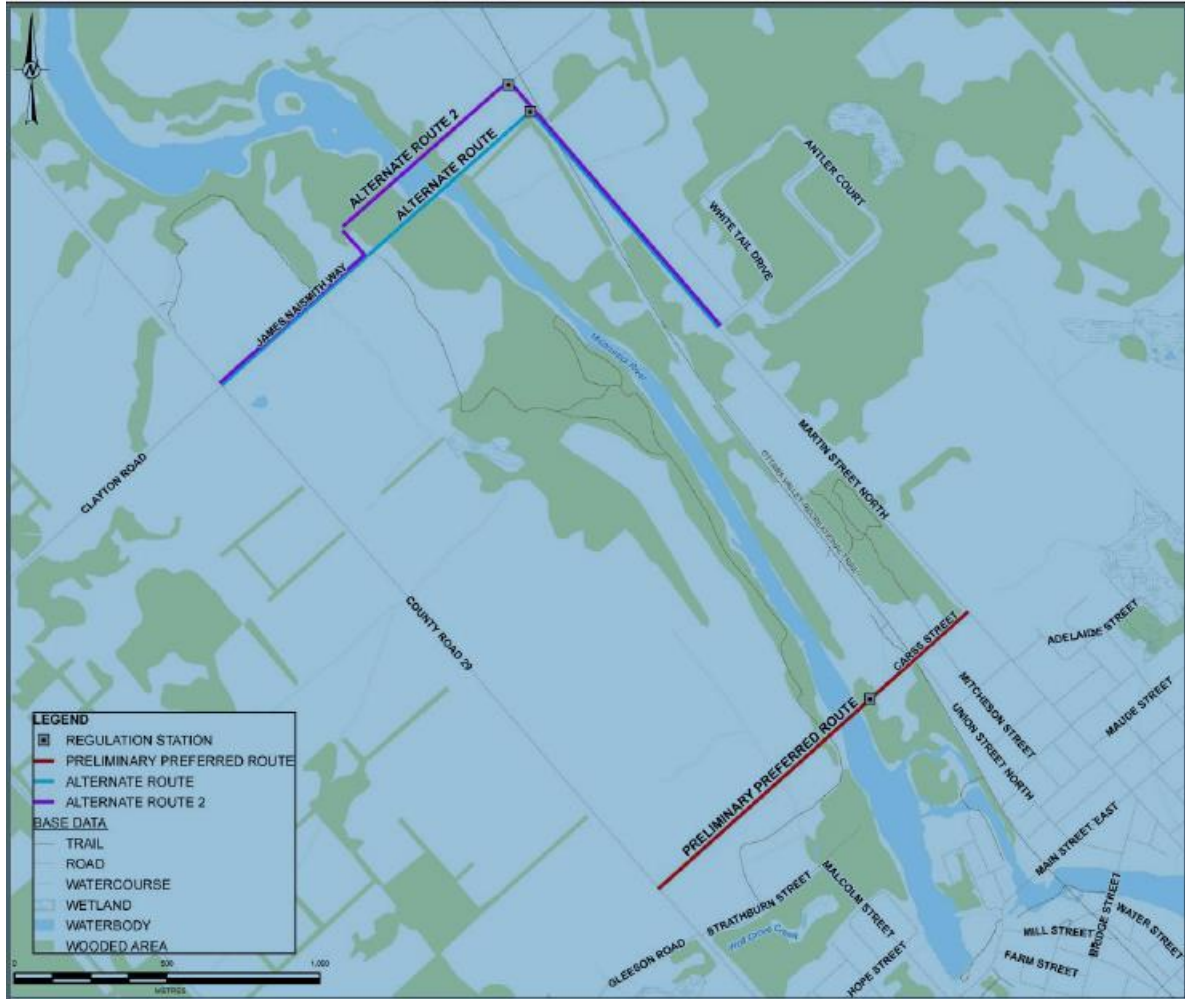
Enbridge Gas is proposing to reinforce its natural gas distribution network in Almonte to increase reliability and capacity for future growth.

They have conducted consultation on the potential river crossing routes, undertaken archeological studies and considered Indigenous concerns. The project will be 2.5 kilometers, include a district regulation station and a river crossing. While there are alternative routes under investigation the preferred route is from the termination of Carrs

St. The project will require Ontario Energy Board approval to proceed which is expected in the Summer of 2021.

Enbridge will be required to conduct a number of studies as part of its project and obtain permits. The Municipality would be required to conduct these same studies and permits when it proceeds with the river crossing for the water distribution system. Staff have explored with the Enbridge project team the ability to conduct both the natural gas reinforcement project and the water distribution river crossings at the same time.

Graphic 1: Enbridge Gas proposed routes.



**DISCUSSION:**

The start of the Municipality’s water distribution system extension and river crossing would be the conduct of various studies that Enbridge has already undertaken or has underway – riverbed and surrounding lands geotechnical survey, archeological surveys and others. There will also be similar permits that would be required as the typical

approach to a river crossing is Horizontal Directional Drilling. There may also be savings in the use of the same construction team at the same time.

Stantec as well as other consultants have been engaged by Enbridge to conduct the design and project work. While the Municipality will benefit from these studies it may still have to conduct other studies in order to proceed with its own river crossing at a later date.

Given that much of the background work is being done by Enbridge the Municipality would need to conduct a detailed design to progress any further as well as understand the financial impacts.

We believe that once the Enbridge natural gas line is in place and when we attempt to construct in the vicinity that we may have to take extra precautions to ensure there is no potential for damage or disruption which may increase the cost of construction. Therefore, we believe that construction at this time may be simpler and take advantage of Enbridge's project logistics.

The Procurement Bylaw 18-14 does address the issue of single source procurement and defines under which circumstances this can be contemplated and is warranted. The following is an excerpt from Bylaw 18-14 and we believe that clause (vi)... "it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality" applies in this situation:

#### SINGLE SOURCE PROCUREMENT

**The requirement for competitive bid solicitation for goods or services may be waived under joint authority of the appropriate Department Head and the CAO or Treasurer under the following circumstances:**

- (i) goods and services are in short supply due to abnormal market conditions
- (ii) where competition is precluded due to the application of any Act, or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material
- (iii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
  - a. components or replacement parts for which there is no substitute
  - b. compatibility with an existing product, facility or service is required
  - c. specific standards are adopted by Council
  - d. specialty services for which competitors are limited or for which there is no substitute
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial

- (iv) where an existing contract has expired or will expire shortly and unforeseeable circumstances have caused a delay in issuing a new RFP or tender so that a contract extension is required.
- (v) where only one source of supply would be acceptable and cost effective
- (vi) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals
- (vii) in an emergency situation where there are time constraints
- (viii) where the standing offer process is utilized

**The rationale for the selection of single source procurement by a Department Head shall be submitted in writing to the CAO to include in an information report to Council.**

Undertaking this design work at this time is a prerequisite to being able to consider and contract to construct the river crossing in 2021 at the same time as Enbridge would be completing its river crossing. Approving this design work means that we are contemplating this construction project in 2021 using the same contractors as Enbridge.

The river crossing is one component of advancing infrastructure across the river to service developable lands in the west of Almonte Ward. Additional infrastructure will also be required to extend the water main to the river crossing section and then to the available lands. Council is aware there is limited land left within Almonte Ward for additional large-scale residential development. Infill and reuse of existing parcels are options for residential development but large tracts of vacant land zoned for residential development are not immediately available. Hence, the project to amend the Official Plan and expand the settlement boundary.

If Council is interested in advancing the river crossing component this design work is necessary at this point in time. To have the infrastructure complete in the mid term 2023-2027 range these sections of work would likely be required in our construction schedule and planning in the 2022 – 2024 timeframe. At the earliest dates this proposed single source procurement would be advancing the construction by a year. However, Council could delay this work to the extent of the 2027 timeframe.

## **OPTIONS**

Option 1 – Award the contract to conduct the work to design the river crossing for the watermain using the provisions of the Procurement Policy for a single source procurement.

Option 2 – Proceed to an RFP and seek proposals to conduct the work to design the river crossing for the watermain. This option will likely not result in any savings as the window to work together with Enbridge will have passed.

Option 3 – Do not proceed with this work at this time and instead work within the timelines established in the 2018 Master Plan for the work to take place between 2023-2027.

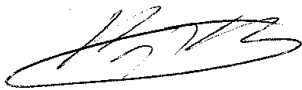
## **FINANCIAL IMPLICATIONS:**

Development Charges are available to fund the required work in the amount of \$12,820. The remaining balance of \$35,100 can be funded from water and sewer reserves.

## **SUMMARY:**

Staff have not waived the requirement for competitive bidding for this procurement. The professional consulting work is necessary to be in a position to construct in the summer of 2021 but can be delayed. Council direction on advancing the construction of the river crossing is required to justify proceeding with this professional consulting engagement at this time.

Respectfully submitted by,



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Ken T. Kelly  
Chief Administrative Officer

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

**STAFF REPORT**

**DATE:** December 1, 2020  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT: Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status**

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**RECOMMENDATION:**

**THAT Committee of the Whole accept the “Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status” report as information.**

**AND THAT Committee of the Whole recommend Council appoints a Council Member to the Carleton Place Parks & Recreation Committee for remainder of this term of Council.**

**BACKGROUND:**

Since 1987 there has been a working relationship between Mississippi Mills (formerly Almonte and Ramsay), the Township of Beckwith and Town of Carleton Place for access, usage and cost sharing of an arena, ballfield, pool and library services and facilities. An agreement was entered into for the management of this relationship. Over time there have been amendments and additions to the services/facilities.

There have also been periodic reviews completed of the agreement by the three parties to the agreement and by Mississippi Mills itself.

Council passed motion 081-20 on March 3, 2020 inviting Howard Allan to a meeting to review the cost sharing agreement with Council and the Library Board. This presentation took place on September 22, 2020. On October 20, 2020, the Mississippi Mills Public Library Board presented to Council.

Mostly recently Council adopted a resolution on November 3, 2020 as follows:

**Cost Sharing Agreement**

**Resolution No CW157-20**

**Moved by** Councillor Ferguson

**Seconded by** Deputy Mayor Minnille

**WHEREAS** Mississippi Mills has received correspondence from Carleton Place Mayor Doug Black, verbal discussion with Beckwith Reeve Richard Kidd, significant residential feedback, Library Board comments and a formal presentation from Howard Allan all relating to the proposed terminate of the Cost Sharing Agreement between Mississippi Mills, Carleton Place and Beckwith;

**THEREFORE BE IT RESOLVED THAT** Council direct a Mississippi Mills staff and select members of Council to initiate dialogue with our Municipal partners (Carleton Place, Beckwith) with input from the Recreation Cost Sharing Committee, in order to conduct a review of the Cost Sharing Agreement along with any negotiated amendments;

**AND FURTHERMORE, THAT** an in camera item be included on the November 3, 2020 Council Meeting to provide direction on the Recreation Cost Sharing Agreement meeting to be scheduled with our Municipal Partners (Carleton Place and Beckwith).

**DISCUSSION:**

On November 16, 2020, a meeting was conducted with our partners to the Joint Cost Sharing Recreation Agreement – Carleton Place (CP) and Beckwith. The agenda for the meeting included a discussion of Governance, the Financial Methodology, data sharing, and next steps. There was a genuine commitment from all three municipalities to address concerns that have been raised and to work towards improving the governance, the relationship for usage and cost sharing of the facilities/services.

The discussion concluded a clear Terms of Reference does not exist for the Joint Cost Sharing Recreation Committee. A draft Terms of Reference will be developed for circulation and consideration. The governance and relationship between the Joint Cost Sharing Recreation Committee and a separate committee of the Carleton Place Council – Parks & Recreation is also not clear. Further review and discussion of this relationship will take place by the three municipalities.

Mississippi Mills has the option to appoint a representative to the Carleton Place – Parks & Recreation Committee. MM has not appointed a representative and a Ramsay resident of Mississippi Mills sits on the Committee – Mr. Bill Levesque. Mr. Levesque has been a member of the Committee for the past 12 years and has over 30 years of experience with Nepean Parks & Recreation and Perth Parks & Recreation. Council can recognize Mr. Levesque as a member. In addition, Mississippi Mills Council can



appoint a member of Council to sit on the Carleton Place Parks & Recreation Committee and attend any future meetings.

Discussion also focused on the inclusion of the Library in a more fulsome manner in the discussions of the review and the meetings of the Joint Cost Sharing Recreation Committee.

The methodology used to allocate costs for the facilities and services has been in place for a number of years and has been reviewed at various stages. It was agreed that a scope of work to review the percentages of each poll as a benefiting area should be reviewed, the use of assessment as a basis of allocation and the potential for other data to be used that may provide for a more accurate allocation. It was recognized that the original approach was developed in 1987 and that newer and more accurate data may exist that can better or more fairly allocate the costs. A scope of work for a review is being developed by the three municipalities with an agreement to equally share the cost and use a consistent approach to the review.

It was agreed staff should also meet to discuss sharing of data.

Once the Terms of Reference are developed, the scope of work is determined and the staff have met, another meeting of the Heads of Council for the three municipalities will be held.

#### **FINANCIAL IMPLICATIONS:**

Once the scope of work for the financial review has been provided to Allan Partners LLP an estimate of the cost of the project will be known. It has been proposed that if the review proceeds it will be cost shared on a one third.

The proposal is to engage Howard Allan of Allan & Partners LLP to conduct the review and develop alternative models.

#### **SUMMARY:**

The municipalities of Mississippi Mills, Carleton Place and Beckwith have held an initial meeting of the concerns been raised by Mississippi Mills Council with regards to the Joint Cost Sharing Recreation Agreement.

Respectfully submitted by,



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Ken T. Kelly,  
Chief Administrative Officer

ATTACHMENTS:

1. Recreation and Culture Cost Sharing Committee Minutes



## RECREATION AND CULTURE COST SHARING COMMITTEE MINUTES

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**Wednesday, January 15<sup>th</sup>, 2020**

**10 a.m.**

**Town of Carleton Place, Council Chambers**

**175 Bridge Street**

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### **PRESENT:**

#### **Carleton Place**

Doug Black, Mayor

Linda Seccaspina, Councillor

Diane Smithson, CAO

Trisa McConkey, Treasurer

Joanne Henderson, Manager of Recreation and Culture

Meriah Caswell, Manager of Library Services

#### **Beckwith**

Richard Kidd, Reeve

Faye Campbell, Councillor

Cassandra McGregor, Clerk Administrator/Recreation Director

#### **Mississippi Mills**

Rick Minnille, Deputy Mayor

Cynthia Guerard, Councillor

John Dalgity, Councillor

Calvin Murphy, Recreation Manager

#### A. **OPENING OF MEETING**

Mayor Black called the meeting to order at 10:02 a.m.

#### B. **APPROVAL OF AGENDA**

**Moved by Richard Kidd**

**Seconded by Linda Seccaspina**

**That the agenda be accepted as presented.**

**CARRIED**

#### C. **DISCLOSURE OF PECUNIARY INTEREST**

**None**

D. APPROVAL OF MINUTES FROM THE MEETING – OCT. 16<sup>TH</sup>, 2019  
*attached.*

**Moved by John Dalgity**

**Seconded by Richard Kidd**

**That the minutes of the meeting held on October 16<sup>th</sup>, 2019 be approved.**

E. DELEGATIONS  
**None**

F. BUSINESS

- 1) Town of Carleton Place
  - a) Presentation of the Budget  
Trisa McConkey presented the 2020 Budget and provided copies for all in attendance.
  - b) Updates
    - The Active Living Centre is now open and operates three half days per week with a variety of activities.
    - Staff are busy working on the 2020 Home Show
    - Work on the Roy Brown Statue is continuing in hopes of an unveiling in May.
    - The Town of Carleton Place applied for a grant for a shade structure at Carleton Junction from the Canadian Dermatology Association.
- 2) Town of Mississippi Mills  
Updates
  - A new Advisory Committee has been established and they are working on developing an Adopt A Park Policy. The policy will look towards getting the community more involved with taking care of parks in their neighbourhood.
  - Mississippi Mills is looking for a location for a Dog Park
  - Mississippi Mills will be starting their budget process tomorrow night.
  - Currently working on a Strategic Plan.
- 3) Township of Beckwith
  - Beckwith Athletics Club - currently has 40 members and they are focusing on the following track and field activities shot put, javelin, hurdles and high jump. They are looking at buying equipment.
  - Square Dancing has become very popular and runs both daytime and evening times.
  - The Rural Recreation Association will be hosting their Recreation Summit on April 30, 2020 and the focus will be trails and the importance of trails and active transportation.

G. DATE OF NEXT MEETING – Township of Beckwith – June 17, 2020.

H. ADJOURNMENT

**Moved by Doug Black**

**Seconded by Linda Seccaspina**

**That the meeting be adjourned.**

**CARRIED**

The meeting adjourned at 10:45 a.m.

# OFFICE OF THE MAYOR

Mayor Christa Lowry



## Mayor's Report December 1, 2020

### Meeting with Ministry of Natural Resources and Forestry staff

Thursday November 19, 2020

Kathy Woeller, MNRF  
Ann Marie Weselan, MNRF  
Dave Burritt, MNRF  
LEAD: Ron Higgins, Mayor North Frontenac  
Brian Campbell, Warden Lanark County  
Christa Lowry, Mayor Mississippi Mills  
Janet Mason, Chair Mississippi Valley Conservation Authority Board  
Sally McIntyre, GM Mississippi Valley Conservation Authority

The meeting was set up by Mayor Higgins to request consideration of an increase in funding to the Water and Erosion Control Infrastructure Program from the current envelope of \$5M which has not changed since the fund was established in 2003. Other requests were to consider multi-year WECl funding has had been recommended in the November 2019 report from the Special Advisor on Flooding. We noted that high priority projects are often identified in high density areas, depriving rural communities of the funding they need to support infrastructure renewal. We also noted that due to the geographical challenges and low total assessment in rural areas, it is a financial burden to rural communities to pay for the upkeep and renewal of these structures.

