



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, October 2, 2018**

**6:00 p.m.**

**Council Chambers, Municipal Office**

---

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

**A. CALL TO ORDER (5:00 p.m.)**

**B. CONSIDERATION OF A CLOSED SESSION**

1. Sale of Business Park Land Part Lot 25 Conc 10 - proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*)
2. Professional Service Agreement - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*); and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (*Municipal Act s. 239 2(k)*)
3. Update on HR Matters – Personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*); and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*)

**REGULAR SESSION (6:00 p.m.)**

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

**F. DISCLOSURE OF PECUNIARY INTEREST**

**G. APPROVAL OF MINUTES**

Council Minutes dated September 18, 2018

Pages 5-11

**H. PUBLIC MEETINGS**

[None]

**I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Presentation: Long Standing Service Award, Denzil Ferguson  
(presented by MMP Randy Hillier on behalf of Minister Clark)
2. Presentation: Provincial Roadeo Recognition, John Gleeson Page 12
3. Paddy Vargas and Janet Duncan, Almonte Community Coordinators Pages 13-15  
Re: Update on Renovations to The Hub

**Recommendation:**

That the delegation by Paddy Vargas and Janet Duncan, Almonte Community Coordinators, re: Update on Renovations to The Hub, be received.

**J. COMMITTEE OF THE WHOLE**

*Motion to resolve into Committee of the Whole.*

**(J.1) CONSENT ITEMS**

*Motion to receive:*

- 3<sup>rd</sup> Quarter Building Permit Activity Report Pages 16-17

**Minutes**

*Motion to receive:*

- Library Board – June 27, 2018 Pages 18-23
- CEDC – August 28 & September 4, 2018 Pages 24-30
- Accessibility – September 11, 2018 Pages 31-32

**(J.2) REPORTS****Public Works**

- a. **Pakenham Pedestrian Crossovers** Pages 33-39

**Recommendation:**

That Council approve the designs for the installation of pedestrian crossovers in 2019 on Graham Street (County Road 29) at the Waba Road/Elizabeth Street intersection and at the Jeanie Street intersection as per the attached design by Jp2g and Partham Engineering, with approval and partial funding of the project to be requested from the County of Lanark.

**b. Storm Internet Pilot Project for Clayton**

Pages 40-56

Recommendation:

That Council authorize the Mayor and Clerk to enter into an agreement with Storm Internet (4141903 Canada Inc.) for the provision of fibre service to the Clayton area as detailed in the report prepared by the Director of Roads and Public Works dated October 2<sup>nd</sup>, 2018.

**c. Updated Sewer Use By-law**

Pages 57-92

Recommendation:

That Council approve the proposed Sewer Use By-law as presented.

**Planning and Development****d. Stop-up and Disposition of a Right of Way  
William, Malcolm, James, Mary, John, Malloch and Maitland  
Road Allowances in Burnside Subdivision  
Plan 6262, Almonte Ward, Mississippi Mills**

Pages 93-97

Recommendation:

That Council pass a resolution declaring the road allowances known as William, Malcolm, Mary, Maitland, Part of James, Part of John, Part of and Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward, to be surplus to needs of the Municipality;

And that Council pass a by-law to stop up part of the unopened road allowance known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward;

And that the Mayor and Clerk are authorized to enter into an Agreement of Purchase and Sale with Andrew and Glenna Brown regarding the conveyance of the road allowances known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of Plan 6262 to Andrew and Glenna Brown in exchange for part of PINS 0249, 0253 and 10' allowance of land along the John Street allowance north of 218 Strathburn St.

**Finance and Administration****e. Financing of a Fire Truck, Grader, Ice Resurfacers and 2 Backhoes** Pages 98-99Recommendation:

That the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$943,600 at a fixed rate of 3.43% for 10 years to finance the purchase of a fire truck, grader, ice resurfacers and 2 backhoes.

**f. Advisory Committees – Terms of Reference**

Pages 100-123

Recommendation:

That Council approve the terms of reference for the advisory committees.

**(J.3) INFORMATION ITEMS**

- |   |               |
|---|---------------|
| • Mayor's Report                                | None          |
| • County Councillors' Report                    | Pages 124-126 |
| • Mississippi Valley Conservation Authority     | None          |
| • Information List                              | Pages 127-142 |
| • Meeting Calendars ( <i>October/November</i> ) | Pages 143-144 |

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of October 2, 2018 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 18-92 to 18-95 be taken as read, passed, signed and sealed in Open Council.*

- |  |               |
|--|---------------|
| 18-92 Sewer Use By-law   | Pages 145-178 |
| 18-93 Stop Up, and Sell a Portion of Malloch, Mary, Malcolm,<br>John, William, James, Maitland | Pages 179-180 |
| 18-94 Assumption of Roadways McManus Side Road   | Page 181      |
| 18-95 Borrowing Authorization Fire Truck, Grader, Ice Resurface,<br>and 2 Backhoes             | Pages 182-185 |

**M. OTHER/NEW BUSINESS**

- |  |               |
|--|---------------|
| 1. Support for New Fire Safety Regulations under the Fire Protection and Prevention Act 1997 (from September 18, 2018 Info List) | Pages 186-187 |
| 2. Support for Paramedics as Essential Service (from September 18, 2018 Info List)   | Page 188      |

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS****P. CONFIRMATORY BY-LAW – 18-96****Q. ADJOURNMENT**



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

**Council Meeting #22-18**

**MINUTES**

A regular meeting of Council was held on Tuesday, September 18, 2018 at 5:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor McLaughlin called the meeting to order at 5:03 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 443-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Watters**

**THAT** Council enter into an in camera session at 5:04 p.m. re: litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (*Municipal Act* s. 239 2(e)); Personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)); and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act* s. 239 2(f)).

**CARRIED**

**Resolution No. 444-18**

**Moved by Councillor Lowry**

**Seconded by Councillor Abbott**

**THAT** Council return to regular session at 5:38 p.m.

**CARRIED**

**Rise & Report**

1. Zoning Amendment LPAT Appeal

Staff direction was provided in camera.

2. Update on HR Matters

Staff direction was provided in camera.

**C. O CANADA**

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

**D. ATTENDANCE**

**PRESENT:**

Mayor Shaun McLaughlin  
Councillor Duncan Abbott  
Councillor Denzil Ferguson  
Councillor John Edwards  
Councillor Alex Gillis  
Councillor Christa Lowry  
Councillor Jill McCubbin  
Councillor Amanda Pulker-Mok  
Councillor Jane Torrance  
Councillor Paul Watters  
Councillor Val Wilkinson

**ABSENT:**

Shawna Stone, Clerk  
Jeanne Harfield, Deputy Clerk  
Nicole Dwyer, Director of Planning (left at 6:40pm)  
Rhonda Whitmarsh, Treasurer

---

**E. APPROVAL OF AGENDA**

**Resolution No. 445-18**  
**Moved by Councillor Gillis**  
**Seconded by Councillor Ferguson**  
**THAT** the agenda be approved as presented.

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**G. APPROVAL OF MINUTES**

**Resolution No. 446-18**  
**Moved by Councillor McCubbin**  
**Seconded by Councillor Edwards**  
**THAT** the Council Minutes dated September 4, 2018 be approved as presented.

**CARRIED**

**H. PUBLIC MEETINGS**

[None]

**I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

[None]

**J. COMMITTEE OF THE WHOLE****Resolution No. 447-18****Moved by Councillor McCubbin****Seconded by Councillor Lowry****THAT** Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.**CARRIED****J.1 CONSENT ITEMS**Drinking Water Quality Management Standards – 2<sup>nd</sup> Quarter 2018**Resolution No. 448-18****Moved by Councillor Watters****Seconded by Councillor Pulker-Mok****THAT** the Drinking Water Quality Management Standards – 2<sup>nd</sup> Quarter 2018, be received.**CARRIED**

Advisory Committee Minutes

**Resolution No. 449-18****Moved by Councillor Pulker-Mok****Seconded by Mayor McLaughlin****THAT** the minutes of the following committees be received:

- CEDC – June 26, 2018
- Joint Recreation and Culture Cost Sharing – June 27, 2018

**CARRIED****J.2 STAFF REPORTS****Planning and Development**

- a. Zoning Amendment – Bloorguard Investment Lots 26, 27, 28 in the Almonte Business Park

**Resolution No. 450-18****Moved by Councillor Wilkinson****Seconded by Councillor Gillis****THAT** Council approve Zoning By-law Amendment to change the zoning on the property known municipally as Lots 26, 27 and 28 in the Almonte Business Park (legally: Pts 5-10 PLAN 27R-9664; Being Part Lot 15 Concession 10 Ramsay) from Business Park 1 (E1-1) to Business Park Exception 1 (E1-1x) in order to recognize open storage as a permitted use on the lands in accordance with the provisions of Section 6.16 of the Zoning By-law.**CARRIED**

- b. Site Plan Control – Holy Name of Mary Catholic School, 110 Paterson Street, Almonte Ward

**Resolution No. 451-18**

**Moved by Councillor McCubbin**

**Seconded by Councillor Wilkinson**

**THAT** Council approve the site plan, as presented, by the Catholic District School Board of Eastern Ontario for the proposed additions at Holy Name of Mary Catholic School, known municipally as 110 Paterson Street;

**AND THAT** the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement with the Owner for the proposed works.

**CARRIED**

- c. Zoning Amendment – Pakenham Golf and Country Club Estates Pakenham Ward

**Resolution No. 452-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Gillis**

**THAT** Council approve Zoning By-law Amendment to change the zoning on the lands known collectively as the Pakenham Golf and Country Club Estate (legally: Subdivision Plan 101581) from Rural to Rural Residential in the Zoning By-law #11-83.

**CARRIED**

**Finance and Administration**

- d. Revised Advisory Committee Review

**Resolution No. 453-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Ferguson**

**THAT** Council approve the revised advisory committee structure;

**AND THAT** staff be directed to prepare the terms of reference for the new advisory committees.

**CARRIED**

**J. 3 INFORMATION ITEMS**

- **Mayor's Report**

[None]

- **County Councillors' Report**

Highlights: Lanark County Business Retention and Expansion project underway.



- **Mississippi Valley Conservation Report**

[None]

- **Information List 12-18**

**Resolution No. 454-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Abbott**

**THAT** Information List 12-18 be received;

**AND THAT** Item 1, Tay Valley Township resolution re: New Fire Safety Regulations and Item 2, South Glengarry resolution re: Paramedics as Essential Service, be brought forward to the next meeting for consideration;

**AND THAT** Item 2, Big Brothers Big Sisters of Lanark County re: 2019 Funding Request, go forward to 2019 budget deliberations.

**CARRIED**

- **Meeting Calendars**

September/October

Amendments: Library Sept 25; EAC Sept 20; Beautification to be rescheduled.

**K. RISE AND REPORT**

**Resolution No. 455-18**

**Moved by Councillor McCubbin**

**Seconded by Councillor Pulker-Mok**

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

**CARRIED**

**Resolution No. 456-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Lowry**

**THAT** the recommendations of the Committee of the Whole for the meeting of September 18, 2018 be adopted as resolutions of Council;

**AND THAT** Item J.2.b. be pulled to be voted on separately.

**CARRIED**

Item J.2.b.

[Resolution No. 451-18]

**Moved by Councillor Torrance**

**Seconded by Councillor Ferguson**

Council approve the site plan, as presented, by the Catholic District School Board of Eastern Ontario for the proposed additions at Holy Name of Mary Catholic School, known municipally as 110 Paterson Street;

And that the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement with the Owner for the proposed works.

**CARRIED**

Councillor Watters requested that the matter be held for further consideration until the next meeting under Section 95 of the Procedural By-law 17-03 based on a vote of at least four Members present. There was not adequate support for the request.

**L. BY-LAWS**

**Resolution No. 457-18**

**Moved by Councillor Torrance**

**Seconded by Councillor Lowry**

**THAT** By-laws 18-88 to 18-90 be taken as read, passed, signed and sealed in Open Council;

**AND THAT** By-law 18-88 be pulled to be voted on separately.

**CARRIED**

By-Law 18-88

**Resolution No. 458-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Lowry**

**THAT** By-law 18-88, being a by-law for the imposition of Development Charges.

**CARRIED**

By-Law 18-89

**Resolution No. 459-18**

**THAT** By-law 18-89, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills, for lands described as Parts 5-10 on Reference Plan 27R-9664, being Part Lot 15 Concession 10 Ramsay, Almonte Ward.

**CARRIED**

By-Law 18-90

**Resolution No. 460-18**

**THAT** By-law 18-90, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills, for lands described as Subdivision Plan 101581, Pakenham Ward, municipally known as Pakenham Highlands Golf and Country Club Subdivision.

**CARRIED**

**M. OTHER/NEW BUSINESS**

[None]

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

[None]

**P. CONFIRMATORY BY-LAW**

By-law 18-91

**Resolution No. 461-18**

**Moved by Councillor Watters**

**Seconded by Councillor Wilkinson**

**THAT** By-law 18-91, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 18<sup>th</sup> day of September 2018, be read, passed, signed and sealed in Open Council this 18<sup>th</sup> day of September 2018.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 462-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Abbott**

**THAT** the meeting be adjourned at 7:01 p.m.

**CARRIED**

---

Shaun McLaughlin  
MAYOR

---

Shawna Stone  
CLERK



## AORS PROVINCIAL SAFETY TRUCK ROADEO - 2018

FINAL SCORES					
DRIVER	Driver's First Name	Driver's Last Name	Local Association	Total (370)	Ranking (Top 10)
35	John	Gleeson	Lanark County RSA	367	1
26	Richard	Elliott	Middlesex County PWA	359	2
12	Steve	Kidd	Peterborough County/City of Kawartha Lakes PWA	358	3
27	Coulter	Cahill	Middlesex County PWA	355	4
16	Chris	Authier	Chatham-Kent Road Association	350	5
5	Jerry	Henry	Bruce County PWA	349	6
44	Casey	Hillier	Bruce County PWA	346	7
9	Jake	Bolyea	Simcoe County RSA	340	8
11	Don	Jones	Chatham-Kent Road Association	339	9
20	Bob	Lackey	Northumberland Road Builders Association	339	10
24	Ben	Kipp	Lanark County RSA	338	0
2	Scott	Moore	Essex County MSA	336	0
39	Shane	Hebert	Renfrew County RSA	335	0
17	Jeff	Nielsen	Northumberland Road Builders Association	333	0
28	Dave	Varney	Essex County MSA	328	0
25	Scott	Bond	Haldimand & Norfolk PWA	326	0
8	Jim	Malott	Elgin County MSA	324	0
34	Blair	Schweitzer	Elgin County MSA	317	0
40	Greg	Chagnon	Huron County RSA	315	0
7	Marc	Giroux	Eastern Ontario RSA	313	0
30	Andrew	Hamilton	Renfrew County RSA	313	0
37	Ryan	Scott	Simcoe County RSA	312	0
42	Brad	Shanley	Durham Region PWA	312	0
18	Eric	Sauve	Eastern Ontario RSA	311	0
38	Don	Scott	Durham Region PWA	305	0
33	Jason	McLellan	Middlesex County PWA	295	0
3	Ed	Courneya	District 8 RSA	287	0
32	Derek	Carpenter	Haliburton County RSA	287	0
21	Steve	Branscombe	Peterborough County/City of Kawartha Lakes PWA	285	0
36	Steve	Ross	Niagara RSA	285	0
43	Shawn	Gill	Grey County PWA	282	0
1	Gary	McFadden	Lambton County RSA	281	0
15	Dave	Kraayenbrink	Lambton County RSA	280	0
22	Dave	Croft	Haldimand & Norfolk PWA	276	0
41	Troy	Cuthbert	Oxford County RSA	274	0
23	Brad	Alward	Niagara RSA	272	0
4	David	Wilkinson	Waterloo Region Municipal PWA	271	0
6	Brad	Archer	Oxford County RSA	267	0
10	Claude	Hergott	Waterloo Region Municipal PWA	265	0
13	Paul	Lippolis	Haliburton County RSA	262	0
29	Jesse	Scott	Huron County RSA	260	0
19	Tyler	McArthur	Grey County PWA	245	0
31	Mike	Tyner	District 8 RSA	198	0

# The Hub – 118 Mill Street

## Status of Renovation



### Agenda



1. 118 Mill St. Project Team
2. Architectural vision
3. Heritage Grant
4. Progress Overview
5. Questions



## 118 Mill St. Project Team



It was important to The Hub to hire as many local contractors and services to not only support our community financially but to demonstrate that we have the expertise within our community to draw from. Our core team (volunteers) meets weekly and consists of:

- Futures Committee – ad-hoc committee established from The Hub Membership
- Peter Mansfield – Architect
- Richard Carroll – Project Manager
- Bill Fulton – Principle General Contractor
- Noel Noyes-Brown – Mechanical Engineering Consulting
- Ian McLean – Maintenance and Property Development Consulting
- Stephen Brathwaite – Design Consulting
- Cleland Jardine – Structural Engineering (as needed)

## Architectural Vision – Peter Mansfield Architect



## Heritage Grant and Restoration of Theatre Walls



Paint samples were obtained from the main hall of the Hub building on April 21, 2018.