### Community & Economic Development

*I often have the honour of celebrating successes and milestones with our local businesses. It is always my pleasure to respond to these invitations and attend events on behalf of the Municipality. To date, I have shared these success stories on my social media channels this term. Moving forward, I will also use this platform to highlight the accomplishments of our local businesses and organizations. I encourage any business or organization to reach out if you would like to invite myself as Mayor or all members of Council to celebrate a milestone with you. More information can be found here: [www.mississippimills.ca/en/build-and-invest/helping-your-business-succeed.aspx](http://www.mississippimills.ca/en/build-and-invest/helping-your-business-succeed.aspx)*

On November 17<sup>th</sup>, I was thrilled to attend the Grand Opening of **Darrell Thomas Textiles** in the Victoria Woollen Mill. There is something very special about having a textile boutique in one of our former textile mills. Darrell Thomas Textiles originally opened its doors in September 2000 in Ottawa and is well known for providing beautiful and original dressmaking textiles. Wishing Darrell a hearty welcome to Mississippi Mills! [www.darrellthomas.com](http://www.darrellthomas.com)

Congratulations to Sanjeev and the **Sivarulrasa Gallery** on your 6th Anniversary Show! The exhibition opened November 25th, and I was fortunate to be given a private tour with Sanjeev. The focus at the Sivarulrasa Gallery is on Canadian and local artists; every single piece of art in this gallery is by an artist based in Canada and many of them are from right here in Mississippi Mills. The 6th Anniversary show is the Gallery's biggest exhibition of the year and runs until December 30th. More information about the gallery can be found here: <http://sivarulrasa.com/>

### **Christmas in Mississippi Mills**

Celebrating may look a little different this year, but the Christmas spirit is alive and well in our community. To keep everyone safe and healthy into 2021, we've made the difficult decision to cancel Light Up the Night and our traditional Santa Claus Parades. The Municipality has partnered with community organizations and friends to create a variety of activities that we hope will bring joy and sparkle this holiday season:

- Christmas Decorating Contest: Decorate your house or visit those who do.
- Santa Claus is Coming to Town: Santa is making 5 trips through Mississippi Mills... in a fire truck!
- Videos From the Heart: Send your own personal holiday greeting to the community.
- Reaching Out to Your Neighbours: Help send Christmas cards to those in our community who may be lonely this season.
- Put Your Money Where Your Heart Is: Buy Local!
- How to Support Local Charities this Season: The need for volunteers and donations is great than ever.

More information can be found on the website:

[www.mississippimills.ca/en/explore-and-play/christmas-in-mississippi-mills-2020.aspx](http://www.mississippimills.ca/en/explore-and-play/christmas-in-mississippi-mills-2020.aspx)

### **Deck the Halls**

Thank you to the Beatification Committee for putting up the beautiful tree, picture attached, in Naismith Square and to the new volunteers who helped out. You did a great job with the fall cleanup and the tree is perfect! Also, thank you to the Light Up the Night Organizing Committee for making lemonade out of lemons by using the Christmas Stage Decor to brighten up the Ultramar Lot for the holidays.



Christa Lowry  
Mayor of Mississippi Mills



Photo by Victoria Miller



Here are the highlights from the regular Lanark County Council meeting held Wednesday, Nov. 18.

- **Volunteers and Frontline Workers Recognized:** Warden Brian Campbell (Tay Valley Reeve) made a presentation recognizing the outstanding work of both volunteers and frontline workers in the community. This comes in lieu of the usual Awards of Excellence presentations this year. The awards were established by council in 2005 as a way to recognize and thank volunteers and organizations making extraordinary contributions to Lanark County. “The volunteers we have recognized in the past have contributed a tremendous amount of time, while expecting nothing in return. They are role models and community builders, and their quiet actions make a huge difference in our community,” he said, noting in this exceptional year, many volunteer organizations have been forced to halt activities and special events. “With that in mind, the decision was made this year to not solicit nominations for the Awards of Excellence, as we would not be able to recognize the potential recipients in a significant way, as we normally would during a formal presentation at County Council.” He said this year’s selection committee discussed recognizing frontline workers as an honorary recipient, but has opted to stay true to the awards, which recognize those volunteering their time. “Separate from the Awards of Excellence, as the Warden of the County of Lanark, and on behalf of County Council, I would like to formally recognize the efforts of all frontline workers during the pandemic on a plaque of honour in the Lanark County Administration Building, as well as on our website and in the local media,” he said. “As a council and a community, we are deeply grateful to all the frontline workers who are working tirelessly to help keep our communities going and ensuring our residents are safe. Throughout this pandemic, we have seen you display acts of courage, selflessness and genuine caring for your community. We would like to thank you for your dedication and commitment to your positions, which has ensured that we are all able to continue to enjoy the luxuries that come with living in Lanark County during the COVID-19 pandemic.” Campbell added it is hoped the Awards of Excellence nomination process can continue as usual in 2021. “I thank the citizens in Lanark County who enhance our community through their volunteer efforts before, during and after the pandemic. Your steadfast generosity, particularly during these uncertain times, is leaving a legacy for our community. On behalf of Lanark County Council, I wish to thank you for continuing to act as community builders and role models for all of us.” For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
  
- **Council Receives Update on Pedestrian Crossings:** Council has accepted a report on pedestrian crossovers presented by Sean Derouin, Public Works Manager, at the public works committee meeting in October. The report responds to recent requests for pedestrian crossovers and outlines the process the department uses to determine if one is warranted. The process takes the Ontario Highway Traffic Act and Ontario Traffic Manual into account, which helps to determine if a pedestrian crossing is required. Derouin explained there are four types of controlled crossings, which differ from crosswalks that are located at intersections controlled by signals or signs. Considerations include pedestrian and vehicle volumes, vehicle speeds, crossing distance, road user characteristics and visibility. On Lanark County roads, two crossings have been installed on County Road 29 in Pakenham at Waba Road and Jeanie Street, on Bridge Street in Almonte at Veterans Memorial Walkway, on Townline Road in Carleton Place at the Ottawa Valley Recreational Trail (OVRT) and on the Appleton Side Road at Greystone Trail. Derouin indicated several crossover locations are under assessment related to OVRT intersections with county roads

and other multi-use trail locations. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

- **Commercial Identification Sign Program Updated:** Council has approved a by-law to adopt an updated commercial identification sign program, which regulates the installation of directional signage on county roads and now recreational trails to ensure travelers reach their desired destination and to aid in promotion of and increase economic benefits to businesses that wish to participate. The Public Works Department's policy is to supply, erect and maintain commercial identification signs on the county road allowance upon receipt of payment for manufacturing and installation costs. The policy outlines sign wording and location approvals, a fee schedule, and has been amended to now include parameters for signs for county trails. Information about the sign program can be found at <http://www.lanarkcounty.ca/Page1877.aspx> or by calling the office at 613-267-1353. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.
- **Deputy Clerk Appointed:** Council has passed a by-law to appoint Research Assistant Casey Whiticar as Deputy Clerk. Under the Municipal Act, municipalities may appoint deputy clerks, who have the same powers as a clerk, to act in the event the clerk is absent or unable to carry out duties. This follows a recent review of the county's corporate administration, resulting in a restructuring to optimize operational efficiencies and financial resources to enhance the sustainability of Lanark County at the upper and local tier. Recognizing internal candidates, the position of Research Assistant was enhanced to Deputy Clerk, and Whiticar now assumes the emergency services (Community Emergency Management Coordinator and legislative requirements), emergency planning and education and emergency contract management portfolio, in collaboration with the Clerk/Deputy CAO and the local municipalities. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Council Receives Nomination Report:** Council has accepted a nomination report presented by Clerk/Deputy CAO Leslie Drynan for the positions of 2021 Warden and Committee Chairs. This is part of the new inaugural meeting process established in the procedural by-law, and also reflects adjustments related to COVID-19. Nominations were submitted via e-mail with movers and seconders between Nov. 1 and noon on Nov. 17. Valid nominations for Warden include Councillor Christa Lowry (Mississippi Mills Mayor), Councillor Peter McLaren (Lanark Highlands Reeve) and Councillor Klaas Van Der Meer (Montague Deputy Reeve). Nominations for committee chairs are as follows: Community Services, Councillor Ray Scissons (Drummond/North Elmsley Deputy Reeve); Corporate Services, Warden Brian Campbell (Tay Valley Reeve); Economic Development, Councillor John Fenik (Perth Mayor); and Public Works, Councillor Ed McPherson (Perth Deputy Mayor). A modified in-person meeting with safety procedures in place will take place to allow for paper ballots to be used for the election of the warden, as the committee chair positions have been acclaimed. The inaugural meeting is scheduled for Dec. 2 at 2 p.m. The public and media can attend via Zoom. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Council Supports Motion Related to Grow-Ops:** Council has supported a motion by the Township of Blandford-Blenheim's regarding unlicensed and unmonitored cannabis grow operations. The motion notes these operations have "increasingly become a problem in communities in Ontario" as they are allowed to be established with little or no consultation with

communities, and municipalities often learn of their existence only after conflicts arise with neighbouring landowners. The motion indicates there are loopholes in federal legislation allowing large-scale grow ops to be established and operate “without any of the regulations or protocols that licensed and monitored operations need to adhere to.” It urges the federal government to amend the related legislation “to ensure the safety and rights of the local communities in which they are situated are respected.” The motion is being forwarded to appropriate federal ministers, the Association of Municipalities of Ontario, and all Ontario municipalities. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502

- **Two-Year Review of OVRT Completed:** Council has accepted the two-year review of the Ottawa Valley Recreational Trail (OVRT) and its approved uses presented by CAO Kurt Greaves at the economic development committee meeting last month. The OVRT opened in October 2018 and the 61-kilometre Lanark County portion of the 297-kilometre abandoned CP Rail line extends from Montague Township to the border with Renfrew County. The management plan outlines approved uses, including walking/hiking; cycling; cross-country skiing, dog sledding and snowshoeing; ATVs, side by sides and snowmobiles (with a club permit in Lanark County) and equestrian. Partners include Renfrew County and Papineau-Cameron Township (which own the remainder of the trail), local municipalities, user groups, community groups, Lanark County OPP and the OPP SAVE Team, and provincial and federal funders. An advisory committee works together on surveying, legal items, negotiations, best practices, the management plan and economic development. The OVRT Partnership received the Lieutenant Governor Award for Economic Development Excellence in 2018 from the Economic Development Council of Ontario. Greaves also highlighted municipal partner/user projects, including the Carleton Place Bridge and the Alameda Project in Almonte. The report also outlined trail usage figures, an overview of patrols by the OPP and a recent decline in noise and speeding complaints. “Lanark County’s philosophy is to be good neighbours,” Greaves said, adding staff work to address complaints and have increased signage, gates, fencing, and work done with user groups, local municipalities and the OPP. Next steps include improved parking, signage and promotion, as well as continuing to work with current and new partners. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Internet Project Partnership to be Explored:** Council has passed a motion to consider the “Last Mile Broadband Internet” project as part of the draft 2021 budget. This results from a report by CAO Kurt Greaves at the economic development committee meeting in October aiming to start a discussion about developing a joint county/local municipal program. Greaves noted the county has been involved in several projects to bring high-speed Internet and mobile broadband to the area, including the Rural Connections Broadband program in June 2012, as well as the Eastern Ontario Regional Network (EORN) project in 2015 that built a fibreoptic backbone across eastern Ontario and the current cell project to bring improved coverage and capacity. EORN is proposing a third project to bring fibre service to every home in eastern Ontario, which would also require major investment from all levels of government. Greaves noted the supply of high-speed Internet to rural residents is constantly growing as Internet Service Providers (ISPs) build out their networks by adding fibreoptics and extra towers. “There are, however, always areas where topography and density do not allow a business case to make sense for an economical solution,” he said, adding as demand for higher speeds and improved capacity grows, it is outpacing supply for many residents and leaving some at a disadvantage. Greaves has recommended completing a request for proposal to ask ISPs to submit plans by municipality for improved Internet services. He outlined possible

evaluation metrics and a potential cost-sharing formula, with an initial proposed county contribution of \$125,000 to be considered as part of the budget process. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

- **Upcoming Meetings: Special Corporate Services (Budget)**, Friday, Nov. 20, 9:30 a.m. **County Council, Wednesday, Nov. 25, 5 p.m.**; Public Works, Nov. 25 (following County Council); Economic Development, Nov. 25 (following Public Works). **Inaugural Meeting, Wednesday, Dec. 2, 2 p.m. County Council, Wednesday, Dec. 2, 5 p.m.**; Community Services, Dec. 2 (following County Council); Corporate Services, Dec. 2 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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Here are the highlights from the regular Lanark County Council meeting held Wednesday, Nov. 25.

- **Warden Presents Slow Roll Funds to United Way:** Warden Brian Campbell (Tay Valley Reeve) presented a donation of \$2,900 to United Way Regional Director Jane Torrance, representing proceeds from the Warden's Slow Roll event held on Sept. 12 at the Almonte Alameda in Mississippi Mills. "The day was really a great success, and we had a great turn out of people who joined us for a casual bike ride along the Ottawa Valley Recreational Trail and finishing up at the Carleton Junction in Carleton Place," Campbell said. "I'd like to thank council, staff and the community for supporting the event in such a great way." Campbell noted the United Way helps more than one in 10 people in the community and has been affected by the pressures of the pandemic. "Funds raised from this event will support the people in our community with the greatest need. Our seniors, youth, neighbours, friends and maybe even family – they need our support now." For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Paramedic Service Agreement Approved:** Council has authorized the signing of a 10-year agreement for the Almonte General Hospital (AGH) to continue to operate the Lanark County Paramedic Service (LCPS) from 2021 to 2030. At the corporate services committee meeting last week, CAO Kurt Greaves explained AGH has operated LCPS since land ambulance service was downloaded from the province to municipalities in 2000. "By partnering with AGH, Lanark County has the benefits of a professional health care institution managing the operations of the service," Greaves explained. The main items the county is responsible for is the acquisition of the ambulance fleet, managing the leases of five paramedic bases and financial reporting to the province. AGH looks after all facets of operations, including staffing, scheduling, health and safety, union negotiations and ensuring the service run in compliance with provincial regulations. "Lanark County has always had a good working relationship with the Almonte General Hospital," he added. "The hospital has the experience and proven ability to effectively manage the service." The contract is based on cost recovery for the hospital, and the annual fee in the renewal is \$169,000 with annual increases of CPI. The increase is shared 50/50 with the province, and the county's portion is 9 percent shared with the Town of Smiths Falls. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Support for Conservation Authority Motion:** Council has approved a motion directing staff to contact Minister of Finance Rod Phillips, Minister of Municipal Affairs and Housing Steve Clark, Minister of the Environment, Conservation and Park Jeff Yurek, and Lanark-Frontenac-Kingston MPP Randy Hiller to request Schedule 6 be removed from Bill 229 to allow for consultation with municipalities directly affected by the work of conservation authorities. This follows a presentation at the corporate services committee meeting last week by Sommer Casgrain-Robertson of Rideau Valley Conservation Authority and Sally McIntyre of Mississippi Valley Conservation Authority. They outlined proposed amendments to the Conservation Authorities Act (Bill 229) related to governance, Section 28 permits and program delivery. Under the proposed amendments, programs delivered through municipal levies would now require an agreement with the municipality. Casgrain-Robertson explained because Bill 229 is a budget bill, it is not subject to consultation requirements and municipalities are not given opportunity to review these changes and give feedback. She highlighted the importance of the municipal role in conservation authorities and that they deserve to be heard as part of this amendments to the act. Removing Schedule 6 would allow for that

consultation. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

- **Insurance RFP Accepted:** Council has passed a by-law to appoint Frank Cowan Company as insurer and McDougall Insurance Brokers Limited as insurance broker commencing January 1, 2021. Treasurer Kevin Wills reported on the results of the insurance request for proposal, which was issued in September jointly with Tay Valley Township and Carleton Place. Three proposals were received, with Cowan scoring highest. Wills noted premiums have been increasing because the current municipal insurance market is termed a “hard market.” For more information, contact Kevin Wills, Treasurer, at 1-888-9-LANARK, ext. 1323.
- **Community Check-In Survey Results Released:** Council accepted as information the results of a community check-in survey presented by Ramsey Hart, Executive Director of the Table Community Food Centre, on behalf of the Community Pandemic Response Committee. The committee is made up of about two dozen local agencies that came together to respond to community needs in the spring. The survey was available over the summer and received almost 800 responses. Its goal was to measure how residents in Lanark County and Smiths Falls fared in terms of income/employment, mental health, physical health, food and housing, as well as outlining success stories and gaps in the community response. Hart noted 42 per cent of respondents in the lowest two income group said they didn’t always have access to enough healthy foods, and 66 per cent of lower income households indicated the pandemic has made access to food worse versus 30 per cent in upper income groups. Hart said income is an important consideration and isolation needs to be addressed. “Programs help and we need more to complement the capacity of family and neighbours. People want to hear about their local situation and hear it from local leaders. In every crisis there are opportunities.” For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Update on Hospital Core Capital Program Received:** Council forwarded a request for capital funding to the 2021 budget process following a presentation by Perth & Smiths Falls District Hospital President/CEO Dr. Barry Guppy at the community services committee meeting last week. He outlined hospital activity over the last year, including accreditation, an endoscopy recognition award, physician recruitment, and additional cataract surgeries approved by the province along with initiating the recruitment of a full-time local ophthalmologist. He also reviewed the impact of COVID-19 on hospital operations, including restrictions on visitors, deferred procedures, backlogs, the operation of an assessment centre and lessons learned. The Core Capital Program began two years ago to address the fact the health ministry does not fund capital medical equipment and technology infrastructure. “Current capital requirements have exceeded the ability of the hospital, foundations and auxiliaries alone to raise needed funds,” Guppy explained, adding requirements for this fiscal year totalled \$1.4 million. Five local municipalities are currently involved in the program. Hospital Board Chair Donna Howard also virtually presented council with a plaque to acknowledge the contribution the county has made to the capital project, including \$150,000 in both 2019 and 2020. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Upcoming Meetings: Inaugural Meeting, Wednesday, Dec. 2, 2 p.m. County Council, Wednesday, Dec. 2, 5 p.m.;** Community Services, Dec. 2 (following County Council); Corporate Services, Dec. 2 (following Community Services). **County Council, Wednesday, Dec. 9, 5 p.m.;**

Public Works, Dec. 9 (following County Council); Economic Development, Dec. 9 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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## ROMA Report December 1, 2020

The Rural Ontario Municipal Association (ROMA) Board met via Zoom on Friday November 13th, 2020. Matters of note from the meeting include:

### **Presentation: Renfrew County Virtual Triage and Assessment Centre (VTAC)**

[www.rcvtac.ca](http://www.rcvtac.ca)

Renfrew County Warden Debbie Robinson

Dr. Jonathon Fitzsimmons

Chief Mike Nolan, Renfrew Paramedic Service

Renfrew is the largest County in Ontario and is faced with challenges due to geography and population settlement patterns when it comes to providing health care. There is no public transportation or walk-in clinics. With 25% of residents (24,000 people) in Renfrew County with no Family Physician, this means residents have the choice of going to an ER or staying home and not seeking care.