The intent is to restore the walls in the main area to their original plaster and paint color from the turn of the 20th century.



## Progress Overview – up to Sept 2018



1. We received our building permit at the end of June.
2. Lengthy discussions are held weekly at our 3:30 p.m. site meetings to discuss renovations and make decisions.
3. A designated substance report was conducted in April but a subsequent test was requested by the Ministry of Labour in September. We are anticipating the report and plan to be complete by Sept 30<sup>th</sup>. Interior work has been put on hold until this time.
4. The roof has been completed with a double layer of insulation and a skylight. The old air conditioner was removed as part of that operation. Local contracts McKay Roofing from Lanark was hired to complete the work.
5. Once we are able to start work inside the building, we will be proceeding with the following:
  - heating refit,
  - updating the electrical and lighting
  - structural shoring and adding the mezzanine
  - installation of a public accessible bathroomRemoval of the garden behind The Hub will be removed in order for garbage huts to be put in place.

**MUNICIPALITY OF MISSISSIPPI MILLS**  
**Quarterly Building Permit Activity Report**

---

**Building Permit Activity by Month**

<b>January 1<sup>st</sup>, 2018 – September 20<sup>th</sup>, 2018</b>			
<i>Month</i>	<i>Count</i>	<i>Work Value</i>	<i>Fees</i>
January 2018	10	\$600,500	\$9,375.00
February 2018	35	\$1,081,000	\$2,566.75
March 2018	21	\$1,659,200	\$40,902.64
April 2018	47	\$6,913,020	\$69,670.55
May 2018	54	\$8,799,455	\$81,983.40
June 2018	39	\$5,423,125	\$65,245.00
July 2018	54	\$5,806,716	\$60,233.60
August 2018	30	\$2,093,550	\$40,442.59
September 2018	20	\$675,050	\$23,900.00
	310	\$33,051,616.00	\$394,319.53

<b>January 1<sup>st</sup>, 2017 – September 30<sup>th</sup>, 2017</b>			
<i>Month</i>	<i>Count</i>	<i>Work Value</i>	<i>Fees</i>
January 2017	16	\$1,006,000	\$3,987.56
February 2017	9	\$1,270,000	\$11,171.22
March 2017	19	\$2,609,540	\$49,351.20
April 2017	34	\$2,904,177	\$33,274.56
May 2017	41	\$2,437,412	\$40,087.65
June 2017	62	\$5,304,261	\$58,473.50
July 2017	39	\$3,316,278	\$44,314.60
August 2017	38	\$5,097,850	\$55,606.34
September 2017	43	\$3,567,366	\$12,212.20
	301	\$27,512,884.00	\$308,478.83



## Building Permit Activity by Type

	Jan-Sep 2018	Jan-Sep 2017
<b>Property Category</b>		
Commercial	11	10
Government/Institutional	6	11
Industrial/Agricultural	5	6
Residential	288	274
<b>Purpose of Permit</b>		
Addition	20	11
Change of Use	2	2
Demolish	6	11
Renovate/Alter/Repair	56	37
New Building Construction	120	121
Foundation (Conditional)	28	7
Other (Deck, Pool, Tent, Woodstove, Etc.)	78	112
<b># Permits by Ward</b>		
Almonte	196	173
Pakenham	38	29
Ramsay	76	99
<b># Permits by Village/Rural</b>		
Almonte	196	173
Pakenham Village	2	4
Appleton, Blakeney, Clayton	2	7
Settlement/Subdivision	19	20
Rural Ramsay/Pakenham	91	97

## New Dwelling Units

	Jan-Sep 2018	Jan-Sep 2017
<b># New Dwelling Units by Type</b>		
Single	52	53
Semi	14	14
Townhouse	26	20
Apartment (Individual Units)	37	0
Total Units	129	87
<b># New Dwelling Units by Village/Rural</b>		
Almonte	112	61
Pakenham Village	0	0
Appleton, Blakeney, Clayton	0	3
Settlement/Subdivision	3	7
Rural Ramsay/Pakenham	14	16
Total Units	129	87

**Mississippi Mills Public Library Board  
Minutes**

**Regular Meeting  
Wednesday June 27, 2018, 7:00 pm  
Pakenham Branch Meeting Room, MMPL**

**Present:**

Board: Anne Mason (Meeting Chair)  
Mary Lou Souter (Chair)  
Danielle Wojtyniak  
Micheline Boucher  
Wendy Hansen  
Betty Mears  
Councillor Val Wilkinson  
Councillor Amanda Pulker-Mok

Staff: Pam Harris, CEO/Chief Librarian  
Katherine Pillsworth, Recording Secretary

Regrets: George Seibel

---

The Meeting Chair called the meeting to order at 7:05 p.m.

**1) APPROVAL OF AGENDA**

**Moved by** Mary Lou Souter  
**Seconded by** Val Wilkinson  
**THAT the agenda be approved as amended.**

**CARRIED**

**2) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**3) APPROVAL OF THE MINUTES FROM MAY 30, 2018.**

**Moved by** Micheline Boucher  
**Seconded by** Betty Mears  
**THAT the MMPLB Regular Meeting minutes dated May 30th, 2018 be approved as amended.**

**CARRIED**

**4) DELEGATIONS/PRESENTATION**

a. In Camera: Human Resources Matters

**Moved by** Danielle Wojtyniak  
**Seconded by** Mary Lou Souter

**THAT the MMPLB** move to “in Camera” at 7:11 p.m. to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning the CEO/Chief Librarian offer of employment; acting CEO; performance reviews and step increments; approval of in camera minutes 2013-2018.

Furthermore, the CEO/Chief Librarian shall remain in the room for the meeting.

**CARRIED**

**Moved by** Micheline Boucher  
**Seconded by** Amanda Pulker-Mok

**THAT the MMPLB** return to regular session at 7:45 p.m.

**CARRIED**

**Moved by** Mary Lou Souter  
**Seconded by** Val Wilkinson

**THAT the MMPLB** approve the hiring of Christine Row, as the CEO/Chief Librarian, effective August 20th, 2018, with compensation at Sept One (1) of pay band 601-650. This position carries a one year probationary period.

**CARRIED**

**Moved by** Betty Mears  
**Seconded by** Micheline Boucher

**THAT the MMPLB** approve the appointment of Monica Blackburn as full-time, Acting CEO, effective June 26<sup>th</sup> through to August 19<sup>th</sup> or until no longer required, with compensation at Step One (1) of pay band 601-650.

**CARRIED**

**Moved by** Danielle Wojtyniak  
**Seconded by** Betty Mears

**THAT the MMPLB** approves the recommendation to move employee # 0706 to Step 4 of Band 351-400 following a successful performance review. This change will become effective on her hiring anniversary date, August 25<sup>th</sup>, 2018.

**CARRIED**

**Moved by** Danielle Wojtyniak  
**Seconded by** Betty Mears

**THAT the MMPLB** approves the recommendation to move employee # 0736 to Step 2 of Band 181-220 following a successful performance review. This change will become effective on her hiring anniversary date, May 15<sup>th</sup>, 2018.

**CARRIED**

**Moved by** Mary Lou Souter  
**Seconded by** Val Wilkinson

**THAT the MMPLB** approves the deferral of Item 4a.iv, approval of the in camera minutes 2013-2018, until the September 2018 Board meeting.

**CARRIED**

**5) STAFF PRESENTATION(S)**

None

**6) BUSINESS ARISING**

**a. Accreditation (Micheline Boucher)**

Trustee Boucher submitted a report to the Board on the current state of progress towards accreditation and policies for approval.

**Moved by** Micheline Boucher  
**Seconded by** Mary Lou Souter

**THAT the MMPLB** accepts the new policy on Intellectual Freedom (FN-04) as presented.

**CARRIED**

**Moved by** Micheline Boucher  
**Seconded by** Betty Mears

**THAT the MMPLB** accepts the new policy on the Purpose of the Board (GOV-02) as amended.

**CARRIED**

**Moved by** Micheline Boucher  
**Seconded by** Betty Mears

**THAT the MMPLB** accept the new policy on Planning (GOV-05) as amended.

**CARRIED**

**b. Update: Energy Audit (CEO/Chief Librarian Harris Reporting)**

CEO/Chief Librarian Harris provided an update on the Energy Audit report submitted at the May30th, 2018 meeting.

**c. Work Plan 2018-2019 (CEO/Chief Librarian Harris Reporting)**

The MMPL Work Plan for 2018-19 reviewed at the All Staff Day May 31<sup>st</sup>, 2018 was submitted for information.

**7) CORRESPONDENCE**

**a.** None

## **8) REPORTS**

### **a. Chair's Report (Chair Souter Reporting):**

Chair Souter noted that the tree behind the library dedicated to Bernard Cameron requires a plaque before next winter. She will research the specifics and provide them to the Board and D. Wojtyniak will create a printable file to present to Catherine Cameron for approval.

### **b. Ad Hoc Committee**

None.

### **c. CEO/Chief Librarian Report (CEO/Chief Librarian Harris Reporting):**

CEO/Chief Librarian Harris noted that the first test of the Community Oven went well; Almonte branch trees identified for removal have been dealt with; the Pakenham branch garden has been completed, but a dedication sign still has to be done; the Pakenham branch sign and donor plaque need to be completed; summer program funding from Canada Works grants will support student hiring.

CEO/Chief Librarian Harris recommended the facilities projects report be updated and reviewed in the autumn, including integrated server, space needs assessments and the energy audit items. The Almonte branch air conditioning condensing unit was patched, as per a recommendation from the town Facilities/health and safety coordinator, to provide a temporary fix for an ongoing problem. Funds for further facilities work to be deferred to 2019 pending inclusion of an engineering assessment in the facilities project report.

### **d. Financial Report – May YTD (CEO/Chief Librarian Harris Reporting):**

CEO/Chief Librarian Harris provided an overview and elaboration on identified line items.

### **e. Incident Reports**

None.

## **9) OTHER/NEW BUSINESS**

### **a. Update on Community Oven**

CEO/Chief Librarian Harris presented an update on the oven procedure distributed at the May 30<sup>th</sup> Board meeting, followed by general discussion.

### **b. IT Staffing**

CEO/Chief Librarian Harris recommends a permanent part-time Technology Assistant position be included in the next budget. Discussion on how that would work and what the responsibilities of Lanark IT, who currently maintain the private server, would be.

**Moved by** Mary Lou Souter  
**Seconded by** Val Wilkinson

**THAT the MMPLB** put high priority on creating a permanent part-time position for a Technology Assistant in the MMPLB 2019 budget deliberations.

**CARRIED**

**c. Library Fence**

Councillor Wilkinson reported that the fence currently separating the Almonte branch library from the Ottawa Valley Recreational Trail has been identified for possible removal. Discussion followed.

**Moved by:** Mary Lou Souter  
**Seconded by:** Wendy Hansen

**THAT the MMLB** wishes to retain all the fence running between the library and the Ottawa Valley Recreational Trail to create a noise and security separation between the library and OVRT traffic.

**CARRIED**

**d. Recognition Presentation**

A flower bouquet and vase was presented by the board to outgoing CEO/Chief Librarian Harris, in recognition of her contribution and service on behalf of the MMPL during her term as CEO.

**10) NEXT MEETING:**

- a. 7:00 p.m. September 26th, 2018 at the Almonte Branch.
- b. Amanda Pulker-Mok is scheduled to be the meeting chair.
- c. (TBA) August 2018 Special Budget Meeting at the Almonte Branch.
- d. Betty Mears is scheduled to be the meeting chair.

**11) ADJOURNMENT**

**Moved by** Danielle Wojtyniak  
**Seconded by** Betty Mears  
**THAT the meeting be adjourned.**

**CARRIED**

The meeting adjourned at 9:05 p.m.

Signed:

---

Anne Mason, Meeting Chair

---

Katherine Pillsworth, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
**COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

August 28, 2018

8:00 a.m.

Municipal Office - Council Chambers

---

Present: Scott McLellan (Chairperson)  
Denzil Ferguson (left early)  
Vic Bode  
Eric Schultz  
Sanjeev Sivarulrasa  
Ron MacMeekin  
Jill McCubbin  
Mary Rozenberg  
Jeff Mills  
Christa Lowry  
David Hinks (left early)

Staff: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom, Recording Secretary

---

Chairperson Scott McLellan called the meeting to order at 8:05 a.m.

1. Approval of Agenda

Add 6.7) Signs

**Moved by Mary Rozenberg**

**Seconded by Jeff Mills**

**THAT the August 28, 2018 agenda be accepted as amended.**

**CARRIED**

2. Disclosure of Pecuniary Interest - None

3. Approval of Minutes – June 26, 2018

**Moved by Denzil Ferguson**

**Seconded by Mary Rozenberg**

**THAT the June 26, 2018 C&EDC committee minutes be accepted as presented.**

**CARRIED**

4. Introductions

5. Delegations



## 6. New Business

### ○ **Sumer Students 2018 Presentation Visitors & Videos**

Our Information & Tourism Summer Students; Lexi Welk and Julia Langlois made a presentation to the committee. They prepared a weekly log of visitor numbers, the reason for their visit, visitor's city of origin and age range. Over the summer they highlighted the festivals and events happening in Mississippi Mills and posted on our Facebook/twitter accounts and updated the Explore Mississippi mills website. Some other highlights of the summer: helped run tours where needed, was on hand at the Gemmill Park grand opening, helped with the kids activities at the Pakenham Canada Day Eve and Canada Day events, helped to organizer vendors at the Pakenham Fair and created press releases for the movies in the park. The created videos of various businesses within Mississippi Mills: Cartwright Springs Brewery, Whitehouse Perennials, Equator Coffee Roasters, Dairy Distillery, Penny's Fudge Factory, Harshell Farms and the Pakenham General Store.

Overall the committee was impressed with their work and interested in continuing the video project. The students did a great job!

Their data helped to confirm the importance of having public washrooms. It was suggested that possible improvement of directional signs for public washrooms is needed. Other comments were how to attract the 30+ demographic in the future.

### ○ **Business Park Update discussion**

The committee discussed the recent sale of multiple lots in the business park. With only one lot left 'ready to sell' the committee wants to start to look forward and plan for next steps in order to remain open for business and investment ready. Staff to discuss with planning, finance and public works departments.

### ○ **Tourism Strategy**

The goal is to have the plan completed by June 2019. Data gathered from the 2016 Census is being used with regards to the number of businesses within each municipality in Lanark County. Staff is to email the Tourism Statistics Report to the committee members for their review. More details to follow in the coming meetings.

### ○ **BR&E**

Staff training will take place today in Perth regarding the BR&E project. More information will be coming at the next committee meeting. Terry Devine is the lead on this project and will be responsible for recruitment of both volunteers and businesses.

### ○ **MM2020**

Storm will be making a presentation to Lanark County Council in the coming weeks. No other details at this time.

- **Next Business Breakfast – topic?**

The next Business Breakfast will take place on Thursday September 20 from 7am – 9am at the Almonte Civitan Club. It was suggested that the Chief Building Inspector be on hand to speak about signage? Committee members are to think about other suggestions for the next meeting.

- **Signs**

It was suggested that the Chief Building Inspector come to discuss signage at the next C&EDC meeting on Sept 4/18.

## 7. Report from CEDC members on Mississippi Mills Committees

Another movie is being filmed in Almonte the weeks of Sept 4-16. Megan Follows will be directing this Halmark movie “A Christmas Get Away”. They will be shooting some scenes in Carleton Place but will primarily be filming in Almonte. They will be using North Market, Baker Bob’s, Tin Bar and Couples Corner to name a few.

The City of Ottawa is looking at the potential of having a sound stage in Ottawa, This could enhance the potential to have more movies in the area.

October 4 is tentatively the next Street Market, details to follow.

A Bridging Generations meeting will be held on Monday September 17 from 6-9pm at the Pakenham Golf Course. Topic of discussion is how to market Pakenham and possibly resurrect PBTA.

Seniors Expo – Thursday September 6 from 10am – 3pm at the Almonte arena. 80+ vendors will be on hand.

The Riverwalk fundraising efforts are underway with various fundraising events being planned and letters sent to encourage residents/businesses to donate towards the installation of the staircase. Mississippi Valley Textile Museum is also looking into grant applications for the project.

Stephen Brathwaite is currently casting new faces for his sculpture. The restoration and installation details are to be announced at a later date.

Practac is hosting 3 All Candidates Meetings are scheduled for Sept 12 & 26 at the Almonte Civitan and Sept 19 at the Pakenham community centre.

## 8. Information - None

## 9. Meeting dates: **September 4 & 18**

10. Other important dates:

At a Glance – Sept 12 from 7-9pm at the Almonte arena.

11. Adjournment

**Moved by Mary Rozenberg**

**Seconded by Jeff Mills**

**THAT the August 28, 2018 CEDC meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:35 AM

---

Bonnie Ostrom, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
**COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

September 4, 2018

8:00 a.m.

Municipal Office - Council Chambers

---

Present: Scott McLellan (Chairperson)  
Denzil Ferguson  
Vic Bode  
Ron MacMeekin  
Jill McCubbin  
Mary Rozenberg  
Christa Lowry  
David Hinks

Staff: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom, Recording Secretary

Regrets: Jeff Mills, Eric Schultz, Sanjeev Sivarulrasa

---

Chairperson Scott McLellan called the meeting to order at 8:05 a.m.

1. Approval of Agenda

Add 6.7) Business Recognition

**Moved by Mary Rozenberg**

**Seconded by Denzil Ferguson**

**THAT the September 4, 2018 agenda be accepted as amended.**

**CARRIED**

2. Disclosure of Pecuniary Interest - None

3. Approval of Minutes – August 28, 2018 - Deferred

4. Introductions

5. Delegations – Dan Prest – Chief Building Inspector

The Building Department would like to improve communication with the business community and educate on the do's and don'ts of posting signs within the Municipality. The committee discussed possible solutions including business park signage, community signs and directional signs to be considered in the future. The committee agreed it's important to work within bylaws but also to support the business community.

## 6. New Business

- **Business Park Update discussion**

The committee discussed next steps in being investment ready.

**WHEREAS, only one lot remains available for sale in the industrial park with thirteen sold in the last two years,**

**Moved by Mary Rozenberg**

**Seconded by Christa Lowry**

**THAT the C&EDC committee recommends Council consider allocating funds towards development of phase three of the industrial park in the next term of council in order to be investment ready.**

**CARRIED**

- **BR&E**

The project lead, Terry Devine will draft a list of the various businesses chosen for the interviews. She will forward this list on to the C&EDC committee for feedback. She will also attend the business breakfast to advise businesses of the project. She is currently working on the recruitment letter to volunteers and is willing to hold a volunteer session at the Almonte Old Town Hall in the coming months.

Committee members commented on the tourism spreadsheet used for this project and how the numbers seemed skewed in many areas.

- **Next Business Breakfast**

The next Business Breakfast will take place on Thursday September 20 from 7am – 9am at the Almonte Civitan Club.

The committee discussed possible guest speakers. Staff to reach out to those suggested.

- **Business Videos**

The Information/Tourism summer students will continue to work on editing the videos they are already shot. They are to return with a business plan on doing more videos throughout the year. It was thought perhaps subtitles could be added so these videos could be looped together and put on the TV's in the rinks to showcase area businesses. More information from the students to follow.

- **Business Recognition Event**

The working committee currently has a list of various businesses who qualify for the years of service recognition. Staff will post more ads to collect more candidates for the business recognition awards.

7. Report from CEDC members on Mississippi Mills Committees

With the installation of the OVRT, it is thought that perhaps Dan Prest (Chief Building Inspector) should be included in any discussions with regards to signage/directional signage along the rail trail etc.

It was suggested that perhaps information on signage could be added to the TV monitors at the Almonte and Pakenham rinks for public information?

Monday September 17 at 6pm there will be a meeting at the Pakenham Golf Course to discuss the possibility of resurrecting the PBTA, marketing/signage for local businesses.

Seniors Expo – Thursday September 6 from 10am- 3pm – Almonte arena

Fibrefest – Saturday & Sunday Sept 8 & 9<sup>th</sup> – Almonte arena from 9am – 4pm

There will be three different fundraising events for the Riverwalk staircase this fall. More details to follow.

Tonight's Council agenda includes committee restructuring recommendations, reducing the number of committees. Committee members were encouraged to review the recommendations.

Reports from the micro grant recipients will be sent to the committee and Council for information.

8. Information - None

9. Meeting dates: **September 18**

10. Other important dates:

11. Adjournment

**Moved by Christa Lowry**

**Seconded by Denzil Ferguson**

**THAT the Sept 4, 2018 CEDC meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:35 AM

---

Bonnie Ostrom, Recording Secretary

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Tuesday, September 11, 2018 at 2:30 p.m.** at Gemmill Park, 182 Bridge St, Almonte.

**PRESENT:**

Committee: Councillor Jill McCubbin, Chair  
Araina Clark  
Betty Preston  
Jim Lowry  
Myrna Blair

Staff/Others: Jennifer Russell, Clerks Department  
Calvin Murphy, Recreation Manager

Regrets: Paul Crozier

---

Councillor McCubbin called the meeting to order at 2:35 p.m.

**A. APPROVAL OF AGENDA**

**Moved by Betty Preston**  
**Seconded by Myrna Blair**  
**THAT** the agenda be accepted as presented.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None

**C. DELEGATIONS / PRESENTATIONS / TOURS**

1. Calvin Murphy, Receptions Manager  
Re: Tour of Gemmill Park Accessible Features

The Receptions Manager provided a tour of Gemmill Park and highlighted some of the new accessibility features including:

- Paved path within park
- Splash pad with flat non-slip flooring
- Play structure area with flat non-slip flooring
- Three armed benches
- Washrooms equipped with push button entrances, emergency buttons, adult change tables
- Handicap parking spaces

Members suggested other accessible items for future consideration:

- Larger print on signage for park rules and regulations
- Path/sidewalk to be paved from parking areas to park entrance

**D. APPROVAL OF MINUTES**

**Moved by Councillor McCubbin**  
**Seconded by Betty Preston**  
**THAT** the minutes dated June 19, 2018 be approved as presented.

**CARRIED**

**E. BUSINESS ARISING OUT OF MINUTES**

None

**F. ROUND TABLE**

None

**G. REPORTS**

None

**H. INFORMATION / CORRESPONDENCE**

None

**I. OTHER/NEW BUSINESS****1. Almonte Curling Club**

The Recreation Manager highlighted concerns regarding the accessibility of the stairs that lead to the ice surface.

Members suggested the following for accessible options:

- Two handrails should be installed on each staircase as assisting devices
- Explore potential electric stair lifts for commercial purposes
- Removable ramp for the side entrance

**J. MEETING ANNOUNCEMENTS**

Tuesday, October 30, 2018 at 2:30 p.m.

**K. ADJOURNMENT**

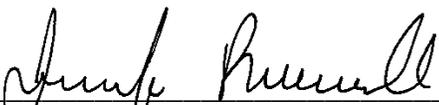
**Moved by Betty Preston**

**Seconded by Araina Clark**

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:32 p.m.

  
\_\_\_\_\_  
Jennifer Russell, Acting Deputy Clerk



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** October 2, 2018  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT:** Pakenham Pedestrian Crossovers

---

### RECOMMENDATION:

**THAT Council approve the designs for the installation of pedestrian crossovers in 2019 on Graham Street (County Road 29) at the Waba Road/Elizabeth Street intersection and at the Jeanie Street intersection as per the attached design by Jp2g and Partham Engineering, with approval and partial funding of the project to be requested from the County of Lanark.**

### BACKGROUND:

The Active Transportation Advisory Committee (ATAC) has identified pedestrian crossovers on Graham Street at the Waba Road/Elizabeth Street intersection and at the Jeanie Street intersection as high priorities for implementation. The Active Transportation Plan identified the existing Jeanie Street crossing as deficient and requiring improvement. The ATAC has prioritized both of these crossings due to the high volume of pedestrian traffic desiring to cross at each location to reach destinations, with the Jeanie crossing serving the nearby school and arena, and the Waba intersection being the principle intersection in the village of Pakenham's downtown core. A public community walkabout was advertised and held on September 26, 2016, by the ATAC and those in attendance supported the provision of bump-outs and pedestrian crossovers at these intersections.

### DISCUSSION:

The attached design from Jp2g and Partham Engineering details the pedestrian crossover installations. The elements of these installations will be identical to the Bridge Street pedestrian crossover at the Veterans Memorial Walkway installed this year, with the exception that bump-outs are included at both locations to narrow the roadway to two travel lanes from the current configuration of two travel lanes and two parking lanes. The bump outs will shorten the crossing distance for pedestrians, make pedestrians more visible to oncoming motorists and act as a traffic calming measure by narrowing the roadway, thereby slowing traffic and improving safety. It should be noted

that the bump-outs will be situated in locations for parking is currently prohibited, therefore parking for businesses will not be impacted.

The complete design and cost estimates were forwarded to Terry McCann, Director of Public Works for the County of Lanark, for his comment and review. In a meeting in 2017, Terry was supportive of these installations and indicated that the Municipality should proceed with detailed design and Municipal Council approval in order for the project to be brought forward to County Council for consideration. He recently indicated that the County would be responsible for the costs of the pedestrian crossover installations (2 x \$30,000 for a total of \$60,000) should Lanark County Council approval be granted as Graham Street is a County Road. The cost of the bump outs (estimated at \$70,000) would be the responsibility of the Municipality. I have recently been in contact with Terry and he has indicated that he will be carrying an amount in his budget for this project, pending approval from our respective Councils.

**FINANCIAL IMPLICATIONS:**

\$60,000 funding from the County of Lanark has been requested for this installation as Graham Street is a County Road. \$70,000 would need to be carried in the 2019 Active Transportation budget for these installations. The project would only proceed on the approval and funding from the County.

**SUMMARY:**

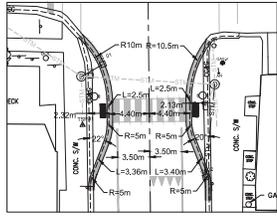
As supported by the Active Transportation Plan and the Active Transportation Advisory Committee, staff is recommending that Council approve the designs for the installation of pedestrian crossovers on Graham Street at the Waba Road/Elizabeth Street intersection and at the Jeanie Street intersection, and seek approval for the project from the County of Lanark.

Respectfully submitted,

Reviewed by,

  
\_\_\_\_\_  
Guy Bourgon, P.Eng.  
Director of Roads and Public Works

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



PROPOSED DIMENSIONS  
SCALE 1:250

**GENERAL NOTES**

01. SURVEY COMPLETED BY JP2G CONSULTANTS INC. ON APRIL 5, 2018.
02. TSP#2 NOT SHOWN ON PLAN. LOCATED IN FRONT OF HOUSE #2561 ON COUNTRY ROAD 29.
03. DO NOT SCALE DRAWINGS.

**ADDITIONAL NOTES**

01. REQUIREMENTS FOR REMOVAL AND RELOCATION OF SCHOOL CROSSING SIGNAGE AND SIGNALS TO BE CONFIRMED.
02. PROPOSED DIMENSIONS REPRESENT PROPOSED GUTTER LINE.

**DRAWING NOTES**

01. REMOVE CATCHBASIN AND STORM SEWER TO MANHOLE.
02. EXISTING STORM SEWER OPENING IN MANHOLE TO BE USED FOR PROPOSED STORM SEWER TO PROPOSED CATCHBASIN.
03. REPLACE SIDEWALK TO THE NEXT EXISTING SIDEWALK JOINT.
04. DEPRESSED CONCRETE CURB AND GUTTER AS PER OPSD 600.010 TO TIE INTO EXISTING.
05. REMOVE CATCHBASIN AND EXISTING OPENING IN MANHOLE TO BE USED FOR PROPOSED STORM SEWER TO PROPOSED CATCHBASIN.
06. PROPOSED 300mm Ø PVC STORM SEWER TO MATCH EXISTING INVERT ELEVATION FROM EXISTING HOLE IN STRUCTURE. TO HAVE MINIMUM SLOPE OF 0.5%. TO BE COMPLETE WITH WATERTIGHT CONNECTION IN PROPOSED AND EXISTING STRUCTURES. CONTRACTOR TO VERIFY EXISTING ELEVATIONS.
07. ADJUST MANHOLE FRAME AND GRATE.
08. ADJUST GAS VALVE.
09. NO PARKING SIGN TO BE RELOCATED AS DIRECTED BY THE COUNTY OF LANARK.
10. CONFIRM WITH REMOVALS DRAWING FOR 40MM ASPHALT MILLING AND FULL DEPTH ASPHALT REMOVAL.