The Renfrew County model, the Virtual Triage and Assessment Centre, was developed to meet challenges in rural area due to COVID and to avoid a surge of hospital usage for primary care. Their goals:

- Reduce 911 paramedic service utilization
- Reduce paramedic transportation of person to hospital
- Reduce unnecessary/avoidable use of ER
- Promote primary care capacity
- Provide delivery solutions in response to COVID-19

Health partners involved in this collaborative include:

Community Paramedics, Primary Care Physicians, Family Health Team Professionals/Community Agencies/Medical Secretaries

The Virtual Triage and Assessment Centre is available to any resident who does not have a primary care physician or cannot reach their provider. There is one number to call to access the Virtual Triage Centre to then be assessed for treatment options depending on individual health needs. Special emphasis has been placed on supporting persons exhibiting symptoms of COVID-19, with the goal to safely manage their care needs. Physicians provide phone or video appointments with patients with in-home assessments, diagnostic testing or remote monitoring completed by community paramedics as required. This model provides a barrier free solution to health care in Renfrew County.

Since March 27, 2020 when the VTAC first began operations, there have been 18,362 assessments completed: 14,021 Virtual Assessments by Primary Care Physician and 4341 In-Home Assessments by Community Paramedics. Of those assessed:

- 1) 46% would have gone to ER if VTAC unavailable
- 2) 3% were directed to ER/911
- 3) 30% would have done nothing.

Moving forward, the Renfrew County delegation believes that VTACs are the answer



to hallway medicine and the lack of primary physicians in Ontario. Doctor recruitment using municipal dollars is not sustainable but given that primary care is the gateway to access health care services or treatment, they believe there is a viable solution through VTACS and Community paramedicine. Renfrew County has had strong support from MP John Yakabuski and Minister Fullerton, and are seeking a meeting with Premier Ford and Minister Elliott.

Please note, a Paramedicine Session is scheduled at the ROMA conference in January with Paramedic Chief Mike Nolan.

### **BROADBAND TOOLKIT**

ROMA has released two comprehensive resources regarding broadband which are tailored specifically for Ontario's rural municipalities. The *Municipal Primer* gives an overview of the broadband landscape, including Canada's regulatory framework. The *Municipal Roadmap* lays out components of a municipal connectivity plan that municipal councils and staff can implement to create local solutions.

ROMA is hosting a webinar on **Tuesday, December 1st from 12:00-1:30pm regarding these resources.**

**The resources and webinar registration can be found here:**

[www.roma.on.ca/broadbandandcellularconnectivity.aspx](http://www.roma.on.ca/broadbandandcellularconnectivity.aspx)

### **ROMA'S VIRTUAL CONFERENCE**

January 25-26, 2021

Early bird pricing is in place until December 31<sup>st</sup>:

[www.roma.on.ca/Events/2021ROMAConference.aspx](http://www.roma.on.ca/Events/2021ROMAConference.aspx)

Chantal Hébert, national affairs writer for the Toronto Star, guest for the magazine L'Actualité and a regular commentator on CBC's The National's weekly At Issue panel, will open the conference by discussing public policy in the national context.

Sessions Include: Broadband Policy and Solutions, Flooding, New OPP Detachment Board Framework, Implicit Bias, Municipal Control with Cannabis Production Sites.

I will be chairing a session on Innovative Care Models and Services for Seniors in Rural Communities: *Seniors are the fastest growing age group in Ontario. It is important to understand the living and care options that seniors in rural Ontario have, and to find solutions that enhance the quality of seniors care regardless of where they live. Learn from experts about innovative care models that are possible in your communities.*

Ministerial Delegation Requests close November 30<sup>th</sup>.



Christa Lowry

Mayor of Mississippi Mills

## INFORMATION LIST #14-20 December 1, 2020

The following is a list of information items received up until November 26, 2020

Item #	Date	Originator	Subject	Page #
1	Oct 28	County of Lanark	Economic Development Committee – Ottawa Valley Recreational Trail Two Year Review	220
2	Nov 12	City of Brantford	Resolution re: Bill 218 – Ranked Ballots for Municipal Elections	240
3	Nov 12	Upper Canada District School Board	Media Release re: Principal Gail Brant-Terry Honoured with National Indigenous Education Award	242
4	Nov 15	Ministry of the Solicitor General	Memo re: Further Changes under the <i>Reopening Ontario Act, 2020</i>	244
5	Nov 17	Town of Fort Erie	Amending the AGCO Process to Consider Radial Separation from other Cannabis Locations	270
6	Nov 17	Fort Erie	Resolution re: Enact Legislation to Support Local Governments with Land Use Management and Enforcement Issues regarding Bill C-45 Cannabis Act	274
7	Nov 16	Ministry of Municipal Affairs and Housing	Memo re: Enforcement of Orders under the <i>Reopening Ontario Act, 2020</i>	277
8	Nov 25	County of Lanark	By-law & Notice of Decision re: Mississippi Mills OPA 24	279
9	Nov 19	Township of Essa	Resolution re: Bill 229 “Protect, Support and Recover from COVID19 Act – Schedule 6 – Conservation Authorities Act	281
10	Nov 19	Howick Township	Resolution re: Tile Drain Loans	291
11	Nov 23	Minister of the Environment, Conservation and Parks	Letter re: Thank you – Provincial Day of Action on Litter & Waste Reduction Week	292
12	Nov 23	Township of Amaranth	Resolution re: Aggregate Resource Property Valuation Resolution	293
13	Nov 23	Township of Huron-Kinloss	Resolution re: Amendment to Bill 124 Insurance	295

<b>Item #</b>	<b>Date</b>	<b>Originator</b>	<b>Subject</b>	<b>Page #</b>
14	Nov 23	Township of Huron-Kinloss	Resolution re: Cannabis Production and Land Use Regulation	296
15	Nov 23	Township of Huron-Kinloss	Resolution re: Regulation of Cannabis Retail Stores	297
16	Nov 26	Leeds, Grenville & Lanark District Health Unit	Board of Health Meeting November 19, 2020	298
17	Nov 26	Enbridge Gas Inc.	Correspondence re: Ontario's Energy Transition	299
18	Nov 25	Township of Larder Lake	Resolution re: Funding Support and Training Resources to comply with O. Reg 191/11	302

# THE COUNTY OF LANARK

## ECONOMIC DEVELOPMENT COMMITTEE

October 28, 2020

Report # CAO-19-2020 of the  
Chief Administrative Officer

### Ottawa Valley Recreational Trail - Two Year Review

#### 1. STAFF RECOMMENDATIONS

**“THAT**, Lanark County Council accept the report CAO-19-2020 Ottawa Valley Recreational Trail Two Year Review for Information.”

#### 2. PURPOSE

To provide council with an update on the status of the OVRT at the two-year anniversary of the trail opening, October 5, 2018.

#### 3. BACKGROUND

County Council approved motion #ED-2018-18, March 14, 2018,

**“That, County Council review the approved uses for the trail in 2021 (after two years of operation).”**

For Lanark County motorized users require license, insurance and permit from OVATV or OFSC.

Trail uses are outlined in the Management Plan:

5.2 Authorized Trail Users Given the municipalities have distinct responsibility for managing their specific sections of the Ottawa Valley Recreational Trail, and while they come together through the Ottawa Valley Recreational Trail Advisory Committee, the Committee as a whole will review what is permitted if and when needed, and each may recommend specific uses for their specific section, both locally and to the OVRTAC.

5.2.1 **Hiking/Walking** The Ottawa Valley Recreational Trail will permit hiking along all sections. Hiking will be promoted and encouraged. Hikers will share the trail with other all-season users.

5.2.2 **Cycling and Alternative Biking** The Ottawa Valley Recreational Trail will permit cycling along all sections. Cycling will

be promoted and encouraged. It is recommended the trail surface be upgraded where appropriate and as resources are available with aggregate that accommodates hybrid bikes for three seasons and permits fat biking in the winter months. Other cycling determinations will be made in accordance with other Ontario Ministry of Transportation Guidelines for other products, such as E-Bikes.

**5.2.3 Cross Country Skiing** The Ottawa Valley Recreational Trail will permit cross country skiing, dog-sledding and snowshoeing along all sections during the winter months. Skiers will share the trail with snowmobiles and other users. These activities will be promoted and encouraged.

**5.2.4 ATV/ORV/Side-by-Sides** The Ottawa Valley Recreational Trail will permit licensed and insured off-road vehicles along all sections unless indicated by signage with a clearly marked by-pass in place. For the purposes of the definition of "off-road vehicle", the Ontario Ministry of Transportation definition is as follows: Off-road vehicles (sometimes called ORVs) are any two- or three-wheeled motorized vehicles, as well as specific vehicles with four or more wheels as prescribed by regulation, intended for recreational use. Examples of off-road vehicles include all-terrain vehicles (ATVs), two-up ATVs, side-by-side ATVs, utility terrain vehicles (UTVs), amphibious ATVs, off-road motorcycles and dune buggies. Note: Electric and motorized scooters (commonly known as go-peds) and pocket bikes (which are miniature motorcycles about two feet in height and with a speed of 70-80 kph) are not offroad vehicles and, as such, cannot be registered as off-road vehicles. These vehicles also do not comply with motorcycle standards and cannot be registered as motorcycles. The trail may be closed at certain times of the year to preserve the trail bed due to wet conditions (See Section 5.3). ATVing will be promoted and encouraged through organized ATV clubs and associations, such as Renfrew County All-Terrain Vehicle Club (RCATV) or Ottawa Valley ATV Club. A Memorandum of Understanding will be signed with ATV groups in the area for social events and club use of the trail.

**5.2.5 Snowmobiling** The Ottawa Valley Recreational Trail will permit snowmobiles on all sections of trail identified as OFSC prescribed trails, December 1st to March 1st. A Memorandum of Understanding will be signed with the Snowmobile District and the owners for use of the trail. All sections that allow snowmobile passage will have a corresponding Land Use Agreement between the

3  
<http://www.mto.gov.on.ca/english/dandv/driver/handbook//section7.3.0.shtml> Ottawa Valley Recreational Trail Management Plan 7 Club/OFSC and Land Owner on file and shared with the OVRT owners. Snowmobiles, may have exclusive motorized use of the trail,

on sections that are OFSC prescribed trail. Snowmobile users will respect and share the trail with other winter users during this time. Snowmobiling will be promoted and encouraged in conjunction with the Ontario Federation of Snowmobile Clubs. Snowmobiles and snowmobiling will not take place on non-groomed, non-OFSC signed areas.

**5.2.6 Equestrians** Equestrian riding is permitted on all sections of the trail. Equestrian riding will be promoted and encouraged in conjunction with the provincial equestrian federations. Riders are required to remove all manure from the trail surface.

**5.2.7 Other Users, Emergency Response** As new modes of travel are developed, the municipalities may review the new use based on its fit with existing uses. **Currently dirt bikes are not a permitted use on the trail.** The review would be based on request: a) access by new user groups; b) received conflict reports from other authorized users; or c) upon anticipated demand for a new potential market/experience. Emergency Services (Police, Fire and Ambulance) will be allowed to access the trail ROW as required.

### **Description**

The Ottawa Valley Recreational Trail is approximately 296 km in length running from outside Sturgess Road in Montague to the outskirts of Mattawa. The former rail bed was part of a longer line from Ottawa to Sudbury. The corridor is 990.3 hectares, the width of the corridor varies from 27.4 m (90+/-feet) and has 37 bridges and underpasses. The Lanark County section is 61km in length with 6 bridges and the highway 7 underpass.

The natural features found along the trail vary from traversing through vast wetlands to following the beautiful Ottawa River.

### **Historical Setting**

In 1853, caught up in the excitement and foreseeing the benefits of a railway, the municipalities in the United Counties of Lanark and Renfrew secured land and agreed to underwrite the Brockville and Ottawa Railway Company (B&O) to the tune of 200,000 pounds sterling. The first phase of the railway started at Brockville and ran to Smiths Falls. It was to be continued to Arnprior and Pembroke, with several branch lines to Westport, Newboro, and Merrickville. Only a line to Perth was realized. The inaugural run from Brockville to Smiths Falls began on a sub-zero February morning in 1859. Travelling at 15 mph, the wood-burning locomotive carrying two coaches filled with passengers took 2 ½ hours to reach Smiths Falls. The trip to Perth took another 7 hours because of a broken coupling and lack of water. Five years of construction took a heavy toll on the B&O and interest payments could not be met and refinancing had to

be arranged. The line was extended to Carleton Place in 1859 and reached the Ottawa River through Almonte, Arnprior, and Sand Point in 1864. B&O turned over the right to build from Arnprior to Pembroke to Canada Central Railway and the line was extended through Renfrew County in the 1870s. Both companies were united under Canadian Pacific Railway Company and linked with a transcontinental network in 1881.

### **Recent History**

The Counties were notified about Canadian Pacific's intent to discontinue and sell the Ottawa Valley Railway between Smiths Falls and Sudbury in January 2010. After CP diverted traffic off the line, short-line operator Rail America terminated its lease with CP. This launched a process under the Canada Transportation Act that provides stipulated time periods for various stakeholders to express interest in purchasing it. The Counties then lobbied MP's to keep the rail line as an operational line for economic development in the future. When an active rail line wasn't feasible the Counties began conversations to keep the corridor intact and use as a full multi-use recreational trail. In 2011 the County of Renfrew, County of Lanark and the Township of Papineau-Cameron engaged in discussions to acquire the discontinued rail corridor. The goal of the three municipalities was to acquire the corridor in one contiguous piece and to maintain and operate as a contiguous whole.

Antec Appraisal Group appraised the discontinued rail corridor at \$77,692,039 using an 'across the fence' method. The Partners paid (will pay) \$500,000 cash plus a tax receipt to the appraised value to acquire the corridor. The Lanark County portion was appraised at \$14.6 million with a cash price of \$120,000 and the balance as a charitable tax receipt.

The corridor is being purchased in three parcels starting with the most southernly section with the remainder leased until transfers are completed. Each of the municipalities will acquire title to that part of the trail within their respective boundaries and be responsible for the construction, operation, use and management of that part acquired.

Lanark County purchased the majority of the property from CP Rail on February 8, 2017 and November 30, 2017. There remains to date one outstanding property in Lanark County to be transferred that CP is working on establishing clear title.

## **4. DISCUSSION**

The Lanark County portion of the Ottawa Valley Recreational Trail was officially opened October 5, 2018 with a ribbon cutting ceremony

at the Highway 7 underpass. Politicians, staff and the public attended with bicycles, horses, dogs and ATVs all in attendance.

Well prior to the opening, County Council asked for a two-year review to access the uses of the trail.

The Trail has been acquired and operated with the assistance of various key partners:

**Renfrew County and the Township of Papineau-Cameron.**

Lanark County has worked closely with these municipalities for the last 10 years. Renfrew County has been the lead on negotiations with CP, website, survey and legal. The municipalities work closely with a working group that meets a minimum of twice annually. The group developed a joint management plan, share best practices and keep everyone updated on trail development and all issues trail related.

**Public Works Staff.** The addition of the OVRT the build and maintenance has been managed by the Lanark County Public Works Department. Their expertise in bridge and road design has created a safe corridor that is lauded by all users.

**OPP** Lanark County Detachment and OPP S.A.V.E. Team; patrol the trail, responded to complaints, shared best practices. See Appendix A.

**Local Snowmobile Clubs** – B.E.A.S.T. and West Carleton have signed user agreements since 2016 and provide annual insurance certificates. Volunteers brushing, warden patrols, \$120,000 contribution to the Carleton Place bridge upgrades.

**Local ATV Club** – Ottawa Valley ATV signed a user agreement in 2018 and provides an annual insurance certificate. Volunteer wardens patrol the trail on a regular basis. Membership has grown from 136 members to 572 memberships since partnering with Lanark County Trails. They have contributed \$46,000 towards Lanark County Trails in the last year.

**Local Municipalities** – Cooperation with all four local municipalities. Mississippi Mills contributed to enhancements to the bridge railing in Almonte. They are tying in their Mill Workers Staircase to the OVRT. Carleton Place has leased the siding historically and now again known as Carleton Junction, developed a secondary paved section of the trail, paid for bridge enhancements including a viewing platform on the bridge. The CP total investment of \$1million dollars in the trail and park has made the OVRT an outdoor, downtown destination for everyone. Beckwith has added multi trail access points to their trails



feeding users for both recreation and commuting. Montague has been a strong supporter of the trail encouraging increased access to the trailhead and links to Smiths Falls.