**LEGEND**

- TOTAL STATION POINT
- SIGN
- BOLLARD
- HYDRO POLE
- LIGHT STANDARD
- ANCHOR
- GAS VALVE
- BELL MANHOLE
- BELL PEDESTAL
- WELL
- DITCH INLET
- CATCH BASIN
- STORM MANHOLE
- TREE
- SHRUB
- PROPOSED ELEVATION
- EXISTING ELEVATION
- PROPOSED SURFACE DRAINAGE
- SEWER DIRECTION
- STORM SEWER
- SWALE
- FENCELINE
- WOOD/HEDGE OUTLINE
- GUTTER LINE
- ASPHALT/CONCRETE/GRANULAR
- BUILDING
- PROPOSED CONCRETE
- PROPOSED DEPRESSED CURB & GUTTER
- PROPOSED ASPHALT
- PROPOSED 100mm TOPSOIL AND SOD
- PROPOSED TRAFFIC POLE
- PROPOSED TWSI



THE POSITION OF POLL LINES, CONDUITS, WATERMANS, SERVICES AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE ANY WORK IS BEGUN, THE CONTRACTOR SHALL VERIFY THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL RECONNOITER THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME FULL LIABILITY FOR DAMAGE TO THEM.

NO.	DATE	BY	REVISION COMMENTS
4	2018-08-11	NCB/MS	ISSUED FOR 10% DESIGN
3	2018-08-08	NCB/MS	RE-ISSUED FOR 5% DESIGN
2	2018-08-07	MS/MS	ISSUED FOR 5% DESIGN
1	2018-07-06	MS/MS	ISSUED FOR REVIEW
No. 1717-18-002 ENG00017 REVISION COMMENTS			

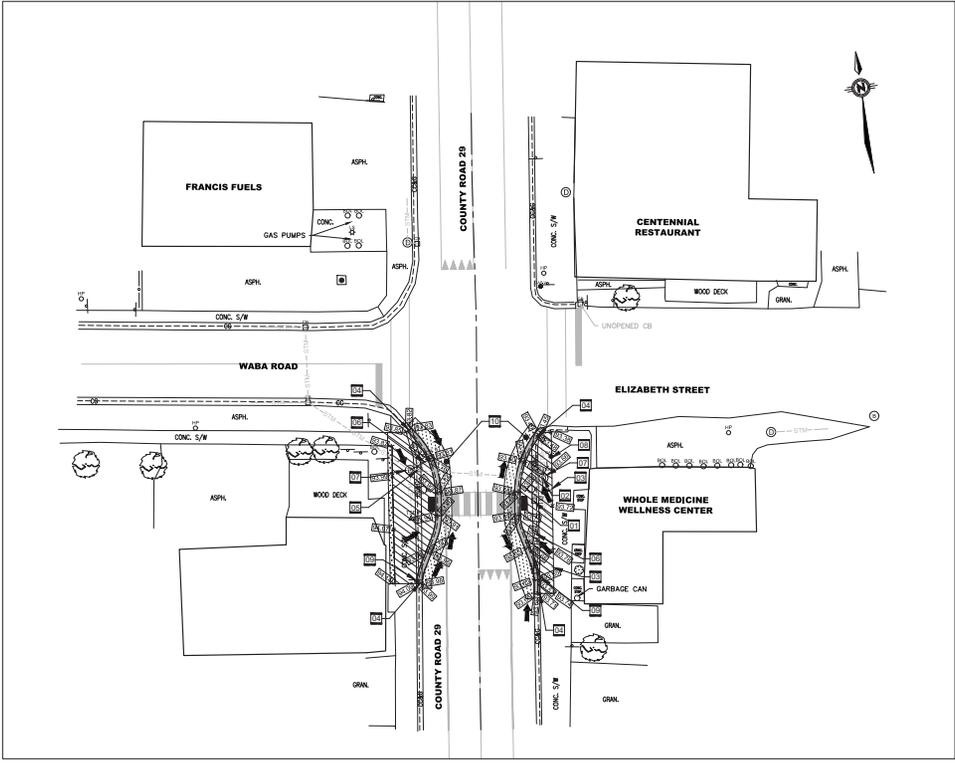
**MISSISSIPPI MILLS  
PAKENHAM  
CROSSINGS  
~  
COUNTY ROAD AND ELIZABETH  
STREET INTERSECTION  
SITE PLAN**



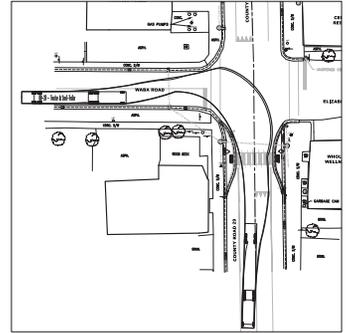
110 MISSISSIPPI DRIVE, MISSISSIPPI, ONT.  
Phone: 905.276.2557 Fax: 905.276.4113  
110 MISSISSIPPI DRIVE, SUITE 413, OTTAWA, ONT.  
Phone: 613.688.2844 Fax: 613.688.2845

DESIGNED: DS	PROJECT NO.: 17-058A
DRAFTED: BNS	REVISION DATE: 2018-08-15
CHECKED: BK	APPROVED: NC
SCALE: AS NOTED	REVISION NO.: .

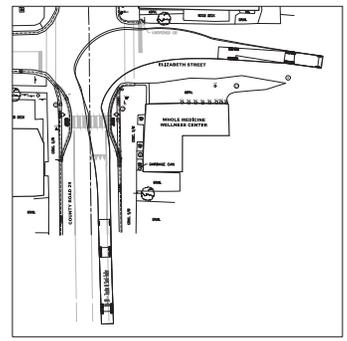
**C105**



SITE PLAN  
SCALE 1:250



PROPOSED VEHICLE TRACKING  
SCALE 1:500

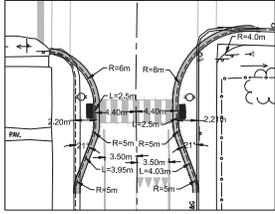


PROPOSED VEHICLE TRACKING  
SCALE 1:500

PROPOSED CATCH BASIN SCHEDULE

CATCH BASIN NO.	STRUCTURE TYPE	TIGRATE ELEV.	INV. ELEV.
CB01	600 x 600	93.76	92.87
CB02	600 x 600	93.56	92.32





PROPOSED DIMENSIONS  
SCALE 1:250

GENERAL NOTES

01. SURVEY COMPLETED BY JP2G CONSULTANTS INC. ON APRIL 5, 2018.
02. TSP#2 NOT SHOWN ON PLAN. LOCATED IN FRONT OF HOUSE #2561 ON COUNTRY ROAD 29.
03. DO NOT SCALE DRAWINGS.

ADDITIONAL NOTES

01. REQUIREMENTS FOR REMOVAL AND RELOCATION OF SCHOOL CROSSING SIGNAGE AND SIGNALS TO BE CONFIRMED.
02. PROPOSED DIMENSIONS REPRESENT PROPOSED GUTTER LINE.

DRAWING NOTES

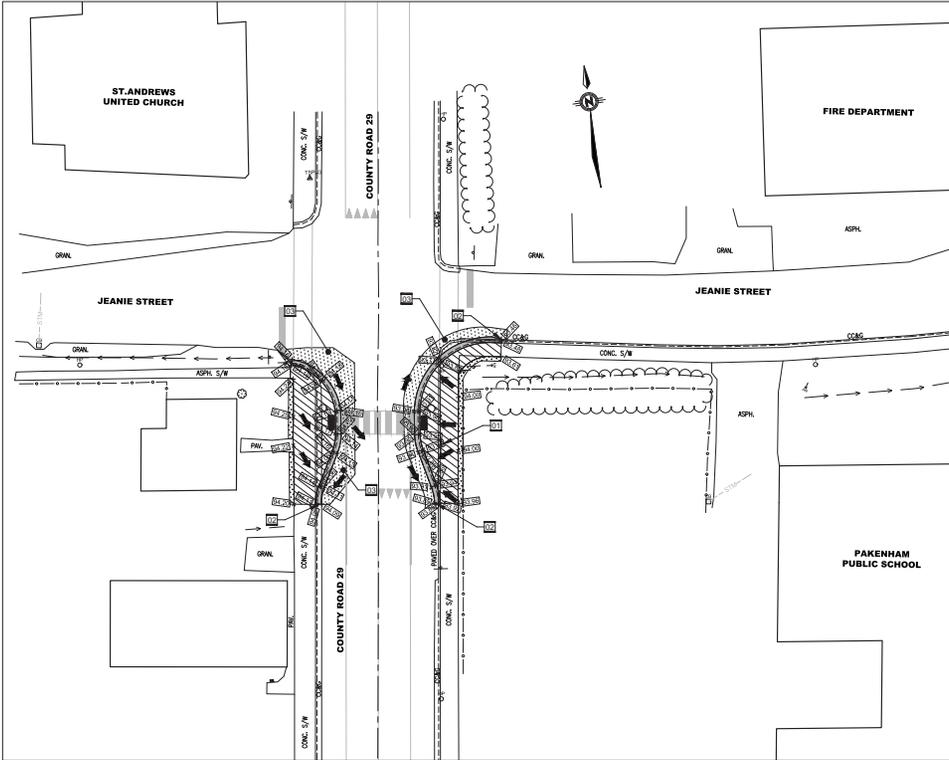
01. NO STOPPING SIGN TO BE RELOCATED AS DIRECTED BY THE COUNTY OF LANARK.
02. DEPRESSED CONCRETE CURB AND GUTTER AS PER OPSD 600.010 TO TIE INTO EXISTING.
03. CONFIRM WITH REMOVALS DRAWING FOR 40MM ASPHALT MILLING AND FULL DEPTH ASPHALT REMOVAL.

LEGEND

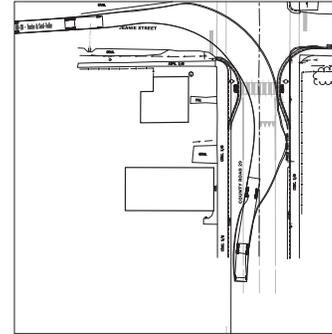
- TOTAL STATION POINT
- SIGN
- BOLLARD
- HYDRO POLE
- LIGHT STANDARD
- ANCHOR
- GAS VALVE
- BELL MANHOLE
- BELL PEDESTAL
- WELL
- DITCH INLET
- CATCH BASIN
- STORM MANHOLE
- TREE
- SHRUB
- PROPOSED ELEVATION
- EXISTING ELEVATION
- PROPOSED SURFACE DRAINAGE
- SEWER DIRECTION
- STORM SEWER
- SWALE
- FENCELINE
- WOOD/HEDGE OUTLINE
- GUTTER LINE
- ASPHALT/CONCRETE/GRANULAR
- BUILDING
- PROPOSED CONCRETE
- PROPOSED DEPRESSED CURB & GUTTER
- PROPOSED ASPHALT
- PROPOSED 100mm TOPSOIL AND SOD
- PROPOSED TRAFFIC POLE
- PROPOSED TWSI



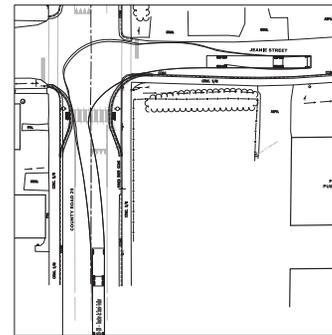
THE POSITION OF POLL LINES, CONDUITS, WATERMANS, SERVICES AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT GUARANTEED. THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL RECONNOITER THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.



SITE PLAN  
SCALE 1:250



PROPOSED VEHICLE TRACKING  
SCALE 1:500



PROPOSED VEHICLE TRACKING  
SCALE 1:500

No.	Date	By	Check	Revision Comments
4	2018-08-11	NCBNS	ISSUED FOR 10% DESIGN	
3	2018-08-08	NCBNS	RE-ISSUED FOR 5% DESIGN	
2	2018-08-17	NCBNS	ISSUED FOR 5% DESIGN	
1	2018-07-06	NCBNS	ISSUED FOR REVIEW	
Rev. 1/1/18-000 ENG00017 REVISION COMMENTS				

**MISSISSIPPI MILLS  
PAKENHAM  
CROSSINGS**  
~  
**COUNTY ROAD AND JEANIE  
STREET INTERSECTION  
SITE PLAN**



110 MISSISSIPPI MILLS DRIVE, MISSISSAUGA, ONT. L4X 1L3  
Phone: 905.276.2500 Fax: 905.276.4113  
110 MISSISSIPPI MILLS DRIVE, SUITE 410, OTTAWA, ONT.  
Phone: 613.835.2800 Fax: 613.835.2805

DESIGNED: DS	PROJECT No.: 17-058A
DRAFTED: BNS	REVISION DATE: 2018-08-15
CHECKED: BK	APPROVED: NC
SCALE: AS NOTED	REVISION No.: .



C106

NORTH ARROW



TRAFFIC EQUIPMENT LEGEND

- ⊗ PEDESTAL POLE
- TUBULAR POLE
- ⊙ JOINT USE POLE
- ⊖ MAST POLE
- TEMPORARY WOODEN POLE FOR SPAN WIRE INSTALLATION
- ⊕ STREET LIGHT POLE
- ⊙ UTILITY POLE
- ⊖ OVERHEAD SIGN POLE
- ⊖ TEMPORARY POLE
- ⊖ POLE MOUNTED DISCONNECT PANEL
- ⊖ PAD MOUNTED DISCONNECT CABINET
- ⊖ POLE MOUNTED TRAFFIC CONTROLLER
- ⊖ PAD MOUNTED TRAFFIC CONTROLLER
- DIRECT BURIED CONCRETE POLE
- ▶ THREE SECTIONAL SIGNAL HEAD
- ▶ SIGNAL HEAD (12" Ø RED) WITH BACKBOARD
- ▶ PEDESTRIAN SIGNAL HEAD
- ▶ PEDESTRIAN SIGNAL HEAD WITH COUNTDOWN TIMER
- ▶ PEDESTRIAN PUSH BUTTON
- ▶ ACCESSIBLE PEDESTRIAN PUSH BUTTON
- ▶ EAST-WEST AUDIBLE TONE FOR PEDESTRIAN CROSSINGS
- ▶ NORTH-SOUTH AUDIBLE TONE FOR PEDESTRIAN CROSSINGS
- ▶ WAVETRONIX DETECTOR
- ▶ OPTICAL PREEMPTION DETECTOR
- ▶ HYBRID CONNECTION
- ▶ OVERHEAD CABLE
- ▶ TACTILE WALKING SURFACE INDICATOR

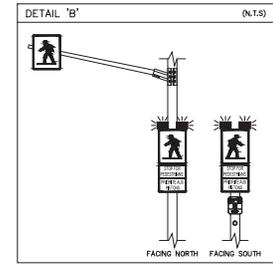
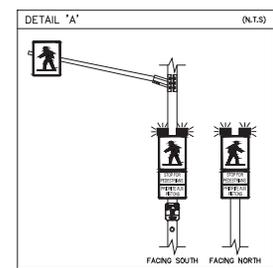
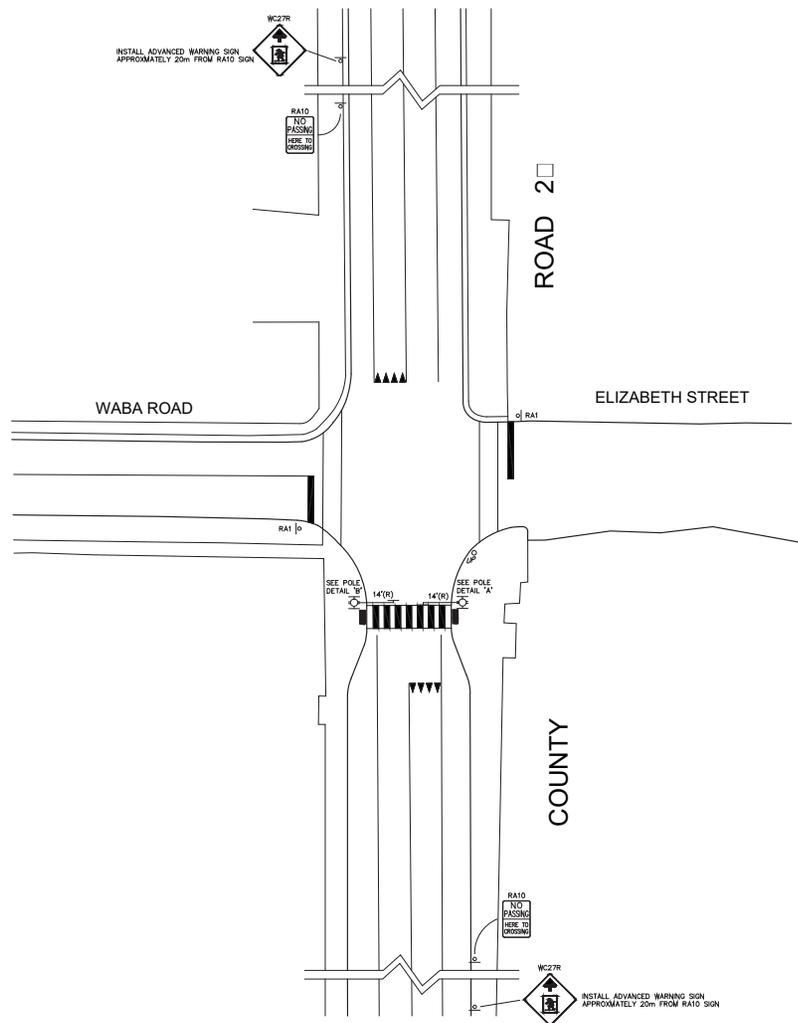
- RB41 OR RB42 OR RB43 OR RB44 OR RB45 OR RB46 OR RB47 OR RB48
- RB49
- RB50
- RB51
- RB52
- RB53
- RB54
- RB55
- RB56
- RB57



DATE	REVISION	SIG.

LOCATION:  
 COUNTY ROAD 29 &  
 WABA ROAD / ELIZABETH STREET  
 PAKENHAM, ONTARIO

PEDESTRIAN CROSSOVER SIGNAL DWG. No. :  
 DRAWN BY: GCDS SCALE: 1:250  
 CHECKED BY: PEL DATE: 2018-09-11  
 APPROVED BY:



MAST ARM LENGTHS (OFFSET FROM POLE)		
REGULAR MAST ARMS	PLUMBERIZER MAST ARMS	
1' = 0.46m (W8)	2' = 1.2m	
2' = 0.6m	4' = 1.8m	
4' = 1.2m	6' = 2.4m	
6' = 1.8m	8' = 3.0m	
8' = 2.4m	10' = 3.7m	
10' = 3.0m	12' = 4.3m	
12' = 3.7m	14' = 4.9m	
14' = 4.3m	16' = 5.5m	
16' = 4.9m	18' = 6.1m	
18' = 5.5m	20' = 6.7m	
20' = 6.1m	22' = 7.3m	
22' = 6.7m	24' = 8.2m	
24' = 7.3m		
EXAMPLE: 16'(P)	EXAMPLE: 16'(P)	

SPECIAL NOTES / DETAILS:



The Mississippi Mills Active Transportation Advisory Committee is hosting a

# “Community Walkabout”

in the hamlet of Pakenham with Lanark County and Mississippi Mills Public Works staff to discuss improving pedestrian and bicycling access and safety

Join us on Monday, September 26, 2016, at 6:00 pm at Pakenham Public School



The Active Transportation Advisory Committee (ATAC) is a working committee whose specific mandate is to implement the Mississippi Mills Active Transportation Plan and to expand, enhance, and promote a public active transportation system. The ATAC will also promote active transportation as a key pillar in the development of a healthy, active, and safe community for residents and visitors. Representatives come from the three wards of the municipality. If you have questions regarding this committee or the community walkabout contact, Chair, Jeff Mills at 613-256-1031 ext 63 or [jmills@themills.on.ca](mailto:jmills@themills.on.ca)



**LANARK COUNTY**  
Working *together* to achieve *greatness*

**BRIDGING GENERATIONS**



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** October 2, 2018  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, Director of Roads and Public Works  
**SUBJECT:** Storm Internet Pilot Project for Clayton

---

### RECOMMENDATION:

**THAT Council authorize the Mayor and Clerk to enter into an agreement with Storm Internet (4141903 Canada Inc.) for the provision of fibre service to the Clayton area as detailed in the report prepared by the Director of Roads and Public Works dated October 2, 2018.**

### BACKGROUND:

The MM2020 group previously made a presentation to Council regarding the provision of fibre service to approximately 120 households in the Clayton area on April 17, 2018. The Treasurer followed up with a report on June 26, 2018 with respect to the proposal indicating at that time there was insufficient information to recommend moving ahead as the Municipality was being asked to fund the project without a detailed plan being provided. MM2020 was directed by Council to undertake a business plan and financial plan to address the concerns put forward by the Municipality, utilizing the funding previously allocated in the 2018 budget, along with a \$10,000 contingency fund.

### DISCUSSION:

In September 2018, Storm Internet (Storm) approached the Municipality with a new proposal to address the concerns raised. Storm is no longer requesting the Municipality fund the project and is only asking for access to the right-of-ways to install their fibre lines to the Clayton area. Storm is accepting all risk associated with the installation and will absolve the Municipality of any liability should their buried infrastructure be damaged through routine maintenance of the road and ditches by the Municipality.

The Storm proposal (Attachment 1) is similar to the one provided to the County of Lanark for the installation of the Storm fibre lines on County Roads. Staff met with Storm on September 21, 2018 to discuss the proposal and the terms and conditions of an agreement to be entered into by both parties with respect to the installation of the Storm infrastructure within municipal right-of-ways. The Director of Roads and Public



Works and the Operations Manager were satisfied that the proposed location and method of installation of the fibre line would not compromise municipal infrastructure.

Staff will continue to work with Storm, our municipal solicitor, and our insurance provider to finalize the details of this agreement prior to its execution.

**FINANCIAL IMPACT:**

There is no financial impact associated with the above recommendation.

**SUMMARY:**

To address the concerns put forward by the Municipality, Storm has revised their proposal to self-fund their installation of fibre to the Clayton area and to address the construction concerns identified by the Roads and Public Works Department. Staff is requesting that Council authorize the Mayor and Clerk to enter into an agreement with Storm once the agreement has been amended to the satisfaction of the Municipality.

Respectfully submitted,

Reviewed by,



Guy Bourgon, P.Eng.  
Director of Roads and Public Works



Shawna Stone  
Clerk

Attachments:

1. Storm Internet Proposal

ATTACHMENT 1

Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario



**Connecting Mississippi Mills  
Fibre Pilot Project for Clayton, Ontario**

The Municipality of Mississippi Mills  
3131 Old Perth Rd Box 400  
Almonte, ON K0A1A0



Mississippi  
Mills

## ATTACHMENT 1

### Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

#### Contents

1. Background	3
2. Phase 1 – Village of Clayton Pilot Project	4
Figure 2-2 – Original Project Coverage Plan	6
3. Network Technical Description	8
Figure 3-1 Storm Fibre Network Diagram (Initial)	9
Figure 3-2 Storm Fibre Network Diagram (Final)	10
4. Benefits for the Municipality of Mississippi Mills Official Plan	11
5. Other Community Benefits	14
6. Proposed General Responsibilities	15

## ATTACHMENT 1

### Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

## 1. Background

This proposal specifically addresses a trial project, Phase 1, to be executed in the Village of Clayton and close surrounding area only, and that Storm is not guaranteed any further authorizations or agreements for further work or projects. It does discuss fibre internet growth throughout the entire Municipality of Mississippi Mills for reference purposes only. No Business Plan is required for this project as no financial commitments are requested. This project is a completely separate matter from the rest of rural Mississippi Mills.

**Storm will use its own resources and financing to build this Clayton Trial project and no financial support is requested from Mississippi Mills for this trial project, just road access to place the fibre alongside Municipal Roads.**

By Road access Storm defines that as we will be able to install fibre, inside of a conduit, alongside Municipal roadways and that we will work closely with the Municipality of Mississippi Mills Public Works and other departments to ensure that all sections of the construction will be identified and reviewed in detail and approved by the Town before being started. Note some of that review and approval process would entail meeting on site, describing and marking the route, and making modifications and getting approvals in working sessions.

There will be no requirement to disturb asphalt surfaces in any way.

In December 2016 the Canadian Radio and Television Commission (CRTC) declared internet service a “basic or essential telecommunications service”. Previously, only local landline telephone service was deemed basic or essential by the CRTC. At the same time the CRTC set new targets for internet service providers to offer customers in all parts of the country with download speeds of at least 50 megabits per second (Mbps), upload speeds of at least 10 Mbps, and the option of unlimited data. No hard deadline was set to meet those requirements except to say that **90 percent** of Canadians should have access to those speeds by **2021** with the balance desirable by **2023**.

Storm Internet has been providing rural internet services in Eastern Ontario since 1996 and has had a permanent presence in Mississippi Mills and Lanark County since 2008 with its wireless service. Storm feels strongly that we need to offer Fibre services throughout Mississippi Mills and the rest of Lanark County and is now able to deliver those services.

This proposal, working in concert with the Mississippi Mills Broadband Working Group (MM2020), a local volunteer committee, offers the Municipality of Mississippi Mills an opportunity to support internet growth to its citizens.

From 737 surveys completed by citizens in Clayton and Pakenham, 38% of Clayton residents telecommute while in Pakenham that number is 40%. In Clayton, 28% of residents own a home business and Pakenham is 32%. There is an average of 34.5% of the two communities who work out of their homes. Surveys also indicate that 90.5% of both communities have indicated a willingness to sign a contract for high speed fibre services.

Storm will offer a typical “triple-play” service with Internet, Television, and VoIP (Voice over Internet Protocol) or Telephone, with speeds of up to 1G per household, unlimited data, unlimited calling to both Canada and the United States, and the provision of different levels of television packages very similar to those available anywhere in the marketplace today. Rural households will no longer have less than their urban counterparts.

Storm is proposing a pilot project within the confines of and surrounding areas of the Village of Clayton as

## ATTACHMENT 1

### Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

proposed by MM2020, which would be used as a proof of concept Phase 1 of an 8 Phase project to connect the wards of Ramsay Township and Pakenham, both to be completed by the end of 2019.

## **2. Phase 1 – Village of Clayton Pilot Project**

Storm has an existing fibre-fed Point-of-Presence (POP) at the Union Hall tower located at the intersection of Wolf Grove Road and Tatlock Road. The initial plan is to install fibre down Tatlock Road to the Storm Tower at the Clayton Community Centre and distribute fibre from there to the homes (subscribers), which would allow up to 1 GB fibre connections. Because the County is planning on major construction along Tatlock Road a modified plan may be required along the County roads and Storm is working with the County to meet their needs. Mississippi Mills will be fully briefed on the eventual options although it is not expected to affect this Trial Project in any major way for the Municipality and its citizens.

There are approximately 120 subscribers that could be connected in Clayton and surrounding areas in this pilot project. The plan is to have fibre to all homes installed no later than December 31, 2018, depending on an actual start date, which could extend the project completion into January (or later) 2019. Subscribers will be offered unlimited data use bundled services that range from internet only, immediately providing at least the CRTC minimum of 50/10 speeds and unlimited data, up to a maximum combination package for internet, Telephone with unlimited calling in Canada and the US, the best possible TV package option with additional channels to select from. This will be a massive improvement of services in the area and the plan is to expand the offering throughout Mississippi Mills.

Current internet service in the area, which Storm installed in 2008, has become quite dated and what was considered lightning-like speed 10 years ago will be replaced by the fastest and most capable internet connections available anywhere in Canada today. It will be comparable to what some urban dwellers experience right now and, in fact, faster than many parts of bigger cities that are currently being upgraded by the large Telcos (Bell/Rogers/Telus).

When the Trial is complete, Clayton residents will have a full range of services allowing them to telecommute or work from home without any limitations and/or concerns about access speeds or data caps. Families will be able to connect multiple devices so that every member of the family will individually be able to do anything they like inside their home be it homework, work from home, multiple TV sets with different programs, multiple game consoles for everyone to play their favourite games, multiple computer connections, and they can connect as many devices (phones, tablets, game consoles, any connected device) as they like with no adverse affect on connections and throughput. With unlimited data there are no longer worries about going over their “cap”.

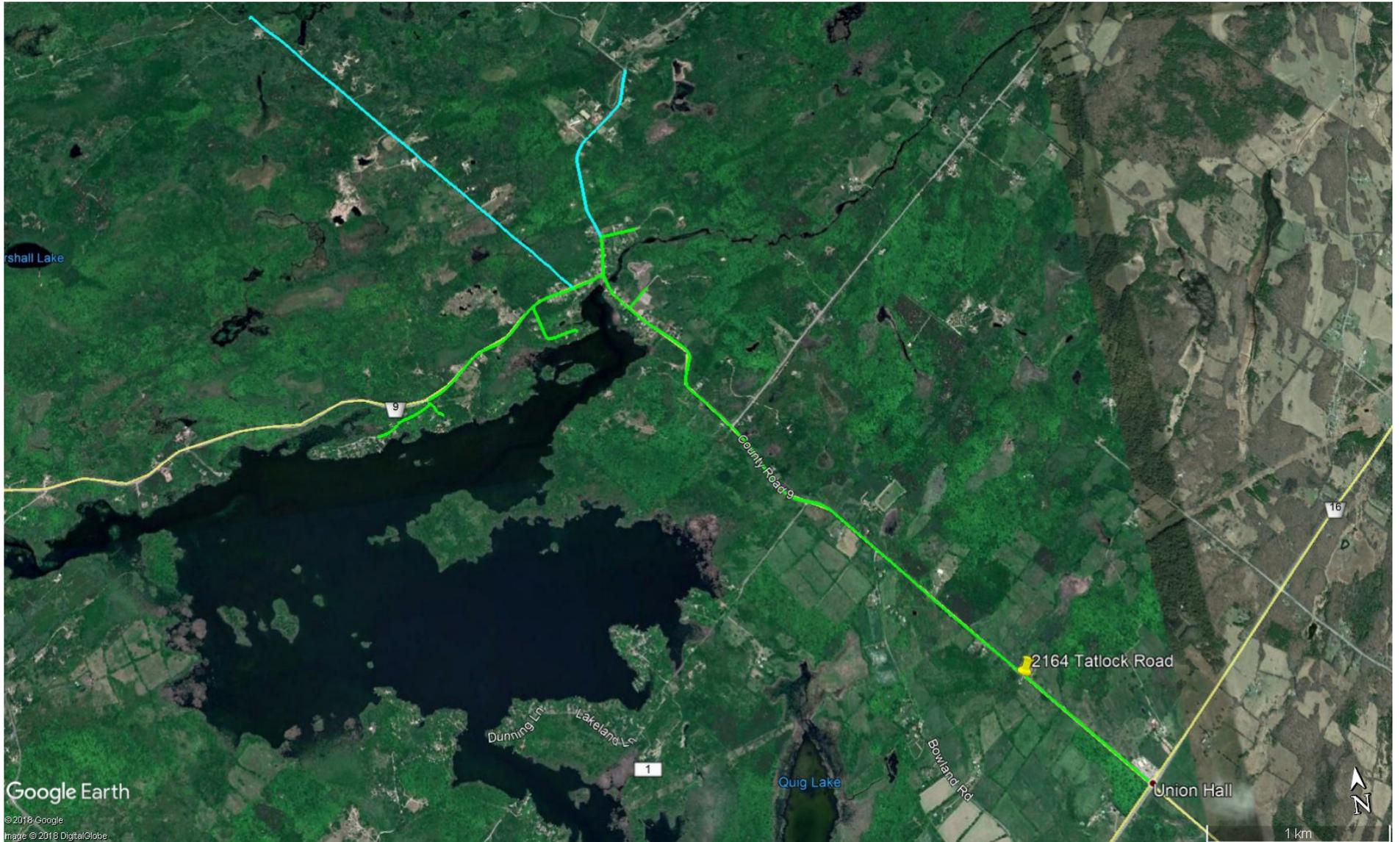
Storm is offering a truly unique experience for rural households and we hope to offer the same level of service to all citizens of Mississippi Mills.