**Alameda Project** – Grass roots community group has raised over \$45,000 to enhance the trail in Almonte including planting and maintaining one hundred plus sugar maples, benches, picnic tables and landscaping.

**Federal & Provincial Funding** – The Provincial Program Ontario Municipal Commuter Cycling Program provided \$548,000 from the Ontario Cap & Trade Program. Federal funding \$74,237 from the Provincial Transit Infrastructure Fund and \$75,000 from the Canada 150 Fund.

**Voyageur Cycling Route** – The OVRT is part of this Ottawa to North Bay cycling route.

**Usage**

Very difficult to get accurate numbers on usage when you have a 61km trail that can be accessed at unlimited locations. We have done some counts over the past year that provide a general idea of non-winter usage.

Periodic Counts at various locations from August 2019 to September 2020:

Ottawa Valley Recreational Trail						
<b>Urban</b>		<b>Walk</b>	<b>Bike</b>	<b>ATV</b>	<b>Total Users</b>	
	<b>Users</b>	2835	1073	316	<b>4224</b>	<b>30 days</b>
		<b>67%</b>	<b>25%</b>	<b>7%</b>		
<b>Average per day</b>		<b>95</b>	<b>36</b>	<b>11</b>	<b>142 average</b>	
<b>Rural</b>		<b>Walk</b>	<b>Bike</b>	<b>ATV</b>		
	<b>Users</b>	395	281	258	<b>934</b>	<b>45 days</b>
		<b>42%</b>	<b>30%</b>	<b>28%</b>		
<b>Average per day</b>		<b>9</b>	<b>6</b>	<b>6</b>	<b>21 average</b>	
<b>Total</b>		<b>Walk</b>	<b>Bike</b>	<b>ATV</b>		
	<b>Users</b>	3230	1354	574	<b>5158</b>	<b>75 days</b>
		<b>63%</b>	<b>26%</b>	<b>11%</b>		
<b>Counts between August 2019 and September 2020</b>						

The Town of Carleton Place supplied trail count information:  
 May 2019 – 56 users (9 hours)  
 May 2020 – 167 users (1 day) 75 walk or jog; 72 cyclists; 20 ATVs.

The usage of the trail appears to be steadily growing. This will present increased tourism and economic development spinoffs. It is providing an outdoor space for people to get outdoors and see the best Lanark County has to offer.

## **Complaints, Concerns & Observations**

The development of the OVRT as a multi-use trail has not been without concerns and objections being raised by adjacent property owners and others.

The management philosophy of our trails is that we take at Lanark County is **We want to be good neighbours**. We endeavor to respond to all complaints and try to come with solutions.

As the OPP observes in Appendix A the amount of complaints has gone down over time. Lanark County has an email [trails@lanarkcounty.ca](mailto:trails@lanarkcounty.ca) and a phone number 613-267-1353

Calls and emails to Public Works at Lanark County re trail:

April 14, 2020 to August 27, 2020:

- 1 drainage issue
- 3 observations (e.g., missing signs)
- 2 complaints (i.e., dirt bikes / motor bikes on the trail)
- 3 concerns (e.g., poison ivy, fishing from the bridge)

Common concerns over the past two years and County response:

- Dirt Bikes - Not allowed and signage has been expanded.
- Speed of snowmobiles – Work with OPP and snowmobile clubs, expanded signage.
- After Hour Motorized Use – Not allowed and signage has been expanded.

## **Next Steps**

### Committees

Lanark County Council has two committees that deal with trails. The Trails committee is made up of representatives from council (2), local municipalities (2) the public (5), the Health Unit (1) and County staff (1). The OVRT Promotion Committee that is made up of one council representative from each municipality. The terms of reference for these committees are attached as Appendix B.

## Capital Improvements

Capital improvements are still being made to improve parking, signage and safety. These will continue in the years ahead as we work with our existing partners and form new partnerships

### **5. FINANCIAL IMPLICATIONS**

The conversion of the rail bed to a multi-use trail was approximately a \$3 million dollar project that included upgrading bridges and adding stone dust to the entire trail. Three different capital grants were received worth \$800,000 with the balance of the trail paid for by Lanark County taxpayers. The annual operating cost is budgeted at \$60,000 a year (~1,000km).

### **6. LOCAL MUNICIPAL IMPACT**

The local municipalities have been valuable partners in the trail development.

### **7. CONCLUSIONS**

The acquisition, development and operation of a multi-use rural/urban trail has been an eleven-year journey. Lanark County Council has built something that will continue to grow and serve the community for future generations. We will continue to work with all our partners, committees and public to improve the trails experience for all users.

### **9. ATTACHMENTS**

**Appendix A:** OPP Update and February Snowmobile Report

**Appendix B:** Lanark County Trails Sub Committee - Terms of Reference & OVRT Promotion Working Group - Terms of Reference

#### **Recommended By:**

Kurt Greaves  
Chief Administrative  
Officer

#### **Manager Approval By:**

Kurt Greaves  
Chief Administrative  
Officer

## Kurt Greaves

---

**From:** Nicholas, Lisa (OPP) <Lisa.Nicholas@opp.ca>  
**Sent:** Thursday, September 3, 2020 2:51 PM  
**To:** Kurt Greaves  
**Cc:** McConnell, Marty (OPP); Padiachi, Karuna (OPP); Dupuis, Joshua (OPP)  
**Subject:** RE: Ottawa Valley Recreational Trail  
**Attachments:** MSV Feb 2020 For Council.pdf

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

Hello again Kurt,

I have spoken with our detachment Analysts. When the trail was first opened there was substantial amount of push back from the residents in Mississippi Mills who were living adjacent to the trail. As of recent, the amount of noise/speeding complaints has significantly decreased. I have attached a report we did in February that outlines our Motorized Snow Vehicle Project with our results. We continue to do Snowmobile, ATV, Bicycle and foot patrol on the trail. In the last year OPP have laid a total of 59 charges, 50 percent speeding with other 50 percent being equipment related. The major user groups from the Snowmobile and ATV clubs have been engaged in holding each other accountable on the trail.

Sincerely

Thanks

A/S/Sgt Lisa Nicholas

---

**From:** Kurt Greaves [<mailto:kgreaves@lanarkcounty.ca>]  
**Sent:** 14-Aug-20 2:46 PM  
**To:** Padiachi, Karuna (OPP) <[Karuna.Padiachi@opp.ca](mailto:Karuna.Padiachi@opp.ca)>  
**Subject:** Ottawa Valley Recreational Trail

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments in unexpected emails.**

Hi Karuna,

This October marks two years of having the OVRT open in Lanark County.

I am doing a review for councils consideration.

Part of that review I was hoping to include some comments, observations and suggestions from the OPP.

If you could pull something together for us that would be very helpful.

Enjoy your weekend.

Kurt

## Lanark County OPP Motorized Snow Vehicle Patrol



During the month of February 2020 the Lanark County OPP, and the OPP SAVE unit have dedicated a total of 171.5 officer hours to MSV Patrol in Beckwith Carleton Place and Mississippi Mills. All of these hours were dedicated to the OVRT\*

60% of ALL MSV Patrol during the month of February was conducted in Mississippi Mills on the OVRT

Given that each patrol is two officers this equates to:

- Mississippi Mills 51 Hours of Dedicated Patrol \*

During the month police received 8 "Traffic Complaints" regarding speeding Snow Machines on the OVRT. They also received 1 "Noise Complaint" regarding snow machines intentionally revving their engines near the complainants' residence. These were all in Almonte.

During this time Officers have conducted in excess of 30 R.I.D.Es. They have issued 32 Provincial Offence Notices, more than 20 Warnings under Provincial Acts and issued 1 three day warning for an operator registering a WARN on a roadside Breath test. They have conducted multiple radar enforcements

\*Officers have completed their Daily Activity Reports (DARS) for the Month of February resulting in an additional 17.5 hours being reported in Mississippi Mills since the initial information was provided.



## **LANARK COUNTY TRAILS SUB-COMMITTEE**

### **TERMS OF REFERENCE**

**Approved: September 25, 2019  
Amended: December 11, 2019**

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## 2. MANDATE

Trails are a vital component of transportation and recreation within Lanark County, in addition to building a sense of community. Trails benefit residents and visitors alike by fostering economic development and local tourism; encouraging healthy lifestyles, appreciation of the natural features of the County and helping us connect with our environment, our heritage and each other.

The purpose of the Lanark County Trails Sub-Committee is to manage, plan, educate and partner in developing a well- coordinated, sustainable and environmentally responsive trail network within the County of Lanark that balances environmental protection and recreational activity, health and prosperity of a diverse range of users.

The Lanark County Trails Sub-Committee will undertake the following:

- i. To promote the development of ecologically, socially and economically sustainable trails within Lanark County;
- ii. To promote responsible, and accessible use;
- iii. To advocate and promote a healthy active transportation system on both land and water;
- iv. To advocate on behalf of an interconnecting trail system at local, provincial and national levels as appropriate;
- v. To promote and market the economic and tourism benefits of a recreational trail system in Lanark County;
- vi. To foster a policy that supports public consultation and communication between all land users and land owners;
- vii. To encourage and support an education plan on the benefits of a healthy, active and safe lifestyle;
- viii. To create a sustainable cooperative partnership between various trail organizations and users;
- ix. Provide a point of contact between citizens, County Staff and Council in soliciting and assessing community feedback with respect to the maintenance, issues and concerns pertaining to all trails within the County.



### **3. COMMITTEE STRUCTURE**

Comprised of the following:

- Two (2) members of County Council
- Warden
- Two representatives from local municipalities within the County of Lanark
- Five (5) public representatives from the County of Lanark (including one from a local Snowmobile Club and one from a local ATV Club)
- The Chief Administrative Officer or his or her designate (ex-officio)
- One representative from the Leeds, Grenville and Lanark District Health Unit.

The Chair shall be elected amongst the members. The Committee shall report, through the Economic Development Committee, to Lanark County Council.

### **4. MEETINGS & QUORUM**

The Sub-Committee shall meet on a quarterly basis (minimum four times per year) or at the call of the Chair. A quorum shall be deemed as 50% plus one voting members of the Trails Sub-Committee. The Meetings will be held in a Meeting Room at the County of Lanark Administration Building, 99 Christie Lake Road Perth, unless otherwise determined. The Term of the Trails Sub-Committee shall be reviewed on an annual basis by Council.

### **5. REPORTING PROCESS**

The Trails Sub-Committee will provide quarterly updates (at a minimum) to the Economic Development Committee, through a report from the Chair.

### **6. STAFF AND SUPPORT SERVICE**

The Trails Sub-Committee will be coordinated by the Research Assistant and led by the Chair, who shall be selected by the Striking Committee and shall be limited to a member of Council only.

The County Clerk will provide additional staff resources that may be required as deemed necessary, by the Committee.

**7. BUDGET**

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Governance Budget for salaries and wages and travel expense. This only applies to County Council representatives.

The annual budget allocation of the Trails Sub-Committee shall be requested on an annual basis during the budget process, based on the goals and objectives of the work plan and subject to budget adoption by Council.

**8. TERM**

The Term of the Trails Advisory Committee and its appointed Members shall be renewed every two years.

**AUTHORIZATION**

Recommended by the Striking Committee:

Dated:

\_\_\_\_\_  
Chair,

\_\_\_\_\_

Adopted by Council:

Dated:

\_\_\_\_\_  
Warden, Brian Campbell

\_\_\_\_\_



**OTTAWA VALLEY RECREATION  
TRAIL (OVRT) PROMOTION  
WORKING GROUP**

**TERMS OF REFERENCE**

**Approved: September 25, 2019**

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## **2. MANDATE**

The purpose of the OVRT Promotion Working Group is to identify and provide recommendations on opportunities to promote and enhance development of the Ottawa Valley Recreation Trail, and the future 'Ring Trail', by collaborating with local municipalities, community partners and recreation groups, etc.

## **3. WORKING GROUP STRUCTURE**

Comprised of the following:

- One representative from each local municipality (being a member of County Council)
- Warden (ex-officio)

## **4. MEETINGS & QUORUM**

The OVRT Promotion Working Group shall meet at the call of the Chair, to a maximum of four to six meetings per year.

Quorum shall be deemed as 50% plus one voting members of the Working Group.

The meetings will be held in a Meeting Room at the County of Lanark Administration Building, 99 Christie Lake Road Perth, unless otherwise determined.

## **5. REPORTING PROCESS**

The OVRT Promotion Working Group will provide regular updates to the the Lanark County Trails Sub-Committee, through a report from the Chair, and will make final recommendations to the Economic Development Committee, through a Staff Report, which will reflect the direction of the working group.

## **6. STAFF AND SUPPORT SERVICE**

The OVRT Promotion Working Group will be led by a Chair, elected amongst the working group.

The Tourism Manager and Chief Administrative Officer or his/her designate shall participate in the Working Group.

In addition, the County Clerk will provide additional staff resources that may be required as deemed necessary, by the Working Group.

**7. BUDGET**

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Governance Budget for salaries and wages and travel expense. This only applies to County Council representatives.

The OVRT Promotion annual budget allocation shall be requested on an annual basis during the budget process, based on the goals and objectives of the working group and subject to the adoption of the budget by Council.

**8. TERM**

The term of the OVRT Promotion Working Group will continue for the term of this Council (2018 – 2022), to a maximum of four - six meetings per year.

## AUTHORIZATION

Recommended by the Striking Committee:

Dated:

Original signed by B. Campbell  
Chair, Brian Campbell

September 25, 2019

Adopted by Council:

Dated:

Original signed by R. Kidd  
Warden, Richard Kidd

September 25, 2019



November 12, 2020

MPP Will Bouma  
96 Nelson Street, Suite 101  
Brantford, ON N3T 2X1

Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Dear MPP Bouma:

Please be advised that Brantford City Council at its Special meeting held November 10, 2020 passed the following resolution:

**Bill 218 - Ranked Ballots for Municipal Elections**

WHEREAS Bill 218 – “Supporting Ontario's Recovery and Municipal Elections Act, 2020” removes the option for municipalities to choose the ranked ballot system for an election; and

WHEREAS in 2016 the Ontario Provincial Government gave municipalities the tools to use Ranked Balloting in Municipal elections commencing in 2018, which was deployed in the City of London thereby becoming the first Municipality in Canada to make the switch, while Cambridge and Kingston both passed referendums in favour of reform and Burlington, Barrie, Guelph, Meaford and others are now exploring a change as well; and

WHEREAS the change of election method process does not impact the Provincial election models but greatly impacts a Municipalities execution options; and

WHEREAS the only explanation given for this is that we should not be ‘experimenting’ with the electoral process during a pandemic mindful that ranked ballot voting is not an experiment but widely used throughout the world and should be a local option that Municipalities can look to utilize in the next election which is just under two years away

WHEREAS Bill 218 also moves up the Municipal nomination date from the end of July to mid September for no apparent reason thereby reinforcing the power of incumbency and potentially discouraging broader participation in municipal elections; and

WHEREAS these changes are being proposed without any consultation with AMO, Municipalities or the public;



NOW THEREFORE BE IT RESOLVED:

- A. THAT the City Clerk BE DIRECTED to submit the following comments on behalf of the Council of the City of Brantford to the Province of Ontario with respect to the proposed changes to the *Municipal Elections Act, 1996*:
- i. Council does not support the proposed changes to the *Municipal Elections Act, 1996*, specifically related to the removal of the option for a municipality to hold a ranked ballot election;
  - ii. Council does support the principle that each Municipality should be able to choose whether or not to use first-past-the-post or a ranked ballot election; and
  - iii. Council encourages the Provincial government to meaningfully consult with Municipalities on municipal issues before introducing legislative changes of this magnitude; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to MPP Will Bouma, Premier Doug Ford, and the list of other Municipalities and include a request to delay the decision until such a time that the Association of Municipalities of Ontario, Large Urban Mayor's Caucus of Ontario, the Federation of Canadian Municipalities and comments from Municipalities have been collected and submitted to the Province.

I trust this information is of assistance.

Yours truly,



Tanya Daniels  
 City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc: Hon. D. Ford, Premier of Ontario  
 The Association of Municipalities of Ontario;  
 The Federation of Canadian Municipalities;  
 Large Urban Mayor's Caucus of Ontario;  
 All Ontario Municipalities

## **MEDIA RELEASE**

### **UCDSB Principal Gail Brant-Terry Honoured with National Indigenous Education Award**

**November 11, 2020 (Brockville, ON)** – With a dedication for Indigenous Education and Reconciliation, [Upper Canada District School Board](#) (UCDSB) Principal of Indigenous Education Programs Gail Brant-Terry was recently honoured with the [Indspire Guiding the Journey Indigenous Education Awards](#) in Leadership.

The award recognizes educators who have made valuable contributions to communitybased

education and honour the principles of Indigenous knowledge.

Her major leadership initiative is leading the UCDSB program, iLead, which engages community elders to share teachings and help students connect to the past. This program has a “teach the teacher” component, and it has inspired educators across the board to add Indigenous content to their lessons. She also co-authored a well-received paper with her daughter on the future of Indigenous education.

A member of the First Nation, Tyendinaga Mohawk Territory, Brant-Terry has been in education for 33 years, which includes the past decade with the UCDSB.

When she learned of winning the award, Brant-Terry says she was both surprised and honoured. She says working with the UCDSB has given her the opportunity to nurture her passion for ensuring Indigenous Education and Reconciliation becomes and remains ignited across the school communities, and that she’s proud of the school board’s work.

“UCDSB is known across our province for our work in Indigenous Education. Our two main initiatives, our iLead program and our TRC Gatherings, are the cornerstones of our work that have been going on for many years and I have had the privilege of being able to be a part of continuing to go deeper with this work,” she says. “I am only able to support everything we do in UCDSB because of the amazing people I get to work with across our system who are deeply invested in the important work of Indigenous Education.”