The Municipality will find that Storm is a responsible and involved corporate citizen offering connections to everyone and helping to support group homes and other social services with reduced cost or even free internet connections. We intend to work closely with the Social Services groups inside Mississippi Mills to identify and help address any areas where an improved internet service will help any and all citizens.

ATTACHMENT 1

Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

**Figure 2-2 – Original Project Coverage Plan**



ATTACHMENT 1

Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

 = Initial Plan       = Possible Additional Connections



### 3. Network Technical Description

The proposed fibre network for the Clayton Project will be implemented using the Gigabit Passive Optical Network (GPON) technology. This technology provides reliable high-speed internet access using Fibre to The Home (FTTH). From a system design perspective, GPON provides the best balance between network performance, flexibility for future expansion, and lower capital/operating expense (Capex, Opex).

The logical network diagram for the final Clayton Project GPON fibre network is shown in Figure 3-2. See explanations below.

The network begins at the Central Office (CO) at the base of the Union Hall tower. At Union Hall, a gigabit fibre trunk feeds the CO. Union Hall is connected through the trunk network to 151 Front Street in Toronto (which is one of the main Internet backbones for Eastern Canada), with a second redundant path to 1760 Courtwood Crescent in Ottawa (Storm's head office). This trunk fibre connection is currently configured for a 1Gbps circuit, but the fibre is upgradable to a 10Gbps circuit, and multiple 10Gbps can be added to future proof this site. The Union Hall site is already equipped with UPS battery backup as well as a generator. The generator would be able to provide power over multiple days, to handle most power outages.

The trunk fibre circuit connects to the Storm Router and Switch at Union Hall, where the head end Optical Line Terminal (OLT) will connect as well. The main function of OLT is to provide central control of all information flow across the fibre network in both directions, namely: upstream (getting and distributing different types of data and voice traffic from clients) and downstream (getting data, voice and video traffic from the Internet back to the client). In a GPON network, there is a one-to-one virtual link between the OLT and the Optical Network Unit (ONU) in each home. Maximum distance supported for transmitting across the fibre network is typically 20 km.

From the Union Hall CO, a multi-fibre main cable will ideally be buried in the "right of way" beside Tatlock Road to Clayton, as shown in the map in Figure 2-2.

In recent conversations with Lanark County, there are plans in place to straighten out a section of Tatlock Road, so burial may not be possible initially, but we are working diligently with the County and they have proposed some possible options to bypass the construction, allowing Storm to bury the fibre. Until the road construction is completed, the OLT might be relocated to the base of the Clayton Tower, and from there the main fibre cable will feed the homes in Clayton. This initial design is shown in the network diagram in Figure 3-1.

Handholes (small buried splice cabinets) or pedestals (small upright splice cabinets) will be used for splicing and distribution of the fibres, using Passive Optical Splitters (POS). The capacity of the main fibre cable will be more than enough to service all phases of the MM2020 project in this region. The splice cabinets will be placed strategically near the ditches where we can service 4-8 homes with minimal cable runs. The handholes will also be placed at tributary roads with reserved fibre so that the fibre network can continue beyond the Clayton Project boundaries in future phases of the overall project.

There are approximately 120 households that we would like to cover in this initial Trial with a minimum of 50/10M service, but probably the end design of 1Gbps service. In the initial network design, where the wireless backhaul is used during the re-construction of Tatlock Road, the 50/10 service will be the maximum offered during that time. Regardless, all parts of the network will be designed with enough future capacity to offer 1Gbps service.

# ATTACHMENT 1

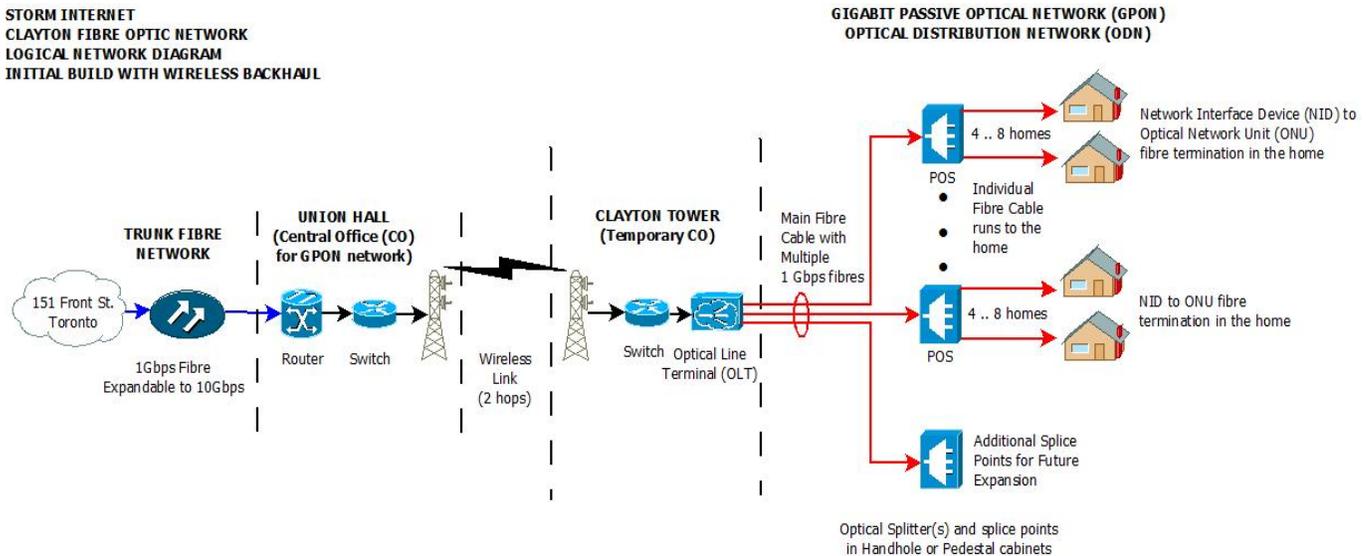
## Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

9

Each household will typically have a direct burial fibre cable run from the POS right to their home. There may be some cases where private hydro poles are located on the property, in which case the fibre cable may be run on those poles instead of being buried. The fibre will terminate in a Network Interface Device (NID) enclosure installed on either the outside or inside of the home. From the NID, a fibre patch will run to the Optical Network Unit (ONU). The ONU is the modem that provides the interface from the fibre to standard ethernet, which can then be used to connect directly to the client's Wi-Fi router.

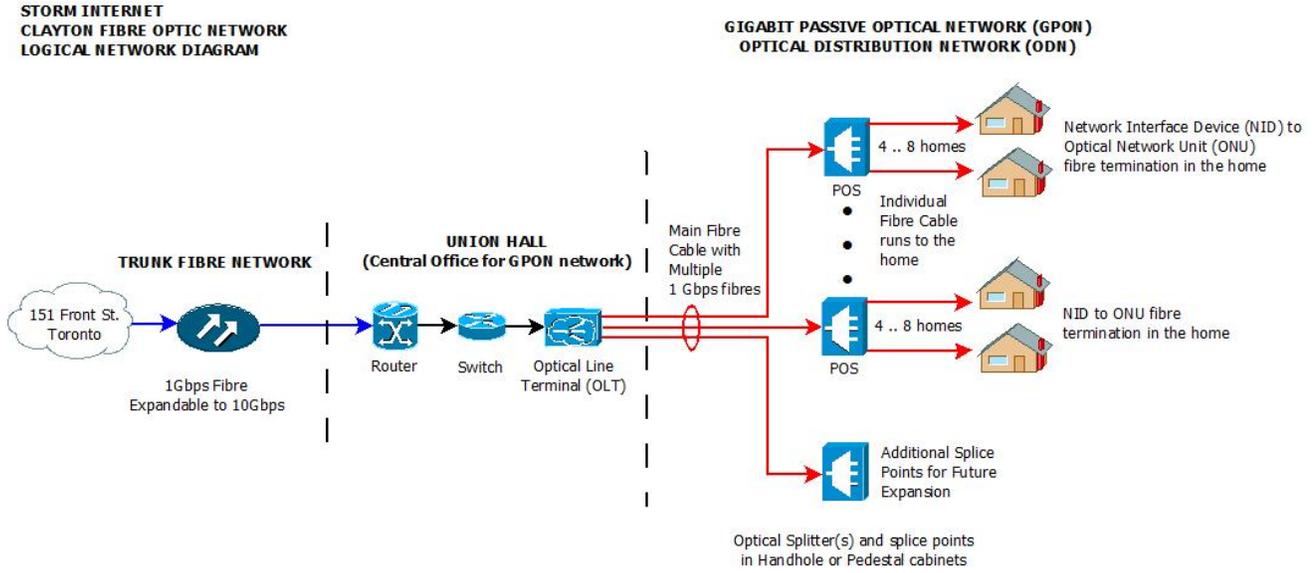
The fibre network will be fully monitored and controlled by the Storm Network Operations Center (NOC), using internal software tools and network alert systems.

### Figure 3-1 Storm Fibre Network Diagram (Initial)



Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

Figure 3-2 Storm Fibre Network Diagram (Final)



## **4. Benefits for the Municipality of Mississippi Mills Official Plan**

Storm reviewed the existing Mississippi Mills Official Plan, which is currently being updated, and has assessed how this proposal will assist the Municipality in meeting the objectives and desired outcomes therein.

It is suggested that wherever municipal governments of any kind identify services such as sewer, water, and hydro electric availability that internet and telecommunications should also be considered, given that they fall under the definition of essential services. While municipalities do not have to assume financial responsibility for these services they can encourage their development to provide their citizens with services access that is in the interests of all community citizens for many different reasons, including:

### **Section 3.6 RESIDENTIAL**

**Section 3.6.1 Objectives** “Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.”

**Storm will work with the Municipality to identify how the offered services can be tailored to assist Municipal objectives in a variety of ways to line up with this and future plans.**

**Section 3.6.1.6** “Permit a range of activities in residential areas including home-based businesses, bed and breakfasts, group homes, churches, schools, community facilities and open space.”

**Reliable high-speed internet allows higher percentage of work from home options including telecommuting and home-based businesses.**

**Section 3.6.1.7** “Work in conjunction with other levels of government and non-government organizations to establish necessary social housing.”

**Storm will offer discounted rates for designated social housing units, which could include straight discounts and/or central area workstations or individual access points within group homes as may be required or desirable for the specific social housing unit(s).**

**Section 3.6.6** “Special Needs Housing.”

**Storm will offer discounted rates for designated Special Needs Housing units and will work with members of the Municipality to see how we can make our services more accessible and easy to access. This could include voice activated networks and/or the integration of other technologies where we feel we have the capability to assist.**

**Sections 3.6.7** “Infilling and **3.6.8** Residential Conversion Policy.”

**In designing the fibre network Storm has already ensured the system will be future proof; that is that there will be enough capacity brought in to all areas of the community to facilitate providing ongoing increases in the network capacity. Further, Storm will have the capacity to assist with Infilling and the conversion of single residential homes into multiple unite dwellings by shifting or adding to the location of service points to support Municipal schedules when and as required to maintain/increase service levels.**

**Section 3.6.12** “Group Home Policies - Permit residents a degree of independent living in a residential setting that ensures that their specific needs are provided for.”

**Storm realizes the numerous applications and layouts that could be required within a Group Home environment including the need to segregate service, administrative and support staff to better service the needs of the people living in the group home. We can work with the different organizations on defining the needs of the different Group Home organizations and provide internet, television, and phone options that meet the needs of both the residents and staff and suggest and install services that meet individual needs.**

### **Section 3.7 COMMERCIAL AND INDUSTRIAL LAND USE POLICIES**

**Sections 3.7.1.1** “Promote economic development and **3.7.1.2** Promote the expansion and retention of existing business and economic sectors and promote opportunities for new business.”

**The advent of reliable high-speed fibre services encourages businesses to stay and to expand and encourages new businesses to locate into the community. The Municipality will now enjoy services equal to those available in urban areas and communication shortfalls will no longer be a reason for a business to avoid moving into the community of Mississippi Mills. In fact, the community can now advertise their “open for business” credentials.**

**Section 3.7.1.3** Direct the majority of new business to established commercial and industrial locations and **Section 3.7.1.4** Promote and preserve the downtown cores of Almonte and Pakenham village as vibrant mixed-use areas.

**Storm can provide WAN and Wi-Fi services to these industrial areas in addition to “fibering up” business parks. Storm has deployed public Wi-Fi and security monitoring to town/city core areas and that has resulted in increased tourism and shopping activity as people are able to wander farther afield while still staying in touch.**

**Section 3.7.4** “The “Business Park – Employment Area” land use designation applies to lands on the east side of Almonte, south of County Road 49. Lands designated Business Park – Employment Area are planned to function as a major employment centre.”

**Storm will address this business park as a priority for supplying fibre connectivity and work with the community to identify the priorities that work best for all.**

**Section 3.7.5 Industrial – Employment Area.** “The scope of permitted uses shall be sufficiently broad to enable the Municipality to attract a variety of industrial types and to focus on more specialized types, such as the high-tech industry. It is the desire of the Municipality to have industrial development that is both an aesthetic and economic asset to the community. To this extent, there needs to be special attention paid to the design of these uses.”

**As in 3.1.1 - Fibre connectivity will improve the chances of high tech and other industries to relocate to Mississippi Mills as well as act as a key design point. As previously indicated, the advent of reliable high-speed fibre services encourages businesses to stay and to expand and encourages new businesses to locate into the community.**

### 3.8 PARKLAND & OPEN SPACE

**Section 3.8.1** “Promote and develop public open spaces to service the recreation, leisure and quality of life needs of the community and **3.8.1.1** Adopt a public open space and municipal park system that accommodates a broad range of interests and needs in the area.”

**Storm can offer the addition of Wi-Fi services to public and boating areas. This has proven to increase tourism and local use in areas we have deployed these types of systems. Utilizing the fibre backbone will make the capacity and availability of Wi-Fi services that much more versatile.**

**Section 3.8.2** “Parkland & Open Space. Permitted uses shall include public parks, natural areas, pedestrian walkways and bicycle paths, playgrounds, picnic areas, swimming areas, sport fields, community centres, arenas, farmers’ markets, food services, tourist information centres, museums and other similar uses.”