UCDSB Chair John McAllister says Brant-Terry’s commitment to bringing Indigenous Education programming into the school board is key to nurturing and building relationships. “She has an incredible way to bring Indigenous history, culture and traditions to our school board, and introduces key voices from the Indigenous communities. I was pleased to see her in action supporting school initiatives that honoured Indigenous Education, such as the programming happening at the Smiths Falls and District Collegiate Institute,” he says. “We’re proud of Ms. Brant-Terry’s work, and this award is a deserving recognition for her dedication.”

Brant-Terry says it’s important to support teachers in their Truth and Conciliation Commission (TRC) program planning.

“Indigenous Education is about connecting the heart and the mind and being open to your own learning and often relearning. It requires people to embark on a personal learning journey where they have to individually invest the time in learning a history they were never taught in school, nurture relationships to engage with cultural advisors and commit to using authentic resources by Indigenous authors where the teachings are respected and honoured,” she says.

When it comes to future Indigenous education and knowledge keeping across the UCDSB school communities, Brant-Terry has a vision.

“I would love to know that Indigenous students see themselves, their culture and traditions in our schools and non-Indigenous students have deep intercultural understanding, empathy and mutual respect,” she says. “Ultimately, when you walk into every school in our

board, you see and feel that honouring Indigenous ways of knowing and being matters.” Brant-Terry will be recognized for her award at the Indspire Guiding the Journey Indigenous Education Award Ceremony on Nov. 26, 2020.

CBC Radio One Ottawa Morning interviewed Ms. Brant-Terry about her award and work. [Listen to the CBC Radio One recording.](#)

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*Photo caption: Gail Brant-Terry, Principal of Indigenous Education Programs with the Upper Canada District School Board, received the Indspire Indigenous Education Award for Leadership. Photo provided by UCDSB.*

**For media inquiries, please contact:**

April Scott-Clarke

Manager of Communications

Upper Canada District School Board

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Further Changes under the *Reopening Ontario Act, 2020*

<b>DATE OF ISSUE:</b>	<b>November 15, 2020</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>20-0162</b>
<b>PRIORITY:</b>	<b>High</b>

I am sharing information regarding additional amendments orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (“ROA”), including O. Reg. 263/20 Rules for Areas in Stage 2 (“Stage 2 Order”), O. Reg. 364/20 Rules for Areas in Stage 3 (“Stage 3 Order”), and O. Reg. 363/20 - Stages of Reopening (“Stages of Reopening Order”).

These changes were made in accordance with the new [COVID-19 Response Framework: Keeping Ontario Safe and Open](#).

In addition to the information below, you may also find the recent government [news release](#) about the new framework and the [Ontario.ca webpage](#) listing the current status of each region helpful.

### **Amendments to Stages of Reopening Order (O Reg 363/20)**

Effective Saturday, **November 7, 2020 at 12:01 a.m.**, a new scalable response framework, characterized by five (5) progressive zone categories, was put in place. Under this framework, Public Health Unit (PHU) regions are assigned to colour categories based on a range of public health indicators.

Effective Monday, **November 16, 2020 at 12:01 a.m.**, PHU regions will be assigned to zones as outlined below. Current zone assignments reflect changes to threshold indicators and related factors (e.g., healthcare and public health system capacity).

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Effective **Saturday, November 14 at 12:01 a.m.**, **Toronto** will be subject to all of the current Red Zone requirements rather than the earlier “modified Stage 2” requirements.

<b>Colour Category</b>	<b>PHU Notes</b>
<b>Green – Prevent</b> <i>(Standard Measures)</i>	15 PHU Regions
<b>Yellow – Protect</b> <i>(Strengthened Measures)</i>	Seven (7) PHU Regions <i>Haldimand-Norfolk, Simcoe-Muskoka, Middlesex-London, Sudbury, Huron-Perth, Southwestern and Windsor-Essex</i>
<b>Orange – Restrict</b> <i>(Intermediate Measures)</i>	Seven (7) PHU Regions <i>Ottawa, Waterloo, Brant, Durham, Eastern Ontario, Wellington-Dufferin-Guelph and Niagara</i>
<b>Red – Control</b> <i>(Stringent Measures)</i>	Five (5) PHU Regions <i>Peel, Toronto, Hamilton, Halton and York</i>
<b>Lockdown</b> <i>(Maximum Measures)</i>	n/a

**Amendments to Rules for Areas in Stage 2 (O. Reg. 263/20)**

Effective November 7, 2020, the Stage 2 Order rules below now apply to the **Red** colour zone.

Generally, if any person providing services indoors must come within two (2) metres of another person who is not wearing a mask or face covering, and is not separated by an impermeable barrier, the person providing services must wear appropriate personal protective equipment that covers their eyes, nose and mouth.

*Rules for Safety Plans*

Persons responsible for the following establishments/operations must ensure that a safety plan is prepared and made available (and most must also collect the name and contact information of every member of the public who enters):

- Meeting and event spaces;
- Conferences and conventions;
- Food and drink establishments;
- Personal care services;
- Shopping malls;
- Indoor sports and recreation facilities;
- Cinema, casino, bingo hall or other gaming establishment; and
- Venues where concerts or other performances are rehearsed or performed.

There are new requirements relating to safety plans for establishments that are permitted to open, which include the following:

- A person who is required to prepare a safety plan, or ensure one is prepared, must do so no later than seven (7) days after the requirement first applies to the person.
- The safety plan must describe the measures and procedures that have been or will be implemented to reduce the transmission risk of COVID-19, including how the requirements for Stage 2 will be implemented (e.g., screening, requiring masks).
- The safety plan must be in writing.
- A copy of the plan must be posted where it is mostly likely to come to the attention of individuals working or attending the location and must be made available to any person upon request.

#### *Rules for Meeting and Event Spaces*

Persons responsible for businesses or places:

- cannot allow more than one room to be booked for a single event or social gathering, with limited exceptions;
- must limit the number of people who are seated together to four (4);
- must ensure the space is closed during certain hours; and
- must ensure music is not played at a volume at which normal conversation is not possible.

New and existing rules for meeting and event spaces do not apply to rentals for operations by or on behalf of government, or for the purpose of delivering or supporting the delivery of government services, except that persons responsible for rentals must still record the names and contact information for all attendees and ensure that music is not played too loudly.

#### *Rules for Food and Drink Establishments and Liquor Sales/Service*

Restaurants, bars and other food or drink establishments must be closed from 10 p.m. to 5 a.m. except for limited purposes. This restriction does not apply to an establishment at a hospital or airport. Except in airports, liquor can only be sold or served between 9 a.m. and 9 p.m. and cannot be consumed between 10 p.m. and 9 a.m.

Restaurants, bars and other food or drink establishments may be open for indoor dining but must limit the number of patrons to the number that can maintain a physical distance of two (2) metres and cannot in any event exceed 10 patrons. A maximum of four (4) people may be seated at a table. These restrictions do not apply to an establishment at a hospital or airport or if the only patrons permitted perform work at the place where the establishment is located.

The person responsible for the establishment must:

- ensure music must not be played at a volume that exceeds the level at which normal conversation is possible, and
- ensure that there is no dancing, singing or live performance of brass or wind instruments.

It is clarified that the rules relating to food and drink establishments apply to any business, place, facility or establishment at which food or drink is sold or served, including businesses that are also subject to other categories of rules under the order (e.g., cinemas, casinos, museums), whenever and wherever food or drink is sold or served.

Provisions authorizing the operation of the “NHL hub” are revoked.

#### *Rules for Sports and Recreational Facilities*

Community centres and multi-purpose facilities may be open for indoor sports and recreational fitness activities. They may also open any communal kitchens and indoor dining spaces. In addition, hotels, motels and other short-term rental businesses may open fitness centres or gyms.

Facilities for indoor sports and recreational fitness activities may provide indoor fitness or exercise classes (there is no longer a special exemption for dance classes) and areas containing weight or exercise machines may be open, although there are certain exceptions. Specifically, at any one time, the total number of members of the public permitted in an exercise or fitness class, or an area containing weights or exercise machines, must be limited to the number that can maintain a physical distance of at least three (3) metres from every other person and cannot exceed 10 persons.

Facilities for indoor sports and recreational fitness activities must comply with the following conditions, although there are exceptions to certain conditions:

- No spectators are permitted in the facility but each person under the age of 18 years who is engaged in activities at the facility may be accompanied by one parent or guardian.
- Any instructions given to members of the public engaged in a class or organized activity that is not a sport must be delivered through a microphone if the instructor would otherwise need to raise their voice beyond the level of normal conversation.
- Music must not be played at a level that exceeds the level at which normal conversation is possible.
- No member of the public may enter the facility unless they have made a reservation.
- No member of the public may remain at the facility for longer than 90 minutes unless engaged in a sport.

Facilities for outdoor sports and recreational fitness activities are also subject to the above conditions with respect to instructions provided in a class or organized activity, physical distancing requirements and 10 person maximum, volume of music, and no entry without a reservation.

Personal physical fitness or sports trainers are no longer required to provide services outside of a gym.

Marinas, boat clubs, golf courses and driving ranges may open:

- Any fitness centres or gyms; and
- Any clubhouses for the purpose of serving food or beverages in accordance with the general requirements applicable to restaurants.

#### *Rules for Retail Businesses*

A place of business that engages in the retail sale or rental of items to the public, including a shopping mall, are subject to the following restrictions:

- patrons may not be permitted to congregate outside of a retail or rental business unless the patrons maintain a physical distance of at least two (2) metres and wear a face covering; and
- the person responsible must ensure that music is not played at the place of business that exceeds the level at which normal conversation is possible.

#### *Rules for Entertainment Establishments*

Concert venues, theatres and cinemas remain closed except for the purpose of rehearsing or recording a performance.

Casinos, bingo halls and other gaming establishments may open if they comply with the following conditions:

- Table games are prohibited;
- The total number of members of public permitted to be in the establishment must be limited to the number that can maintain a physical distance of two (2) metres from every other person and in any event cannot exceed:
  - 10 persons if the establishment is indoors; or
  - 25 persons if the establishment is outdoors;
- Ensure that a safety plan is prepared and made available; and
- Collect the name and contact information of every member of the public who enters the establishment.

Bathhouses remain closed and sex clubs are closed.



### *Rules for International Students*

Public and private schools under the *Education Act* can only provide in-person teaching or instruction to international students that entered Canada on or after November 17, 2020 if the school has a COVID-19 plan approved by the Minister of Education and operates in accordance with that plan. This rule also applies to Stage 3.

### **Amendments to Rules for Areas in Stage 3 (O. Reg. 364/20)**

Effective November 7, 2020, the Stage 3 Order now applies to all PHUs in the **Green**, **Yellow** and **Orange** colour zones, and contains some rules which differ across zones.

For all zones, if a person providing services indoors must come within two (2) metres of another person who is not wearing a mask or face covering, and is not separated by an impermeable barrier, the person providing services must wear appropriate personal protective equipment that covers their eyes, nose and mouth.

### *Rules Regarding Safety Plans*

In addition, in **Yellow** and **Orange** zones, persons responsible for the following establishments/operations must ensure that a safety plan is prepared and made available (and some must also collect the name and contact information of every member of the public who enters):

- Meeting and event spaces;
- Food and drink establishments;
- Personal care services;
- Shopping malls;
- Sports and recreation facilities;
- Cinema, casino, bingo hall or other gaming establishment; and
- Venues where concerts or other performances are rehearsed or performed.

There are new requirements relating to safety plans for establishments that are permitted to open, which include:

- A person who is required to prepare a safety plan, or ensure one is prepared, must do so no later than seven (7) days after the requirement first applies to the person;
- The safety plan must describe the measures and procedures that have been or will be implemented to reduce the transmission risk of COVID-19, including how requirements for Stage 3 will be implemented (e.g., screening, requiring masks);
- The safety plan must be in writing; and
- A copy of the plan must be posted where it is mostly likely to come to the attention of individuals working or attending the location and must be made available to any person upon request.

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### *Rules for Meeting and Event Spaces*

Persons responsible for businesses or places cannot allow more than one room to be booked for a single event or social gathering, with limited exceptions.

In the **Yellow** and **Orange** Zones, additional rules apply to rented meeting or event space with limited exceptions. For example, the person responsible for the place or business must ensure they, limit the number of people who are seated together, the space is closed during certain hours, music is not played at a volume at which normal conversation is not possible, and ensure the names and contact information for all attendees is recorded.

New and existing rules for meeting and event spaces do not apply to rentals for operations by or on behalf of government, or for the purpose of delivering or supporting the delivery of government services, except that persons responsible for rentals in Yellow and Orange zones must still record the names and contact information for all attendees.

Rentals of meeting or event space in **Green** and **Yellow** zones are not required to comply with existing maximum capacity limits (i.e., 50 persons indoors and 100 persons outdoors) if they comply with a plan for the rental of meeting or event space approved by the Office of the Chief Medical Officer of Health.

### *Rules for Food and Drink Establishments and Liquor Sales/Service*

Covered outdoor dining areas at food and drink establishments must have at least two (2) full sides of the entire outdoor dining area open to the outdoors, without substantial blockage by any impermeable barriers. Outdoor dining areas with retracted roofs must have at least one full side of the outdoor dining area open to the outdoors, without substantial blockage by any impermeable barriers.

Restrictions on opening hours no longer apply to **Green** zones. Existing restrictions on opening hours (i.e., must be closed 12 a.m. to 5 a.m. except for limited purposes) continue to apply to **Yellow** zones. In **Orange** zones, establishments must be closed from 10 p.m. to 5 a.m. except for limited purposes.

No one is permitted to line up or congregate outside food or drink establishments unless they maintain a two-metre physical distance from other persons and wear a mask or face covering (subject to limited exceptions).

In **Yellow** and **Orange** zones, the person responsible for the establishment must:

- ensure music is not played at a volume that exceeds the level at which normal conversation is possible, and
- record the names and contact information of every patron, unless the establishment has cafeteria-style service (meanwhile in **Green** zones, the name and contact information of only one patron per party is required).

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In **Orange** zones, the total number of patrons permitted to be seated indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person and cannot exceed 50 patrons. There are also maximum limits on people seated at a table: six (6) people in **Yellow** zones and four (4) people in **Orange** zones.

Rules relating to food and drink establishments apply to any business, place, facility or establishment at which food or drink is sold or served, including businesses that are also subject to other categories of rules under the Order (e.g., cinemas, casinos, museums), whenever and wherever food or drink is sold or served. However, the restrictions on opening hours outlined above for **Yellow** and **Oranges** zones do not apply to hospitals or airports.

Restrictions on the sale and service of liquor no longer apply to **Green** zones. The existing restrictions continue to apply to businesses and places in **Yellow** zones (i.e., except in airports, liquor can only be sold or served between 9 a.m. and 11 p.m. and cannot be consumed between 12 a.m. and 9 a.m.). New restrictions apply to **Orange** zones: except in airports, liquor can only be sold or served between 9 a.m. and 9 p.m., and cannot be consumed between 10 p.m. and 9 a.m.

#### *Rules for Personal Care Services*

In **Orange** zones, the person responsible for the establishment must ensure that locker rooms, change rooms, showers, whirlpools, baths, etc., are closed, subject to limited exceptions, and personal care services that require the removal of a mask or face covering are not permitted at all. In **Yellow** and **Green** zones, these services are permitted but the existing rules continue to apply (i.e., patrons must wear masks or face covering at all times, except while receiving services that tend to an area of their face that would be covered by a mask or face covering).

In all zones, steam rooms and saunas must be closed. Oxygen bars continue to be closed.

#### *Rules for Retail Businesses*

Subject to limited exceptions, patrons may not be permitted to congregate outside of a retail or rental business unless the patrons maintain a physical distance of at least two (2) metres and wear a face covering.

In **Yellow** and **Orange** zones, retail and rental businesses may not play music at the place of business that exceeds the level at which normal conversation is possible. In addition, the person responsible for a shopping mall must ensure that a safety plan is prepared and made available.

### *Rules for Sports and Recreational Facilities*

Facilities for sports and recreational fitness activities must comply with the following conditions, with exceptions, such as when activities are carried out in accordance with a plan approved by the Office of the Chief Medical Officer of Health.

Every person in the facility, unless engaged in a sport (not restricted to team sports), must maintain a physical distance of at least two (2) metres from others. Sports (not restricted to team sports) may only be played or practiced if they do not allow for physical contact between players.

In **Yellow** and **Orange** zones:

- persons in areas of the facility containing weights and persons participating in a fitness class must maintain a minimum physical distance of three (3) metres from others;
- no member of the public may enter the facility unless they have made a reservation and no member of the public may remain at the facility for longer than 90 minutes unless engaged in a sport; and,
- the total number of members of the public permitted to be at any particular fitness activity must be limited to the number that can maintain a minimum physical distance of three metres and cannot exceed 10 people for indoor activities or 25 people for outdoor activities.

In **Orange** zones:

- the total number of members of the public permitted to be indoors at the facility in all classes or organized activities together with the total in areas containing weights or exercise machines cannot exceed 50; and,
- no spectators are permitted in the facility but persons under 18 years engaged in activities at the facility may be accompanied by one parent or guardian.

Any instructions given to members of the public engaged in a class or organized activity that is not a sport must be delivered through a microphone if the instructor would otherwise need to raise their voice beyond the level of normal conversation. Music must not be played at a level that exceeds the level at which normal conversation is possible.

### *Rules for Entertainment Establishments*

Cinemas operating in **Orange** zones may no longer exceed the capacity limits of 50 persons indoors or 100 persons outdoors if they operate in accordance with a plan approved by the Office of the Chief Medical Officer of Health.

In **Orange** zones, strip clubs, bathhouses and sex clubs are closed.

In **Yellow** and **Green** zones, bathhouses are no longer required to close. Also in these zones, the person responsible for a strip club, bathhouse or sex club must ensure that a safety plan is prepared and made available.

### **Compliance and Enforcement**

Throughout the pandemic, police and by-law enforcement officers have played an active role in communities across the province to ensure adherence to public health restrictions and orders under the ROA. With case numbers continuing to rise, an assertive approach should be taken to address egregious offenders using all available enforcement tools.

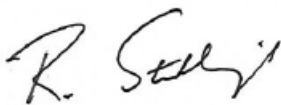
To support efforts to ensure compliance with public health restrictions and coordinated local enforcement of orders, the Ministry of the Solicitor General and the Ministry of Labour, Training and Skills Development (MLTSD) are working together with ministry enforcement partners and local PHUs to encourage a proactive approach to awareness, compliance and enforcement and collaboration across all enforcement personnel, including police, public health officers, municipal by-law inspectors and other provincial offences officers.

A multi-ministry enforcement team, led by MLTSD, has been developed to support this initiative and their activities will be coordinated with local by-law enforcement personnel, police services and other enforcement partners. To identify the lead contact for any potential planned compliance activity in your community, please e-mail Natasha Bartlett at [natasha.bartlett@ontario.ca](mailto:natasha.bartlett@ontario.ca).

Finally, we request that you continue to sustain weekly enforcement data reporting to the Ministry to help us monitor and measure the impact of accelerated enforcement and compliance activities province-wide, and in areas reporting higher rates of community transmission.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

Attachments



**Executive Council  
Conseil exécutif**

I certify that the attached is a true copy of the Regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, made by Her Honour the Lieutenant Governor in Council on November 13, 2020.

Dated at Toronto, November 13, 2020

A handwritten signature in blue ink, appearing to read "Anna Val".

Deputy Clerk, Executive Council



Ontario

Executive Council  
Conseil exécutif

### Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

the appended Regulation be made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

Le règlement ci-annexé est pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*.

Recommandé par :

Appuyé par : Le président du Conseil des ministres,

Recommended

Concurred

Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

NOV 13 2020

Approved and Ordered

Date

Lieutenant Governor

R.O.C./Décret (R)

E 459/2020

Filed with the Registrar of Regulations  
Déposé auprès du registrateur des règlements

NOV 13 2020

Number (O. Reg.)  
Numéro (Règl. de l'Ont.)

648/20

[Bilingual]

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations

REG2020.0897.e  
2-CJO

## ONTARIO REGULATION

made under the

### REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020

Amending O. Reg. 263/20

(RULES FOR AREAS IN STAGE 2)

1. Section 1 of Ontario Regulation 263/20 is amended by striking out “Schedules 1 to 4” at the end and substituting “Schedules 1, 2 and 3”.
2. Schedule 4 to the Regulation is revoked.

#### Commencement

3. This Regulation comes into force on the later of November 14, 2020 and the day it is filed.



**CONFIDENTIEL**  
jusqu'au dépôt auprès du  
registrateur des règlements

Reg2020.0897.f02.EDI  
2-CJO

## **RÈGLEMENT DE L'ONTARIO**

pris en vertu de la

### **LOI DE 2020 SUR LA RÉOUVERTURE DE L'ONTARIO (MESURES ADAPTABLES EN RÉPONSE À LA COVID-19)**

modifiant le Règl. de l'Ont. 263/20

(RÈGLES POUR LES RÉGIONS À L'ÉTAPE 2)

**1. L'article 1 du Règlement de l'Ontario 263/20 est modifié par remplacement de «annexes 1 à 4» par «annexes 1 à 3» à la fin de l'article.**

**2. L'annexe 4 du Règlement est abrogée.**

**Entrée en vigueur**

**3. Le présent règlement entre en vigueur le dernier en date du 14 novembre 2020 et du jour de son dépôt.**



Ontario

**Executive Council**  
**Conseil exécutif**

R.O.C./Décret 457 / 2020

I certify that the attached is a true copy of the Regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, made by Her Honour the Lieutenant Governor in Council on November 13, 2020.

Dated at Toronto, November 13, 2020

A handwritten signature in blue ink, appearing to read 'Anna Val'.

Deputy Clerk, Executive Council



Ontario

Executive Council  
Conseil exécutif

### Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

the appended Regulation be made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

Le règlement ci-annexé est pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*.

Recommandé par :

Appuyé par : Le président du Conseil des ministres,

Recommended

Concurred

Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

NOV 13 2020

Approved and Ordered

Date

Lieutenant Governor

R.O.C./Décret (R)

E 457/2020

Filed with the Registrar of Regulations  
Déposé auprès du registrateur des règlements

NOV 13 2020

Number (O. Reg.)  
Numéro (Règl. de l'Ont.)

646/20

[Bilingual]

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations

**REG2020.0896.e**  
**6-CJO**

## **ONTARIO REGULATION**

made under the

### **REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020**

Amending O. Reg. 363/20

(STAGES OF REOPENING)

#### **1. Schedules 2 and 3 to the Regulation are revoked and the following substituted:**

##### **SCHEDULE 2 STAGE 2 AREAS**

1. City of Hamilton Health Unit.
2. City of Toronto Health Unit.
3. Halton Regional Health Unit.
4. Peel Regional Health Unit.
5. York Regional Health Unit.

##### **SCHEDULE 3 STAGE 3 AREAS**

#### **Green Zone of Stage 3**

1. The following areas are in the Green Zone of Stage 3:
  1. Chatham-Kent Health Unit.
  2. The District of Algoma Health Unit.

3. Grey Bruce Health Unit.
4. Haliburton, Kawartha, Pine Ridge District Health Unit.
5. Hastings and Prince Edward Counties Health Unit.
6. Kingston, Frontenac and Lennox and Addington Health Unit.
7. Lambton Health Unit.
8. Leeds, Grenville and Lanark District Health Unit.
9. North Bay Parry Sound District Health Unit.
10. Northwestern Health Unit.
11. Peterborough County — City Health Unit.
12. Porcupine Health Unit.
13. Renfrew County and District Health Unit.
14. Thunder Bay District Health Unit.
15. Timiskaming Health Unit.

**Yellow Zone of Stage 3**

2. The following areas are in the Yellow Zone of Stage 3:

1. Haldimand-Norfolk Health Unit.
2. Huron Perth Health Unit.
3. Middlesex-London Health Unit.
4. Oxford Elgin St. Thomas Health Unit.
5. Simcoe Muskoka District Health Unit.
6. Sudbury and District Health Unit.
7. Windsor-Essex County Health Unit.

**Orange Zone of Stage 3**

3. The following areas are in the Orange Zone of Stage 3:

1. Brant County Health Unit.
2. City of Ottawa Health Unit.
3. Durham Regional Health Unit.
4. The Eastern Ontario Health Unit.
5. Niagara Regional Area Health Unit.
6. Waterloo Health Unit.
7. Wellington-Dufferin-Guelph Health Unit.

**Commencement**

**2. This Regulation comes into force on the later of November 16, 2020 and the day it is filed.**

**CONFIDENTIEL**  
jusqu'au dépôt auprès du  
registrateur des règlements

Reg2020.0896.f06.EDI  
6-CJO

## **RÈGLEMENT DE L'ONTARIO**

pris en vertu de la

### **LOI DE 2020 SUR LA RÉOUVERTURE DE L'ONTARIO (MESURES ADAPTABLES EN RÉPONSE À LA COVID-19)**

modifiant le Règl. de l'Ont. 363/20

(ÉTAPES DE LA RÉOUVERTURE)

#### **1. Les annexes 2 et 3 du Règlement sont abrogées et remplacées par ce qui suit :**

##### **ANNEXE 2 RÉGIONS À L'ÉTAPE 2**

1. Circonscription sanitaire de la cité de Hamilton.
2. Circonscription sanitaire de la cité de Toronto.
3. Circonscription sanitaire régionale de Halton.
4. Circonscription sanitaire régionale de Peel.
5. Circonscription sanitaire régionale de York.

##### **ANNEXE 3 RÉGIONS À L'ÉTAPE 3**

#### **Zone verte de l'étape 3**

1. Les régions suivantes sont dans la zone verte de l'étape 3 :
  1. Circonscription sanitaire de Chatham-Kent.

2. Circonscription sanitaire du district d'Algoma.
3. Circonscription sanitaire de Grey Bruce.
4. Circonscription sanitaire du district de Haliburton, Kawartha et Pine Ridge.
5. Circonscription sanitaire des comtés de Hastings et de Prince Edward.
6. Circonscription sanitaire de Kingston, Frontenac et Lennox et Addington.
7. Circonscription sanitaire de Lambton.
8. Circonscription sanitaire du district de Leeds, Grenville et Lanark.
9. Circonscription sanitaire du district de North Bay-Parry Sound.
10. Circonscription sanitaire du Nord-Ouest.
11. Circonscription sanitaire du comté et de la cité de Peterborough.
12. Circonscription sanitaire de Porcupine.
13. Circonscription sanitaire du comté et du district de Renfrew.
14. Circonscription sanitaire du district de Thunder Bay.
15. Circonscription sanitaire de Timiskaming.

### **Zone jaune de l'étape 3**

2. Les régions suivantes sont dans la zone jaune de l'étape 3 :
  1. Circonscription sanitaire de Haldimand-Norfolk.
  2. Circonscription sanitaire de Huron et Perth.
  3. Circonscription sanitaire de Middlesex-London.
  4. Circonscription sanitaire d'Oxford, Elgin et St. Thomas.
  5. Circonscription sanitaire du district de Simcoe Muskoka.
  6. Circonscription sanitaire de Sudbury et son district.



7. Circonscription sanitaire de Windsor-comté d'Essex.

**Zone orange de l'étape 3**

3. Les régions suivantes sont dans la zone orange de l'étape 3 :

1. Circonscription sanitaire du comté de Brant.
2. Circonscription sanitaire de la ville d'Ottawa.
3. Circonscription sanitaire régionale de Durham.
4. Circonscription sanitaire de l'Est de l'Ontario.
5. Circonscription sanitaire régionale de Niagara.
6. Circonscription sanitaire de Waterloo.
7. Circonscription sanitaire de Wellington-Dufferin-Guelph.

**Entrée en vigueur**

2. Le présent règlement entre en vigueur le dernier en date du 16 novembre 2020 et du jour de son dépôt.



Ontario

**Executive Council**  
**Conseil exécutif**

R.O.C./Décret 458 / 2020

I certify that the attached is a true copy of the Regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, made by Her Honour the Lieutenant Governor in Council on November 13, 2020.

Dated at Toronto, November 13, 2020

A handwritten signature in blue ink, appearing to read "Anna Val".

Deputy Clerk, Executive Council



Ontario

Executive Council  
Conseil exécutif

### Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

the appended Regulation be made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

Le règlement ci-annexé est pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*.

Recommandé par :

Appuyé par : Le président du Conseil des ministres,

Recommended

Concurred

Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

Approved and Ordered

NOV 13 2020

Date

Lieutenant Governor

R.O.C./Décret (R)

E 458/2020

Filed with the Registrar of Regulations  
Déposé auprès du registrateur des règlements

NOV 13 2020

Number (O. Reg.)  
Numéro (Règl. de l'Ont.)

647/20

[Bilingual]

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations

**REG2020.0890.e**  
**4-CJO**

## **ONTARIO REGULATION**

made under the

### **REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020**

Amending O. Reg. 640/20, which amends O. Reg. 363/20

(STAGES OF REOPENING)

- 1. Subsection 1 (2) of Ontario Regulation 640/20 is revoked.**
- 2. Subsection 2 (2) of the Regulation is revoked.**
- 3. Subsection 3 (2) of the Regulation is revoked.**

#### **Commencement**

- 4. This Regulation comes into force on the day it is filed.**

**CONFIDENTIEL**  
jusqu'au dépôt auprès du  
registrateur des règlements

Reg2020.0890.f04.EDI  
4-CJO

## **RÈGLEMENT DE L'ONTARIO**

pris en vertu de la

### **LOI DE 2020 SUR LA RÉOUVERTURE DE L'ONTARIO (MESURES ADAPTABLES EN RÉPONSE À LA COVID-19)**

modifiant le Règl. de l'Ont. 640/20, qui modifie le Règl. de l'Ont. 363/20

(ÉTAPES DE LA RÉOUVERTURE)

- 1. Le paragraphe 1 (2) du Règlement de l'Ontario 640/20 est abrogé.**
- 2. Le paragraphe 2 (2) du Règlement est abrogé.**
- 3. Le paragraphe 3 (2) du Règlement est abrogé.**

**Entrée en vigueur**

- 4. Le présent règlement entre en vigueur le jour de son dépôt.**



## Community Services

### Legislative Services

November 17, 2020

File #120203

The Honourable Doug Ford, Premier of  
Ontario  
Room 281, Legislative Building,  
Queen's Park  
Toronto, ON M7A 1A1

The Honourable David Lametti,  
Minister of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11<sup>th</sup> floor  
Toronto, ON M7A 2S9

[premier@ontario.ca](mailto:premier@ontario.ca)

[David.Lametti@parl.gc.ca](mailto:David.Lametti@parl.gc.ca)

Honourable and Dear Sirs:

**Re: City of Hamilton - Request to the Premier and Minister of Attorney General -  
Amending the AGCO Process to Consider Radial Separation from other Cannabis  
Locations**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of November 16, 2020 received and supported correspondence from the City of Hamilton dated September 8 2020 requesting the Province to consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.

Attached please find a copy of the City of Hamilton's correspondence dated September 8, 2020.

Thank you for your attention to this matter

Yours very truly,

Carol Schofield, Dipl.M.A.

Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c.

Fred Eisenberger, Mayor Email: Lisa Kelsey, Legislative Coordinator [lisa.kelsey@hamilton.ca](mailto:lisa.kelsey@hamilton.ca)

Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca)

Sam Oosterhoff, MPP, Niagara West [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)

Jennie Stevens, MPP, St. Catharines [jstevens-QP@ndp.on.ca](mailto:jstevens-QP@ndp.on.ca)

Wayne Gates, MPP, Niagara Falls [wgates-qp@ndp.on.ca](mailto:wgates-qp@ndp.on.ca)

Jeff Burch, MPP, Niagara Centre [jburch-qp@ndp.on.ca](mailto:jburch-qp@ndp.on.ca)

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)



OFFICE OF THE MAYOR  
CITY OF HAMILTON

September 8, 2020

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Honourable Doug Downey  
Attorney General  
Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11th Floor  
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

**THEREFORE, BE IT RESOLVED:**

**RECEIVED**  
NOV 16 2020  
BY COUNCIL

- (a) **That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.**
- (b) **That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.**
- (c) **That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.**

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall "clustering" of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,



Fred Eisenberger  
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook



Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre  
Hon. Paul Miller, MPP, Hamilton East-Stoney Creek  
Hon. Monique Taylor, MPP, Hamilton Mountain  
Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas



## Community Services

### Legislative Services

November 17, 2020

File #120203

The Honourable Ernie Hardeman, Minister of  
Agriculture, Food and Rural Affairs  
11th Floor, 77 Grenville St.  
Toronto, ON M5S 1B3  
[Ernie.Hardeman@pc.ola.org](mailto:Ernie.Hardeman@pc.ola.org)

The Honourable Marie-Claude Bibeau,  
Minister of Agriculture and Agri-Food  
**House of Commons \***  
Ottawa, ON K1A 0A6  
[Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Honourable and Dear Ministers:

**Re: Township of Asphodel-Norwood - Enact Legislation to Support Local Governments with Land Use Management and Enforcement Issues regarding Bill C-45 - Cannabis Act**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of November 16, 2020 received and supported correspondence from the Township of Asphodel-Norwood dated October 7, 2020 requesting the governing body in cannabis production that: takes a unified approach to land use planning restrictions; enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region; communicates more readily with local governments and provides local governments with more support.

Attached please find a copy of the Township of Asphodel-Norwood dated October 7, 2020.

Thank you for your attention to this matter

Yours very truly,

Carol Schofield, Dipl.M.A.

Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c.

Roger Bonneau, Mayor, Township of Asphodel-Norwood [mHUDSON@antownship.ca](mailto:mHUDSON@antownship.ca)

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario [wGATES-co@ndp.on.ca](mailto:wGATES-co@ndp.on.ca)

Sam Oosterhoff, MPP-Niagara West-Glanbrook, Legislative Assembly of Ontario

[sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)

Jennifer Stevens, MPP-St. Catharines [JStevens-CO@ndp.on.ca](mailto:JStevens-CO@ndp.on.ca)

Jeff Burch, MPP-Niagara Centre [JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)

Dean Allison, MP-Niagara West [dean.allison@parl.gc.ca](mailto:dean.allison@parl.gc.ca)

Chris Bittle, MP- St. Catharines [Chris.Bittle@parl.gc.ca](mailto:Chris.Bittle@parl.gc.ca)

Tony Baldinelli, MP- Niagara Falls [Tony.Baldinelli@parl.gc.ca](mailto:Tony.Baldinelli@parl.gc.ca)

Vance Badawey, MP- Niagara Centre [Vance.Badawey@parl.gc.ca](mailto:Vance.Badawey@parl.gc.ca)

[Ontario Municipalities](http://OntarioMunicipalities.com)

Mailing Address:

The Corporation of the Town of Fort Erie

1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

**Office of the Mayor**  
Rodger Bonneau

October 7, 2020

**Sent via E-mail**

**Re: Cannabis Production**

Dear Ministers, Members of Parliament, and Members of Provincial Parliament,

Please be advised that the Council for the Corporation of the Township of Asphodel-Norwood passed the following resolution at its regular meeting of September 22, 2020:

Motion No. 239/20 | Moved by: Councillor Walsh | Seconded by: Deputy Mayor Burt

**WHEREAS** the Ontario Federation of Agriculture has adopted the position that licenced cannabis production for medical and/or recreational-use purposes should be considered a farming activity;

**AND WHEREAS** the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

**AND WHEREAS** Section 7 of the Cannabis Act requires that any person who intends to submit an application for a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis must provide written notice to: a) The local government, b) The local fire authority, and c) The local police force or the Royal Canadian Mounted Police detachment responsible for providing policing services to the area in which the site is referred to in the application;

**AND WHEREAS** Section 35(1) of the Act requires a holder of a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis to provide a written notice to the local authorities within 30 days of issuance, amendment, suspension, reinstatement or revocation of a licence and provide a copy of said notice to the Minister; and

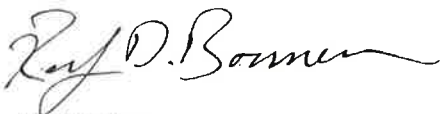
**FURTHER BE IT RESOLVED THAT** the Township of Asphodel-Norwood requests a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local governments with more support.