**In many of the listed use areas both citizens and visitors could be encouraged to increase utilization if they were “connected”. Storm has a wide variety of wireless and fibre services that can be brought to many of the public areas and we can work on a plan to hook them up using the new fibre backbone and provide discounted Wi-Fi and Internet services to the community. This would allow for communications as well as online financial transactions for commercial, social, and charitable activities.**

### 4.4 ECONOMIC DEVELOPMENT

**Section 4.4.1.1** “Promote economic development which will generate a balanced tax base and offer a comprehensive range of goods and services within the community.” And **4.4.1.2, 3, and 4** “Promote expansion and retention...” and “Direct the majority of new business to established commercial and industrial locations...”

**The addition of fibre based high-speed internet and defined high connectivity areas in business parks and the like will support existing and encourage new businesses to relocate to Mississippi Mills. Because the fibre services will include the ability to have 1GB connections as well as internet telephone services business services will be greatly enhanced, and Mississippi Mills will be able to advertise their “Open for Business” credentials.**

### 4.6 TRANSPORTATION

**Section 4.6.1** “It is hoped that the result will be a land use pattern that reduces the need to travel great distances by car from home to work or to shopping and thus encourage alternatives to car travel.”

**Having high-speed fibre internet connections will allow more people to telecommute and encouraging flexible hours thus reducing traffic and congestion.**

### 4.7 COMMUNITY FACILITIES

**Section 4.7** “The community facilities shall include uses associated with health, welfare and education purposes, such as hospitals, schools, public libraries, places of worship, youth centres, daycare facilities, association halls,

Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

14

art exhibits and cultural facilities and other similar places of assembly, funeral homes, arenas and similar public recreational facilities, government offices, police or fire stations, public utilities and related uses and activities.”

**Storm will work with the Municipality to identify and connect Community Facilities as they desire as well as provide enhanced services such as public or community-based Wi-Fi and security cameras.**

## **4.8 GOVERNMENT AND ESSENTIAL SERVICES**

**Section 4.8.1.** “It is the goal of this Plan to: ensure a full range of affordable, municipal services to meet the existing and future social, environmental and economic needs of the community; encourage other levels of government, public and private utilities and non-government organizations to maintain and enhance the range of services available to the area.”

**Storm fibre services will allow citizens to quickly and easily connect to all levels of government websites and services, apply or inquire about services on line, take advantage of “chat” options on different sites, and conduct their government business such as filing taxes and applying for services with connection issues that might, in the past, have caused them to have to start over or even get in their car to travel to a government office when it should not be required.**

**Section 4.8.1.7.** “Cooperate with private and public utilities to ensure services are available where needed.”

**Storm plans to run fibre down every road or highway in the community of Mississippi Mills making the service a truly universal community service and commodity available to all citizens.**

**Section 4.8.2** Public Uses and Utilities. “Public uses and public or private utilities, such as power, water services, roads, railways, telecommunications... provided that such public uses or utilities are necessary and appropriate in the location and can be made compatible with surrounding uses.”

**As stated, Storm plans to run fibre down every road or highway in the community of Mississippi Mills and so meets this strategic requirement with a full list of services. These include today, but are not limited to Internet, Telephone, and Television and more enhanced services for medical applications within the home to help seniors and the disabled stay in their homes through the use of government provided online services, both existing and future.**

## **5. Other Community Benefits**

- **General increase in property values** – Storm receives calls almost daily asking us to confirm the availability of internet services including what those services are. Confirming the availability of fibre connections will both increase property values as well as make selling a home an easier task. It will of course also attract new home owners looking for the more quiet and safe environment rural living implies.
- **Encourage new business** with the advent of high speed, high capacity internet and retain existing businesses while increasing the value of commercial lots with enhanced internet services.
- **Public Wi-Fi in shopping areas**, farmers markets, community centres during home shows and the like to encourage attendance as well as allow secure financial transactions for local shopping.
- **Wi-Fi and communication options for campgrounds** to increase use and tourist visitors.
- **Emergency Service Planning and Support for a Disaster Communications Facility** if one is planned or

## ATTACHMENT 1

### Storm Internet – Proposal for Pilot Project in Mississippi Mills – Clayton, Ontario

15

exists with the added benefit that Storm's wireless network can act as a redundant backup for critical Municipal communications and services.

- **Offer a variety of pricing structures**, in some cases free services, for community centres, churches, municipal buildings, garages, recreational areas, low income households, group homes, and charitable activities.

Storm is part of the community already and as a responsible corporate citizen will work with all areas and organizations to provide the required mix of services and support.

## 6. Proposed General Responsibilities

### 1. Storm responsibilities:

- a. The supply of all material, construction and maintenance costs of the network.
- b. Connect the homes in Clayton directly to the new fibre network.
- c. Contact and sign up of all subscribers to the fibre network and providing the minimum 50/10 services with options for up to 1 GB service upon completion of the fibre installation from Union Hall to Clayton.
- d. Obtaining all licensing, permits, and government approvals.
- e. Monthly lease payments on road access to install the fibre network components at a per km rate to be agreed to.
- f. Full reporting of the project status, subscriber take-up rates, and overall status.
- g. Create a working model for future projects.

### 2. Request from the Municipality of Mississippi Mills:

- a. Provide access to the right-of-way for conduit and cable installations. This would be in the shoulder or as close to the road shoulder as possible.
- b. Provide right of way along the road for Telephone Pole, Pedestal and/or Handhole installations at splice points.
- c. Approval of permit applications.



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** October 2, 2018  
**TO:** Committee of the Whole  
**FROM:** Abby Armstrong, Environmental Compliance Coordinator  
**SUBJECT:** Updated Sewer Use By-law

---

### RECOMMENDATION:

**THAT Council approve the proposed Sewer Use By-law as presented.**

### BACKGROUND:

The Municipality's Sewer Use By-law was enacted in 2002 through the confirmation of Almonte By-law 17-1992 and developed based on the early Ministry of Environment, Conservation, and Parks (MECP, formerly MOECC) model Sewer Use By-law which is now outdated in many areas and requires a significant update.

### DISCUSSION:

In the mid to late 90's, the MECP stopped development and periodic updates of the model sewer use by-law and allowed Ontario municipalities to adopt their own. The Canadian Council of Ministers of Environment (CCME) developed a National Model Sewer Use By-law in 2009 as part of a Canada-wide Strategy for Municipal Wastewater Effluent. The majority of Ontario municipalities have chosen to follow the CCME's Model Sewer Use By-law for developing and updating their sewer use by-laws.

Staff developed the proposed Sewer Use By-law based on CCME's model sewer use by-law. In comparison with CCME's model by-law and common practices in Ontario, the current By-law 02-2002 (17-1992) is outdated in many areas:

- By-law provisions are not sufficient to cover current sewer use situations.
- Discharge substances and parameters are incomplete and some discharge limits are not stringent enough for meeting provincial or federal regulations.
- No flexibility in the By-law to assist businesses in a permanent behavioral change to achieve compliance.
- No comprehensive provisions to regulate physical connections to municipal sewer systems.
- By-law enforcement provisions are not detailed and strong enough to support Mississippi Mills' effluent compliance program governance.

In order to support the Municipality's sewer use program, the current By-law must be strengthened. The proposed Sewer Use By-law (Attachment 1) is being presented for Council review and consideration.

For the new by-law to be effective, public education is an important factor. Staff will educate the public and businesses through enhancement of the website and direct mail outs.

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Public education is covered under administration in the water and sewer budget.

**SUMMARY:**

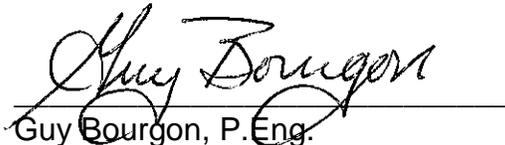
It is recommended that Council enact the proposed Sewer Use By-law as presented.

Respectfully submitted,

Reviewed by,

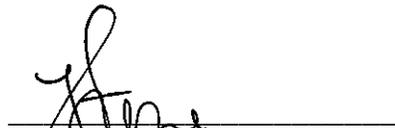


Abby Armstrong, BA (Env)  
Environmental Compliance Coordinator



Guy Bourgon, P.Eng.  
Director of Roads and Public Works

Reviewed by,



Shawna Stone  
Clerk

Attachments:

1. Draft Sewer Use By-law

## Attachment 1 – Draft Sewer Use Bylaw

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 18-xx

**BEING** a by-law to regulate the use of sewers within the Municipality of Mississippi Mills.

**WHEREAS** the Municipal Act, s.o. 2001, c. 25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

**WHEREAS** the Municipal Act, s.o. 2001, c. 25, Section 9, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues; and

**WHEREAS** Section 10, of the Municipal Act, s.o. 2001, c. 25 permits a single tier municipality to pass By-laws respecting: public assets of the municipality; the economic, social, and environmental well-being of the municipality; and the health and safety and well-being of persons; and

**WHEREAS** pursuant to the Municipal Act, s.o. 2001, c. 25, Section 87, the Municipality of Mississippi Mills may enter on land, at reasonable times, to inspect the discharge of any matter into the sewage system and may conduct tests and take samples; and

**WHEREAS** the Council is authorized by Section 78 to 93 of the Municipal Act, s.o. 2001, c. 25, to pass By-laws for services that the municipality considers necessary or desirable for the public which includes utility services; and

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deem it desirable to enact a bylaw to:

- a) maintain and protect the integrity of municipal infrastructure;
- b) control the quality of wastewater entering wastewater works and the resulting treated effluent; and
- c) prevent adverse effects to persons, property, and the natural environment from discharges to municipal infrastructure;

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

#### 1. DEFINITIONS

As used in this By-law, the following terms shall have the meanings indicated:

## **Attachment 1 – Draft Sewer Use Bylaw**

1.1 ACCREDITED LABORATORY — Any laboratory accredited by an authorized accreditation body in accordance with a standard based on “CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories” established by the Standards Council of Canada, as amended, or “ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories” established by the International Organization for Standardization, as amended.

1.2 BIOCHEMICAL OXYGEN DEMAND (BOD) — The five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.

1.3 BIOMEDICAL WASTE — Biomedical waste as defined in the Ontario Ministry of Energy and the Environment Guideline C-4 entitled “The Management of Biomedical Waste in Ontario” dated April 1994, as amended from time to time.

1.4 BLOWDOWN WATER — Recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

1.5 CHEMICAL OXYGEN DEMAND (COD) – A measure of the capacity of the water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.

1.6 CLEAR-WATER WASTE – Includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.

1.7 COMBINED SEWER — A sewer intended to function simultaneously as a storm sewer and a sanitary sewer.

1.8 COMBUSTIBLE LIQUID — A liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

1.9 COMPLIANCE PROGRAM – The necessary steps undertaken by a discharger to bring wastewater discharged into the municipal sewer into compliance with terms and conditions of this By-law or related permit. Compliance programs are applicable to existing dischargers only; new dischargers must fully comply with the requirements of this By-law.

1.10 COMPOSITE SAMPLE — A volume of wastewater, storm water, uncontaminated water, clear-water, or effluent made up of three or more grab samples that have been combined automatically or manually and taken at intervals during the sampling periods.

## **Attachment 1 – Draft Sewer Use Bylaw**

1.11 CONNECTION or DRAIN — That part or those parts of any pipe or system of pipes leading directly to a wastewater works.

1.12 COOLING WATER — Water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

1.13 DISCHARGER – A person, or an agent or employee thereof, in occupation or having the charge, management, or control of a site sewage, storm water, uncontaminated water or any other matter to which this By-law applies.

1.14 DOMESTIC WASTEWATER – Waste produced on residential premises, or sanitary waste and wastewater from showers and restroom washbasins produced on non-residential property.

1.15 FLOW MONITORING POINT – An access place to the sewer service for the purpose of; a. measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and b. collecting representative samples of wastewater, storm water, clear water waste or subsurface water released from the premises.

1.16 FUELS — Alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

1.17 GRAB SAMPLE — A volume of wastewater, storm water, uncontaminated water, or effluent which is collected over a period not exceeding 15 minutes.

1.18 GROUND WATER — Water beneath the earth's surface accumulating as a result of seepage.

1.19 HAULED WASTE — Any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.

1.20 HAULED WASTEWATER — Waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater holding tank.

1.21 HAZARDOUS INDUSTRIAL WASTE — A material which is a hazardous waste under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

1.22 HAZARDOUS WASTE CHEMICALS – A material which is a hazardous waste chemical under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

## Attachment 1 – Draft Sewer Use Bylaw

1.23 **IGNITABLE WASTE** — A substance that; a. is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the PenskyMartens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method; b. is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger; c. is an ignitable compressed gas (Class 2, Division D) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended; or d. is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended.

1.24 **INDUSTRIAL** — Of or pertaining to manufacturing, commerce, trade, business, or institutions as distinguished from domestic or residential.

1.25 **INDUSTRY** — Any owner or operator of industrial, commercial, or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer, or storm sewer of the Municipality.

1.26 **INSTITUTIONAL** – A facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

1.27 **LOWER EXPLOSIVE LIMIT (LEL)** – The minimum concentration of the compound as a gas or vapour, measured as a percentage in air, which will explode or burn.

1.28 **MATTER** — Includes any solid, liquid, or gas.

1.29 **MONITORING ACCESS POINT** — An access point, such as a chamber, in a private sewer connection to allow for observation, sampling, and flow measurement of the wastewater, uncontaminated water, or storm water therein.

1.30 **MUNICIPALITY** – Means the Municipality of “The Municipality of Mississippi Mills”.

1.31 **MUNICIPAL SEWER CONNECTION** — That part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands, or public land interests held for sewerage purposes.

1.32 **MULTIPLE MUNICIPAL SEWER CONNECTION** – A municipal sewer connection providing service to two or more premises.

## Attachment 1 – Draft Sewer Use Bylaw

1.33 NON-CONTACT COOLING WATER — Water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate, or finished product other than heat.

1.34 NON-DOMESTIC WASTEWATER — All wastewater except domestic wastewater, storm water, uncontaminated water, and septic tank waste (i.e. swimming pool water, etc.).

1.35 OIL AND GREASE – n-Hexane extractable matter as described in Standard Methods.

1.36 ONCE-THROUGH COOLING WATER – Non-contact cooling water that has been circulated once through the cooling device.

1.37 OVER STRENGTH — Wastewater released to the sewer that is higher in concentration for one or more constituent concentrations set out in Schedule B or containing constituents identified in Schedule B.

1.38 OWNER – Any person, including a Corporation, who is the registered Owner of the property under consideration including a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator, or a guardian. The obligations of the Owner under this By-law may not be transferred to a party which is not an Owner.

1.39 PATHOLOGICAL WASTE — Pathological waste under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

1.40 PCBs — Any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

1.41 PERSON — An individual, Association, partnership, Corporation, Municipality, or an agent or employee of such a person.

1.42 PESTICIDE — A pesticide as defined and regulated under the Pesticides Act, R.S.O. 1990, c.P. (PA), as amended.

1.43 PRETREATMENT – The reduction, elimination, or alteration of pollutants in wastewater prior to discharge into the sanitary sewer. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention, or by other means, except by diluting the concentration of the pollutants.

1.44 PRETREATMENT PROCESSES – One or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer to enable compliance with effluent limits established in this By-law. Pretreatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.