**AND FURTHER BE IT RESOLVED THAT** the Township of Asphodel-Norwood will forward this motion to the following partners: All municipalities in Ontario, the MP and MPP of Northumberland-Peterborough South, the MP and MPP of Peterborough-Kawartha, the Minister of Agriculture, Food and Rural Affairs, and the Minister of Agriculture and Agri-Food with the request that they enact legislation to support local governments with land use management and enforcement issues.

Thank you for your time and consideration.

Sincerely,



Rodger Bonneau, Mayor  
Township of Asphodel-Norwood

- c. E. Hardeman, Minister of Agriculture, Food and Rural Affairs  
M. Bibeau, Minister of Agriculture and Agri-Food  
D. Piccini, MPP Northumberland-Petrborough South  
P. Lawrence, MP Northumberland-Petrborough South  
D. Smith, MPP Peterborough –Kawartha  
M. Monsef, MP Peterborough-Kawartha  
All municipalities in Ontario

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100

**Ministère des Affaires  
Municipales et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7100

**November 16, 2020**

**MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks**

**SUBJECT: Enforcement of Orders under the *Reopening Ontario Act, 2020***

---

As you are aware, municipal by-law officers are designated to enforce provincial orders under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA). I want to thank you for your sustained efforts in limiting the spread of infection and managing the impact of the pandemic on your communities.

Given the recent rise in COVID-19 cases in the province, I am attaching information the Ministry of the Solicitor General has shared with Chiefs of Police regarding additional amendments to orders made under the ROA, including O. Reg. 263/20 Rules for Areas in Stage 2 (“Stage 2 Order”), O. Reg. 364/20 Rules for Areas in Stage 3 (“Stage 3 Order”), and O. Reg. 363/20 - Stages of Reopening (“Stages of Reopening Order”). These will be of help to support any municipal enforcement activities.

Ontario’s municipalities have shown great leadership locally. To further support efforts to ensure compliance with public health restrictions and coordinated local enforcement of orders, the Ministry of the Solicitor General and the Ministry of Labour, Training and Skills Development are working together with ministry enforcement partners and local public health units to encourage a proactive approach to awareness, compliance and enforcement and collaboration across all enforcement personnel, including police, public health officers, municipal by-law officers and other provincial offences officers.

A multi-ministry enforcement team, led by the Ministry of Labour, Training and Skills Development, has been developed to support this initiative and their activities will be coordinated with local by-law enforcement personnel, police services and other enforcement partners. Many of Ontario’s municipalities have shown leadership and actively engaged in enforcement and compliance, including of any local by-laws you may have enacted. To ensure we are achieving greater successes given the local need, you may wish to coordinate enforcement activities with provincial enforcement officers and public health officers to achieve greater impact. To identify the lead contact for any

potential planned compliance activity in your community, you can e-mail Natasha Bartlett at [natasha.bartlett@ontario.ca](mailto:natasha.bartlett@ontario.ca).

I would also encourage you to support the Ministry of the Solicitor General's efforts to collect enforcement data on a weekly basis to help monitor and measure the impact of accelerated enforcement and compliance activities province-wide, and in areas reporting higher rates of community transmission. You can find out more on how you may contribute to the Ministry of Solicitor General's weekly data collection efforts by contacting Jeanette Gorzkowski or Agata Falkowski at [Jeanette.Gorzowski@ontario.ca](mailto:Jeanette.Gorzowski@ontario.ca) or [Agata.Falkowski@ontario.ca](mailto:Agata.Falkowski@ontario.ca) respectively.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Kate Manson-Smith  
Deputy Minister, Municipal Affairs and Housing

Enclosure:

- Correspondence from the Ministry of the Solicitor General to all Chiefs of Police- English version. If a French version is desired, please contact [Richard.Stubbings@ontario.ca](mailto:Richard.Stubbings@ontario.ca).



**THE PLANNING ACT  
NOTICE OF DECISION  
OF AN OFFICIAL PLAN AMENDMENT  
BY THE CORPORATION OF THE COUNTY OF LANARK**

---

**TAKE NOTICE** that the County of Lanark approved Official Plan Amendment **0931-OP-20004** to the Municipality of Mississippi Mills Official Plan on **November 25, 2020** under Section 17 (2) of the *Planning Act*.

**WHEN AND HOW TO FILE AN APPEAL**

Any appeal to the Local Planning Appeal Tribunal (LPAT) must be filed with the Clerk of the County of Lanark not later than 4:00 p.m. on **December 14, 2020**.

The appeal should be sent to the attention of the County Clerk, at the address shown below and it must:

- 1) Set out the reasons for the appeal and the specific part of the proposed official plan amendment to which the appeal applies; and
- 2) Must be accompanied by the fee required by the Local Planning Appeal Tribunal (LPAT) payable by certified cheque to the Minister of Finance, Province of Ontario.

**WHO CAN FILE AN APPEAL**

Only individuals, corporations or public bodies may appeal a decision of the approval authority to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

**WHEN THE DECISION IS FINAL**

The decision of the County of Lanark is final if a notice of appeal is not received on or before the last date for appeal noted above.

**ADDITIONAL INFORMATION**

Additional information about the application and the decision is available upon request to the County Planner at [plan@lanarkcounty.ca](mailto:plan@lanarkcounty.ca) or via phone 613-267-4200 ext. 1520.

**DATED IN THE TOWNSHIP OF BATHURST, THIS 25<sup>th</sup> DAY OF November, 2020.**

Leslie Drynan, County Clerk / Deputy CAO  
99 Christie Lake Road  
Perth ON K7H 3C6 1-613-267-4200

**DECISION**

**With respect of an Official Plan Amendment Subsection 17(34) of the *Planning Act***

The Corporation of the County of Lanark hereby approves Amendment No. 24 to the Official Plan of the Municipality of Mississippi Mills adopted by By-law 20-066 and approved by Lanark County Council by By-law No. 2020-36.

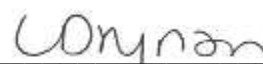
**Purpose and Effect:**

The effect of Amendment No. 24 is to change the construction date for an existing dwelling to qualify for a surplus farm dwelling severance within the Rural designation. The current construction date is 1978 and the amendment would change this date to 2005 which is the adoption date of the COP.

**DATED IN THE TOWNSHIP OF BATHURST, THIS 25<sup>th</sup> DAY OF November, 2020.**

)   
\_\_\_\_\_

) Brian Campbell, Warden

)   
\_\_\_\_\_

) Leslie Drynan, County Clerk / Deputy CAO

We have the authority to  
bind the Corporation.



**THE CORPORATION OF THE COUNTY OF LANARK  
BY-LAW NO. 2020-36**

**A BY-LAW TO ADOPT COMMUNITY OFFICIAL PLAN AMENDMENT NO. 24  
FOR THE MUNICIPALITY OF MISSISSIPPI MILLS**

**WHEREAS**, the recommendation has been made to the Council of the Corporation of the County of Lanark by the Economic Development Committee of the Whole that the explanatory text and Schedule "A" constituting Community Official Plan Amendment (OPA) No. 24 for the Municipality of Mississippi Mills, File No. 0931-OP-20004 be adopted by the Council in accordance with the provisions of the *Planning Act*, R.S.O. 1990.

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the County of Lanark enacts as follows;

1. That Community Official Plan Amendment (OPA) No. 24 for the Municipality of Mississippi Mills, File No. 0931-OP-20004; the effect of which will change the construction date for an existing dwelling to qualify for a surplus farm dwelling severance within the Rural designation (the current construction date is 1978, the amendment date is 2005); a copy of which is attached hereto and forms part of this By-Law, is hereby adopted.

By-Law read a first and second time this 18<sup>th</sup> day of November, 2020.

By-Law read a third time and finally passed this 18<sup>th</sup> day of November, 2020.



Leslie Drynan, Clerk/Deputy CAO



Brian Campbell, Warden



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# **AMENDMENT NO. 24 TO THE MISSISSIPPI MILLS COMMUNITY OFFICIAL PLAN**

**TECHNICAL REPORT**

**COUNTY FILE NO. 0931-OP-20004**

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Prepared for



**County of Lanark**  
Planning Department  
99 Christie Lake Road  
Perth, Ontario  
K7H 3C6

Prepared by



**Jp2g Consultants Inc.**  
12 International Drive, Pembroke, Ontario, K8A 6W5  
T.613.735.3204 F.613.735.4513  
Jp2g Project No. 17-7010Y

**October 19, 2020**

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### APPENDICES

APPENDIX No. 1: Amendment No. 24 to the Mississippi Mills Community Official Plan



## **1 Application File Number**

The County of Lanark File Number assigned to this application is 0931-OP-20004.

## **2 Municipality**

This amendment has been initiated by the Town of Mississippi Mills, and applies generally to lands within the Rural designation within the Town of Mississippi Mills.

## **3 Type of Amendment**

The Amendment #24 to the Mississippi Mills Community Official Plan (COP) is general in nature, applying only to those lands within the Rural designation. OPA #24 amends Section 3.3.6(1), changing the construction date for qualifying surplus farm dwellings from 1978 to 2005 (the adoption date for the COP). This is a text change only and does not change any of the land use schedules.

## **4 Effect of the Amendment**

The effect of Amendment No. 24 is to change the construction date for an existing dwelling to qualify for a surplus farm dwelling severance within the Rural designation. The current construction date is 1978 and the amendment would change this date to 2005 which is the adoption date of the COP.

A similar amendment was initiated by the Town in 2016 (OPA# 16) to change the construction date for dwellings to qualify for a surplus farm dwelling severance in the Agricultural designation from 1978 to 2005. However, the change was not made to lands within the Rural designation and only applied to the Agricultural lands. It is now desired to have both the Agricultural and Rural surplus farm dwelling severance policies with the same construction date for qualifying surplus dwellings.

## **5 Concurrent Applications**

There are no concurrent applications being considered with this Official Plan Amendment.

## **6 Provincial Policy**

Matters of provincial interest are contained in Section 2 of the Planning Act and implemented through the Provincial Policy Statement, 2020 (PPS) issued under Section 3 of the Act. The 2020 PPS came into effect on May 1, 2020. According to the Planning Act, planning authorities (i.e., County Council) must ensure that proposals are "consistent with" the policies contained within the following three main policy objectives of the PPS when reviewing Planning Act applications:

1. Building Strong Healthy Communities;
2. Wise Use and Management of Resources; and
3. Protecting Public Health and Safety

The following is a brief overview of Amendment No. 24 in consideration of the PPS policies.

### *Section 1.1.4 Rural Areas in Municipalities*

Section 1.1.4 lays out the Province's objectives for supporting healthy, integrated and viable rural lands. Among these objectives is building upon rural character, the promotion of regeneration of rural areas, accommodating a range and mix of housing, encouraging the conservation and redevelopment of existing rural housing stock on rural lands, and using rural infrastructure and public service facilities efficiently.

The basis of the proposed amendment is to permit surplus farm severances within the Rural designation for houses that existed prior to 2005. The PPS only has policies related to surplus farm dwelling severances for lands designated Agriculture. The option of retaining existing housing rural housing stock addresses a number of the objectives of the PPS,



specifically statements related to the conservation and redevelopment of existing rural housing stock. Surplus farm dwelling severances result in retention of existing housing stock. Surplus farm dwelling severances of existing dwellings does not increase demand for rural infrastructure.

#### *Section 1.1.5 Rural Lands in Municipalities*

The permitted uses within Rural Lands include the management or use of resources; resource-based recreational uses; residential development, including lot creation, that is locally appropriate; agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards; home occupations and home industries; cemeteries; and other rural land uses.

The policies go further to promote recreational, tourism and other economic opportunities, ensuring that development that is compatible with the rural landscape and can be sustained by rural service levels. There are also statements related to promoting opportunities to support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses. The policies stress that "new land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae."

Essentially, OPA #24 is intended to change lot creation policies on "rural lands" will respecting agriculture and other resource-related uses on Rural lands. The existing surplus farm dwelling policies address the MDS requirements of the PPS.

#### *Section 2.3.4 Agriculture Lot Creation*

Section 2.3.4.1 (c) sets out the specific policies for "residences surplus to farming operations" for lands within the Agricultural designation. There are no similar PPS policies for lands within the Rural designation. It should be noted that the PPS does not provide any direction on the effective construction date for a residence to qualify as being surplus to a farming operation.

In conclusion, Amendment No. 24 has been reviewed with respect to matters of provincial interest and it is our opinion that the approval of Amendment No. 24 is consistent with the Provincial Policy Statement, 2020.

## **7 Lanark County Sustainable Communities Official Plan**

Amendments to local official plans must demonstrate conformity to the Lanark County Sustainable Communities Official Plan (SCOP). The following is a brief overview of Amendment No. 24 in consideration of the SCOP policies.

#### *Section 3 Rural Area Policies*

Section 3 of the Lanark SCOP sets out the objectives for the Rural Areas similar to those of the PPS:

1. To ensure that residential and non-residential development is consistent with rural service levels;
2. To maintain the distinct character of rural, waterfront and settlement areas;
3. To ensure that development is compatible with natural heritage features and natural resource uses.

The Rural lot creation policies are found in Section 3.3.3 and states that "the creation of new lots in rural areas shall be limited in nature and shall generally occur through plans of subdivision or consent. The use of the Planning Act's consent provisions may be appropriate under certain circumstances. The criteria identified for land division by consent in local Official Plans shall also apply."

Section 6.1.4 Agriculture Lot Creation has policies similar to the PPS for dwellings surplus to farming operations on lands designated Agriculture. The policies do not provide any direction for an effective construction date for dwellings to qualify for consideration as surplus to farming operations.



### *Section 8.3.1 Amendments to the Sustainable Communities Official Plan*

Section 8.3.1 of the SCOP directs that when any amendment to the SCOP or Local Official Plan (Sec 8.3.4) is proposed, sufficient information shall be provided to allow Council to consider the following:

1. The impact of the proposed change on the achievement of the stated goals, objectives and policies expressed in this Plan.

The Lanark County SCOP and the Mississippi Mills COP both recognize the roll of limit residential development on the rural lands. This amendment will not change any of the stated goals, objectives or policies expressed in either Plan.

2. The need for the proposed change.

The desire is for the surplus farm dwelling policies applying to the Agricultural lands be the same as the surplus farm dwelling policies apply to the Rural lands. This policy consistency is desirable.

3. The effect of the proposed change on the need for public services and facilities.

The change in the effective construction date for dwellings surplus to farming operations will not result in the need for additional public services and facilities.

4. The physical suitability of the land for the proposed use.

The proposed amendment is general in nature to the lands within the Rural designation and not site specific.

In conclusion, Amendment No. 24 to the Mississippi Mills COP has been reviewed with respect to the policies of the Lanark County Sustainable Communities Official Plan (SCOP) and it is our opinion that the approval of Amendment No. 24 to the Mississippi Mills COP will conform to the SCOP.

## **8 Local Municipal Official Plan**

Properties designated Rural in the Mississippi Mills COP are subject to "limited residential development" severance policies in accordance with the Provincial Policy Statement and the Lanark SCOP. The surplus farm dwelling severance policies are separate and in addition to the Rural consent policies of Section 3.3.6.4. As the Staff Report indicated, the Rural policies acknowledge that agricultural lands uses may be appropriate and occurring despite the lands not being classified as "Agricultural" in the Plan. The Agricultural designation applies specifically to properties which are identified as having Prime Agricultural Soil, while Rural designations apply to all other land outside of urban settlement areas.

It has been deemed appropriate that the Rural surplus farm dwelling policies have the same effective construction date for a dwelling to qualify for being surplus to a farming operation as the policies that apply to the Agricultural lands.

## **9 Public Consultation**

The Town of Mississippi Mills provided Notice of a Virtual Public Meeting on June 1, 2020. The statutory virtual public meeting was held on June 25, 2020 at 2:00 pm. There were no public or agency submissions presented at this public meeting or public oral submissions made.

## **10 Conclusions**

Amendment No. 24 to the Mississippi Mills COP has been reviewed in consideration of the County of Lanark's authority to amend local Official Plans in accordance with the Planning Act. This review has concluded that adoption of Amendment No. 24 is consistent with Provincial, County, and Municipal policies and regulations respecting land use planning.



## 11 Recommendation

The Municipal Plan Review Team recommends that Amendment No. 24 to the Mississippi Mills Communities Official Plan be adopted as proposed.

Trusting this information to be satisfactory, we remain.

Yours truly,

A rectangular box containing a handwritten signature in black ink, which appears to be 'F. Symon'.

Forbes Symon, MCIP, RPP  
Senior Planner  
Jp2g Consultants Inc.

**APPENDIX No. 1**

**AMENDMENT NO. 24 TO THE MISSISSIPPI MILLS COMMUNITY OFFICIAL PLAN**





November 19, 2020

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia, ON  
LOM 1T0

Sent by email

Attention: Doug Hevenor, Chief Administrative Officer NVCA  
Keith White, NVCA Board Chair  
Marlane McLeod, NVCA Vice Chair

Re: Township of Essa Council Resolution No. CR204-2020  
Bill 229 "Protect, Support and Recover from COVID19 Act – Schedule 6 –  
Conservation Authorities Act"

Please be advised that at its meeting of November 18, 2020, Council of the Township of Essa received a copy of information in relation to Bill 229 in addition to a verbal report from the NVCA Board Chair on the impacts to Conservation Authorities and the trickle effect to municipalities and citizens in Ontario should the Bill pass

As a result of the discussions, Council of the Township of Essa passed the following Resolution:

**Resolution No: CR204-2020 Moved by: White Seconded by: Sander**

*WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act; and*

*WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications; and*

*WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act; and*

*WHEREAS the changes allow the Minister to make decisions without conservation authority watershed data and expertise; and*

*WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs; and*

*WHEREAS municipalities believe that the appointment of municipal representatives on Conservation Authority Boards should be a municipal decision, and the Chair and Vice Chair of the Conservation Authority Board should be duly elected; and*

*WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a Conservation Authority Board member to represent the best interests of the conservation authority and its responsibility to the watershed; and*

*WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative; and*

*WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process; and*

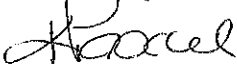
*WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;*

**NOW THEREFORE BE IT RESOLVED:**

- *THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)*
- *THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth*
- *THAT the Province respect the current conservation authority and municipal relationships; and*
- *THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.*

**----Carried----**

Sincerely,



per; Lisa Lehr, CMO  
Clerk

cc. Conservation Ontario – Kim Gavine, General Manager  
Conservation Ontario – Wayne Emmerson, Chair  
Honourable Doug Ford, Premier of Ontario  
Honourable Rod Phillips, Minister of Finance  
Honourable Jeff Yurek, Minister of Environment, Conservation and Parks  
Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing



44816 Harriston Road, RR 1, Gorrie On N0G 1X0  
Tel: 519-335-3208 ext 2 Fax: 519-335-6208  
[www.howick.ca](http://www.howick.ca)

November 19, 2020

The Honourable Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

By email only [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the November 17, 2020 Howick Council meeting:

**Moved by Councillor Gibson; Seconded by Deputy Reeve Bowman:**  
**Whereas; installing tile drainage is a common land improvement practice among farmers in Ontario and the benefits of tile drainage for crop productivity, farm efficiency and even for reducing environmental impacts have been studied and are generally well known to farmers; and**  
**Whereas; the Tile Loan Program, authorized by the Tile Drainage Act, provides loans to agricultural property owners to help them finance these tile drainage projects; all tile loans have 10-year terms and repayments are made annually; and**  
**Whereas; the provincial government sets the program interest rate at a competitive level which was reduced from 8% to 6% in the fall of 2004 and the loan limit was also increased from \$20,000.00 to \$50,000.00 at the same time; and**  
**Whereas; interest rates have continued to decline over the years and the cost per acre for tile drainage has increased over the years;**  
**Now therefore; be it resolved that Council request the Ontario Ministry of Agriculture, Food and Rural Affairs to consider lowering the interest rate on Tile Drain Loans to 4% and increasing the yearly loan limit to \$100,000; and that this resolution be forwarded to Ontario Ministry of Agriculture, Food and Rural Affairs; MPP Huron Bruce Lisa Thompson; AMO; Land Improvement Contractors of Ontario and Drainage Superintendents of Ontario Association. Carried.**  
**Resolution No. 276/20**

If you require any further information, please contact this office, thank you.

Yours truly,

*Carol Watson*

Carol Watson, Clerk  
Township of Howick

cc MPP Perth Wellington Randy Pettapiece  
ROMA

Good afternoon,

We would like to express our appreciation and gratitude to you and your organization for your support during Waste Reduction Week 2020, which took place between October 19th and 25th, 2020.

Throughout Waste Reduction Week we saw a number of organizations and individuals host successful, safe, small-scale cleanup events and promote safe cleanup participation to the public. We also saw an overwhelming amount of digital participation through Twitter, Facebook, Instagram and other social media platforms. The ministry's digital toolkit was downloaded over 300 times and we had a digital audience reach of over 3 million people – far exceeding our reach for the 2020 Day of Action on Litter campaign back in May!

We could not have seen this success without your support and participation. It was truly encouraging to see so many people across the province come together in support of creating a cleaner Ontario, both for today and for future generations.

We would like to remind you that the 2021 Day of Action on Litter will be taking place on May 11, 2021. We are asking all of our partners to start thinking about how they may be able to host a cleanup on or around May 11 to recognize the 2021 Day of Action, or potentially shift other cleanups planned for the spring to May 11 to contribute to this provincial initiative.

We look forward to working with you again in the new year in preparation for the 2021 Provincial Day of Action on Litter. In the meantime, if you have any questions, please email [actONLitter@ontario.ca](mailto:actONLitter@ontario.ca).

Thank you again for your support.

Jeff Yurek  
Minister of the Environment, Conservation and Parks

Andrea Khanjin  
Parliamentary Assistant to the Minister of the Environment, Conservation and Parks

**Subject:** Support of County of Wellington Aggregate Resource Property Valuation Resolution

Please note that the Council of the Township of Amaranth recently endorsed the following resolution at its regular meeting of Council held on November 18, 2020:

Whereas previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS Township of Amaranth Council supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS Township of Amaranth Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties.

**Resolution #4**

**Moved by: C. Gerrits – Seconded by: H. Foster**

**NOW THEREFORE BE IT RESOLVED THAT:**

The Township of Amaranth Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

THAT Township of Amaranth Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and

THAT Township of Amaranth hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value ; and

THAT Township of Amaranth Council directs the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).

**CARRIED.**

**Nicole Martin, Dipl. M.A.**

CAO/Clerk | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

*Our Offices are now open to the public by “appointment only” basis for all services including payment of accounts. To book your appointment, please call 519-941-1007. Masks are required when attending the municipal office.*

**For accurate information on COVID-19 please visit: [www.ontario.ca/COVID-19](http://www.ontario.ca/COVID-19)**





**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

Honourable Doug Ford, Premier of Ontario,  
Queen's Park Legislative Building  
1 Queen's Park, Room 281  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

November 23, 2020

Dear Honourable Doug Ford;

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on November 16, 2020 passed the following resolution;

Re: Copy of Resolution #723

Motion No. 723

Moved by: Ed McGugan    Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby supports the Township of Lake of Bays in asking the Provincial government to consider an amendment to Bill 124 to make it a requirement that the building contractor name be disclosed and that the contractor must provide proof of insurance, thus providing greater accountability and responsibility and ensuring that municipalities will not bear the burden alone and FURTHER directs staff to forward a copy of this resolution to the Premier of Ontario, AMO and all Ontario Municipalities.

Carried

Sincerely,

Kelly Lush  
Deputy Clerk

c.c. AMO and all Ontario Municipalities.



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

Honourable Doug Ford, Premier of Ontario,  
Queen's Park Legislative Building  
1 Queen's Park, Room 281  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

November 23, 2020

Dear Honourable Doug Ford;

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on November 16, 2020 passed the following resolution;

Re: Copy of Resolution #719

Motion No. 719

Moved by: Ed McGugan    Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby supports Northumberland County, the Township of Blandford-Blenheim, Municipality of Tweed and Township of Asphodel-Norwood in their request that a governing body be established to regulate cannabis production and to take a unified approach to land use planning and restrictions AND in also requesting to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected AND FURTHER directs staff to forward a copy of this resolution to the Prime Minister of Canada, the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, AMO and all municipalities within the Province of Ontario.

Carried

Sincerely,

Kelly Lush  
Deputy Clerk

c.c Minister of Municipal Affairs and Housing , the Ontario Provincial Police and all Ontario Municipalities.





**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

November 23, 2020

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on November 16, 2020 passed the following resolution;

Re: Copy of Resolution #720

Motion No. 720

Moved by: Ed McGugan    Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby support The City of Clarence-Rockland in requesting the Ministry modify the regulations governing the establishment of cannabis retail stores and to instruct the Alcohol and Gaming Commission to evaluation criteria, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores and FURTHER directs staff to forward this resolution to to all Ontario municipalities.

Carried

Sincerely,

Kelly Lush  
Deputy Clerk

c.c all Ontario Municipalities.

## **Board of Health Meeting November 19, 2020**

### **Summary**

#### **2021 Public Health Budget**

The 2021 Public Health Budget was approved with no change in the municipal levy for obligated municipalities for 2021. The budget shortfall will be managed by Voluntary Leaves of Absence without Pay as requested by employees, savings in salaries and benefits due to delays in recruitment (intentional where needed), and the associated salary differentials between the permanent job owner and the term replacement.

#### **COVID-19 Update**

The Leeds, Grenville and Lanark District Health Unit region has been identified as being in the Green/Prevent level in the provincial COVID-19 Response Framework because of the recent low number of active people infected with COVID-19 in our region. This means there are no added restrictions to our region because of this announcement.

The Health Unit is working with the Ministry of Health on planning for a potential COVID-19 vaccine that might become available, once approved by Health Canada, for priority groups early in 2021. Additional planning is underway for a broader public immunization campaign later in the year.

#### **Programs and Services**

The School Immunization Program for grade 7 and 8 has a new face with clinics being held in schools on Saturdays for publicly funded meningococcal, HPV and hepatitis B immunization. This new approach has been well received by parents, students and the schools.

November is Radon Action Month and the Leeds, Grenville and Lanark District Health Unit (LGLDHU) is encouraging homeowners to test their homes for radon. <https://healthunit.org/radon/> We have been promoting this through regular and social media, and were able to provide free radon test kits to many community members. Radon is a colourless, odourless, tasteless radioactive gas that occurs naturally in the environment. It comes from the natural breakdown of uranium in soils and rocks. When radon is released from the ground into the outdoor air, it is diluted and is not a concern. When radon enters the house, it can accumulate to high levels and can cause a health risk with long-term exposure. Radon is the second leading cause of lung cancer, after smoking. Measures can be implemented to lower elevated levels effectively.

Dear Mayor Lowry and Council,

***\*\*Please circulate to Mayor and Members of Council\*\****

As a natural gas company, a question we get asked a lot is, “what are you doing about climate change?” The answer is - meeting our future energy needs in a way that is affordable, reliable and minimizes the environmental impacts, will require multiple energy systems working together, and we’re stepping up. We’re targeting net zero greenhouse gas emissions in our own operations by 2050 and we’re innovating to deliver clean energy solutions for Ontario.

Today, natural gas is a critical component of Ontario’s energy supply - providing about twice the energy needs of Ontario compared to electricity, with unsurpassed system reliability of over 99.9 percent, at about half the cost. In fact, 75 percent of Ontario households and business rely on this affordable energy choice to keep energy costs low for families and businesses competitive.

At the same time, Ontarians are increasingly focused on moving to lower-carbon energy sources, and we share that goal. Some say the best way to achieve this is to electrify everything. This sounds simple until you look more closely at a few key considerations:

**Economic impacts:** The infrastructure to support full electrification does not exist today. To replace the current energy provided by natural gas in Canada would require roughly three more electric generation systems the size of Canada’s current system—tripling capacity to meet peak demand. This feat would take decades to achieve and cost over \$580 billion, driving up energy costs for customers. The additional cost is equivalent to increasing average Canadian household spending by 1,300 to \$3,200 per year, which would present a significant hardship for many consumers at a time where we are all focusing on economic recovery.

**Reliability:** Electricity can’t be efficiently stored, and renewable electricity requires backup that can ramp up quickly to meet our energy needs when the wind doesn’t blow, the sun doesn’t shine, or above-ground infrastructure is impacted by climate events. Natural gas provides this comfort, delivering almost 3.5 times as much peak energy as electricity for Ontarians when they need it the most. Importing hydro electricity from Quebec is cited by some as an alternative to the baseload provided by natural gas, however, Quebec’s total generation capacity falls significantly short of Ontario’s peak gas demand. Even if Ontario imported 100% of Quebec’s power, we would still not meet our peak need.

**Energy Intensity:** Electricity does not have sufficient energy intensity to power many critical technologies that our quality of life depends on like heavy transportation for the shipment of goods and steel and concrete manufacturing needed to build things like wind turbines and solar panels.

What can be done? The reality is to succeed, energy systems must work together. At Enbridge, we're doing our part to lead Ontario's transition to a lower carbon future through investments in innovative clean energy solutions. Solutions that include:

- **Greening the gas supply** with carbon-neutral sources including hydrogen and renewable natural gas (RNG), which are displacing traditional natural gas and reducing emissions. These technologies have the added benefits of diverting waste, leveraging existing infrastructure, stimulating regional economic development and creating local jobs at a lower cost than electricity. Here are a few examples:
  - Our power-to-gas hydrogen plant in Markham, the first and largest of its kind in North America, is creating renewable hydrogen to balance the electrical grid and we have received approval from the provincial regulator for a pilot to blend renewable hydrogen into a portion of our grid with no cost impacts to rate payers. Successful implementation of this pilot project will support Enbridge in pursuing additional and larger scale hydrogen blending activities in other parts of its distribution system.
  - We have partnered with the City of Hamilton to use RNG to fuel city buses, and with the City of Toronto to harvest the energy produced by organic waste to fuel the city's 150 solid waste collection trucks reducing fuel costs by as much as 20 per cent.
  - We just announced the largest RNG facility in Ontario, located at the site of Walker Environmental's landfill in Niagara Falls, which will reduce GHG emissions by 48,000 tonnes per year.
  - Enbridge took the lead on obtaining regulatory approval on a voluntary RNG program which will give customers the option to contribute \$2/month for a portion of RNG blended into existing natural gas supply starting in 2021.
- **Displacing more carbon-intensive fuels for heavy transportation** through compressed natural gas (CNG), a market-ready low-carbon alternative to diesel with up to 40 percent lower fuel costs. For example, our network of CNG fueling stations along Highway 401 in Windsor, London and Napanee, are providing heavy-duty truck fleets with convenient access to a more affordable and cleaner-burning fuel alternative. CNG is well suited for return to base fleets like buses and garbage trucks, and when combined with RNG, can offer a zero-carbon solution.
- **Green technologies for heat.** Opportunities exist for energy communities to partner in the development and execution of green energy technologies for heating such as highly efficient Combined Heat and Power which takes waste heat produced from the gas-fired generation of electricity and converts it to hot water or steam that can be used for heat; or Geothermal systems which use thermal energy extracted from the earth for more efficient heating and cooling. The Enbridge Gas Geothermal Program can assist customers with the installation costs and expertise.

- **Conservation programs for homes and businesses** and investments in green technologies for home heating such as heat pumps, to help use less energy and save money. Enbridge is recognized as a leader in energy efficiency and conservation. Between 1995 and 2018, our energy efficiency programs reduced customer consumption by 28 billion cubic meters of natural gas. These gas savings have resulted in a reduction of 51.7 million tonnes of greenhouse gas emissions.

We care about our collective future and these are just some examples of the concrete steps we are taking to drive Ontario's clean energy transition.

To learn more about these initiatives, and how Enbridge Gas can support your carbon-reduction journey, visit: <https://www.enbridgegas.com/Natural-Gas-and-the-Environment/Enbridge-A-Green-Future>

Sincerely,

**Jean-Benoit Trahan, B. econ, MBA**

Director, Eastern Region by interim / Directeur, Région de l'est par intérim  
Directeur Général par intérim / General Manager by interim

**ENBRIDGE GAS INC. / GAZIÈRE INC.**

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**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

69 Fourth Avenue, Larder Lake, ON  
 Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

**SECONDED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 4

Resolution #: 4

Date: November 24, 2020

THAT the Council of the Municipality of Larder Lake supports the City of Belleville's resolution requesting that the Province of Ontario consider providing funding support and training resources to municipalities in order to comply with the standards of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act which requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; And

FURTHER that this resolution be forwarded to the Premier of the Province of Ontario, John Vanthof, M.P.P., the Association of Municipalities of Ontario and all municipalities within the Province of Ontario."

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair:

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



# COUNCIL CALENDAR

## December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Parks & Rec 3:45 Council 6pm	1	3 <a href="#">MRPC AGM 6pm</a>	4	5
6	7	8	9	10	11	12
13	14	15 CEDC 8am Council 6pm	16	17	18	19
20	21	22	23	24 Christmas Eve Office Closed at 12:00 pm	25 Christmas Day Office Closed	26
27	28 Office Closed	29 Office Closed	30 Office Closed	31 Office Closed		



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**December 1, 2020**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Emergency Management Bylaw	Fire	Regulatory Compliance	December 15, 2020
Wild Parsnip - Information status Reports	Public Works	Staff to bring forward two information reports following the spring and late summer observations of the 2020 plan	December 15, 2020
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	December 15, 2020
MM Public Library Board Space Needs Analysis	Library	Findings of Space Needs Analysis	December 15, 2020
Bicycle Lane Closure Bylaw	Public Works	Annual closure bylaw	December 15, 2020
Mississippi Mills Bicentennial Celebrations	Ec Dev/Culture	Development workplan and budget for 2023 celebrations. Report of Special Committee Structure	December 15, 2020
Storm Water Management - Finner Court Subdivision and Surrounding Area	Public Works	Staff to review Stormwater Maintenance schedule and report on conditions of dry-pond and municipal drain. Any capital projects to be brought forward to Council.	January, 2021
Review of Procedural By-law	Clerks	Postponed until January 2021 as a result of COVID-19	January 2021



Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	January 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	January 2021
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q1 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q1 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Advisory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	Feb / March 2021
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q1 2021
Master Fire Plan Review	Fire	Strike a committee to review MFP and assess standards	Q1 2021
Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Review of Ctte Structure	Clerks	Standing and Advisories, Interview process staff and Council	Q2 2021
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021