## Attachment 1 – Draft Sewer Use Bylaw

1.45 PRIVATE SEWER CONNECTION — That part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection whose responsibility for maintenance is the property owner's.

1.46 PROHIBITED WASTE – Prohibited waste as defined in Schedule “A” to this By-law.

1.47 REACTIVE WASTE — A substance that:

- a. is normally unstable and readily undergoes violent changes without detonating;
- b. reacts violently with water;
- c. forms potentially explosive mixtures with water;
- d. when mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- e. is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- f. is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
- g. is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- h. is an explosive (Class 1) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended.

1.48 RESTRICTED WASTE – Restricted waste as defined in Schedule “B” to this By-law.

1.49 SAMPLING PORT – A valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the Municipality may establish from time to time.

1.50 SANITARY SEWER — A sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.

1.51 SEPTIC TANK WASTE — Any waste extracted from a cesspool, septic tank, wastewater holding tank, seepage pit, interceptor, or other containment for human excretion and wastes.

1.52 SEVERELY TOXIC WASTE – Waste containing any contaminant listed in the Environmental Protection Act, R.S.O. 1990, c. E.19 (EPA), Ontario Regulation 347, Schedule 3, as amended.



## **Attachment 1 – Draft Sewer Use Bylaw**

1.53 SEWER — A pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water or uncontaminated water, or any combination thereof.

1.54 SPILL — A direct or indirect discharge into the wastewater works, storm sewer, or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

1.55 STANDARD METHODS — A procedure or method set out in Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by the Municipality.

1.56 STORM SEWER — A sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse, or any combination thereof, but excluding any portion of a combined sewer works.

1.57 STORM WATER – The water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

1.58 SUBSURFACE DRAINAGE PIPE — A pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

1.59 SUBSURFACE WATER – Groundwater including foundation drain water.

1.60 TOTAL SUSPENDED SOLIDS (TSS) – Insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.

1.61 UNCONTAMINATED WATER — Water with a level of quality which is typical of potable water normally supplied by the Municipality.

1.62 WASTE DISPOSAL SITE LEACHATE — The liquid containing dissolved or suspended contaminants which emanates from solid waste (i.e. garbage) and is produced by water percolating through solid waste (i.e. garbage) or by liquid in waste (i.e. garbage or recycle).

1.63 WASTE RADIOACTIVE SUBSTANCES — Substances defined in the Federal Nuclear Safety and Control Act and the regulations passed thereunder, as amended from time to time.

1.64 WASTEWATER – The composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source.

1.65 WASTEWATER SLUDGE — Solid material recovered from the wastewater treatment process.

## **Attachment 1 – Draft Sewer Use Bylaw**

1.66 WASTEWATER TREATMENT FACILITY – Any structure or thing used for the physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage, and disposal facilities.

1.67 WASTEWATER WORKS — Any works for the collection, transmission, treatment and disposal of wastewater, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, sewage pump station, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

1.68 WATERCOURSE — An open channel, ditch, or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

### **2. SANITARY AND COMBINED SEWER REQUIREMENTS**

2.1 No person shall release, or permit the release, of any matter into the sanitary or combined sewer system wastewater works except:

- a. domestic wastewater;
- b. non-domestic wastewater or clear-water waste, that complies with the requirements of this bylaw;
- c. where a Hauled Wastewater Discharge Agreement or Hauled Waste Discharge Agreement has been issued by the Municipality;
- d. storm water, subsurface water or other matter where a Sanitary Discharge Agreement has been issued by the Municipality; or
- e. Over Strength matter where an Over Strength Surcharge Agreement is in place with the Municipality.

2.2 No person shall release, or permit the release, of any prohibited substance listed in Schedule 'A' of this By-law.

2.3 No person shall release, or permit the release, of any restricted substance which exceeds the respective concentrations listed in Schedule 'B' of this By-law into the wastewater works.

2.4 All dischargers of non-domestic wastewater shall provide the Municipality with a complete "Waste Survey Report". The Waste Survey Report shall be generally in the form prescribed by the Municipality.

2.5 All dischargers of non-domestic wastewater shall not discharge to the sanitary sewer system until the discharger has obtained a "Waste Discharge Permit" from the Municipality. The Waste Discharge Permit shall be generally in the form prescribed by the Municipality.

2.6 The Municipality may issue, and amend, a Waste Discharge Permit to allow the discharge of Non-Domestic Waste into a sewer upon such terms and conditions as the

## Attachment 1 – Draft Sewer Use Bylaw

Municipality considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:

- a. place limits and restrictions on the quantity, composition, frequency, and nature of the waste permitted to be discharged;
- b. require the holder of a Waste Discharge Permit to repair, alter, remove, or add to works or construct new works; and
- c. provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

2.7 The Municipality may issue a Discharge Abatement Order to:

- a. require a person to alter the quantity, composition, duration, and timing of the discharge, or cease discharge of Non-Domestic Waste to a sewer or wastewater treatment facility;
- b. include any terms or conditions that could be included in a Waste Discharge Permit;
- c. cease all non-compliant releases; and
- d. amend or cancel a previous Discharge Abatement Order.

### 3. STORM SEWER REQUIREMENTS

3.1 No person shall discharge or deposit or cause or permit the discharge or deposit of matter of any type into a storm sewer, watercourse, and municipal or private sewer connection to any storm sewer which may or could:

- a. interfere with proper operation of a storm sewer;
- b. obstruct or restrict a storm sewer or the flow therein;
- c. damage a storm sewer;
- d. result in any hazard or other adverse impact to any person, animal, property, or vegetation;
- e. impair the quality of any waters; or
- f. result in the contravention of an approval, requirement, direction, or other order under the Ontario Water Resources Act, the Environmental Protection Act (Ontario), or any other Act, with respect to the storm sewer or its discharges.

3.2 No person shall release, or permit the release, of any restricted substance which exceeds the respective concentrations listed in Schedule 'C' of this By-law into the storm sewer.

3.3 No person shall release, or permit the release without limiting the generality of the foregoing, any of the following to the storm sewer, watercourse, municipal, or private sewer connection:

- a. Have one or more of the following characteristics:
  - (1) a temperature greater than 40°Celsius;
  - (2) a pH less than 6.0 or greater than 9.0;
  - (3) solvent extractable matter of animal or vegetable origin or of mineral or synthetic origin which causes a visible film, sheen or discolouration; or

## Attachment 1 – Draft Sewer Use Bylaw

(4) two or more separate layers.

b. Contain one or more of the following in any amount:

- (1) once-through cooling water
- (2) wastewater
- (3) blowdown water
- (4) ground water remediation
- (5) automotive or machine oils and grease
- (6) paints and organic solvents
- (7) PCB's
- (8) waste disposal site leachate
- (9) waste radioactive materials
- (10) hazardous industrial waste
- (11) hazardous waste chemicals
- (12) combustible liquids
- (13) floating debris
- (14) fuel
- (15) hauled wastewater
- (16) hauled waste
- (17) ignitable waste
- (18) pathological waste
- (19) pesticides
- (20) reactive waste
- (21) severely toxic waste
- (22) a substance from raw materials, intermediate or final product, used or produced in, through or from an industrial process
- (23) a substance used in the operation or maintenance of an industrial site

c. Contains E. coli colonies in excess of 200 per 100 mL

3.4 Sub clause 3.3.b. does not apply to prevent the discharge of once-through cooling water, blowdown or ground water remediation when:

- a. the once-through cooling water, blowdown, or ground water remediation is being discharged pursuant to an Environmental Compliance Approval (ECA) or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge; and
- b. the Owner or Operator of the premises has written approval from the Municipality which expressly authorizes the discharge from the premises; and
- c. a copy of the ECA or order referred to in Sub clause (a) has been provided to the Municipality.

3.5 The provisions of Schedule "C" Restricted Waste – Storm Sewer Discharge do not apply to prevent the discharge of stormwater runoff from industrial process areas to a storm sewer when:

- a. the Owner or Operator of the premises has an ECA or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water

## **Attachment 1 – Draft Sewer Use Bylaw**

Resources Act which expressly allows the discharge and a copy of the ECA or order has been provided to the Municipality; or  
b. the Owner or Operator of the premises has written approval from the Municipality for a Best Management Practices Plan (BMP) which has been prepared in accordance with Schedule D.

3.6 Property owners must ensure that appropriate and necessary practices are undertaken to prevent prohibited discharges described in 3.1 and to prevent discharge of suspended solids (total) in excess of 15 milligrams per liter (15 mg/L) as a result of activities on their property, including:

- a. construction activities that may result in erosion or sediment runoff from the property; and
- b. outside storage activities that may result in mobilization of stored materials as a result of rain or runoff from the property, including salt, sand, or granular material storage.

### **4. PROHIBITION OF DILUTION**

4.1 No person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into a sanitary sewer or combined sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule “A” or Schedule “B” of this By-law.

4.2 No person shall discharge directly or indirectly, or permit the discharge or deposit of matter into a storm sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Section 3 of this By-law.

### **5. SAMPLING AND ANALYTICAL REQUIREMENTS**

5.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:  
a. be collected manually or by using an automatic sampling device; and  
b. contain additives for its preservation.

5.2 Any single grab sample may be used to determine compliance with Schedules A and B or Section 3 at the discretion of the Municipality.

5.3 All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this By-law shall be carried out in accordance with “Standard Methods” and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory’s scope of accreditation or to the satisfaction of the Municipality as agreed in writing prior to sample analysis.

## **Attachment 1 – Draft Sewer Use Bylaw**

### **6. DISCHARGER SELF-MONITORING**

6.1 The discharger shall complete any monitoring or sampling of any discharge to a wastewater works, as required by the Municipality, and provide the results to the Municipality in the form specified by the Municipality.

6.2 The obligations set out in or arising out of 6.1 shall be completed at the expense of the discharger.

### **7. WASTE SURVEY REPORTS**

7.1 The Owner or Operator of any non-domestic discharger premises shall not discharge or deposit or cause or permit the discharge or deposit of wastewater into or in land drainage works, private branch drains or connections to any sanitary sewer, combined sewer or storm sewer, after six months from the date on which this By-law takes effect.

7.2 Subsection 7.1 does not apply with respect to any non-domestic discharger premises for which a current Waste Survey Report prepared in accordance with Clause 2.4 or 2.5 has been filed with the Municipality.

7.3 The Waste Survey Report shall be in the form as determined by the Municipality.

7.4 Where a change occurs in any information required in Clause 7.3, the Owner or Operator of the premises shall not discharge or deposit or cause or permit the discharge or deposit of wastewater into or in land drainage works, private branch drains or connections to any sanitary sewer, combined sewer or storm sewer, after sixty (60) days after the change occurs unless a new Waste Survey Report has been submitted setting out the change.

### **8. OVER STRENGTH SURCHARGE AGREEMENTS**

8.1 Subject to Subsections 8.2, 8.3 and 8.4, the discharge or deposit of wastewater that would otherwise be prohibited by this By-law may be permitted into or in any connection to any sanitary sewer or combined sewer to an extent fixed by agreement with the Municipality under such conditions with respect to payment of additional wastewater service rates or otherwise as may be necessary to compensate for any additional costs of operation, repair and maintenance of the wastewater works, and on other terms and conditions as may be deemed appropriate by the Municipality.

8.2 The Municipality may assess an over strength surcharge for wastewater releases that exceed the limits of treatable parameters. An Over Strength Surcharge Agreement can only be entered into with respect to the discharge of the following treatable parameters: total suspended solids, biochemical oxygen demand, total phosphorus, total kjeldahl nitrogen and phenolic compounds.

## Attachment 1 – Draft Sewer Use Bylaw

8.3 The agreement shall be in the form prescribed by the Municipality and shall be countersigned by the Director of Roads and Public Works and Municipal Clerk, both of whom are authorized to execute such agreements under authority of this By-law. The discharger shall pay the assessed amount per the terms established by the Municipality for the duration of the agreement.

8.4 When testing of the wastewater being discharged into the wastewater collection system is required for the purpose of determining the over strength surcharge rate, discharge measurement, sampling, analysis and reporting shall be undertaken by the Owner, at their expense, when required by the Municipality. The Municipality may also undertake audit sampling, at the Municipality's discretion, and may include these results when determining the over strength surcharge rate.

8.5 When testing of the wastewater being discharged into the wastewater collection system is required for the purpose of determining the over strength surcharge rate, such testing shall be conducted by the Owner to the satisfaction of the Municipality, using automated sampling devices or in accordance with the following manual sampling protocol:

- a. samples from the effluent produced at a location will be collected at a frequency as instructed by the Municipality;
- b. a minimum of four (4) grab samples of equal volume shall be taken over a twenty-four (24) hour period, or as otherwise instructed by the Municipality, such samples to be taken at least one hour apart;
- c. the analysis shall be conducted on the composite sample made up of the grab samples; and
- d. the respective results of these composite samples shall be averaged to determine the characteristics and concentration of the effluent being discharged into the Municipal wastewater collection system.

8.6 For the purpose of determining the over strength surcharge rate the discharge flow rate from the said premises will need to be determined in m<sup>3</sup>/day. The wastewater discharge flow rates shall be provided by the Owner to the satisfaction of the Municipality.

8.7 The over strength surcharge rate will be reviewed and adjusted accordingly from time to time as determined by the Municipality.

8.8 The agreements contemplated in this Section may be terminated by the Municipality by written notice at any time, including but not limited to an emergency situation of immediate threat or danger to any person, property, plant or animal life, water, or wastewater works.

8.9 A person who has entered into an Over Strength Sewer Surcharge Agreement with the Municipality shall not be prosecuted under Section 2 of this By-law for the discharge or deposit of wastewater containing matters specified in the agreement and in

## Attachment 1 – Draft Sewer Use Bylaw

compliance with the agreement during the period within which the agreement is applicable and so long as the agreement is being fully complied with.

### 9. GREASE/SEDIMENT INTERCEPTORS

9.1 Every Owner or Operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, which premises is connected directly or indirectly to a sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering the sewer and, without limiting its generality, shall install, operate and properly maintain a grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer.

9.2 Every Owner or Operator of a commercial, industrial or institutional premise from which floor drains of a service garage are connected directly or indirectly to a sewer shall install and maintain an oil separator designed to prevent motor oil and lubricating grease from passing into drainage piping which is connected directly or indirectly to a sewer.

9.3 Every Owner or Operator of a commercial, industrial or institutional premises from which sediment may directly or indirectly enter a sewer, including, but not limited to premises using ramp drains or area drains, and car and vehicle washing establishments shall take all necessary measures to ensure that such sediment is prevented from entering the sewer.

9.4 All interceptors shall:

- a. be of sufficient capacity and appropriate design to intercept natural oil and grease, synthetic or petroleum oil and grease, gasoline, sand or other sediment likely to flow into it under peak flow conditions;
- b. be located to be readily and easily accessible for cleaning and inspection;
- c. be constructed of impervious materials capable of withstanding abrupt or extreme changes in temperature; and
- d. be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight, except when the intercepting trap is for sand only the cover need not be gastight and watertight.

9.5 Every Owner or Operator of a premises where grease interceptor and sediment interceptor is installed shall operate and maintain the interceptor(s) in accordance with the manufacturer's instructions, and shall be inspected and cleaned frequently to ensure that it is operating effectively so as not to negatively impact the wastewater works. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an Interceptor.



## **Attachment 1 – Draft Sewer Use Bylaw**

9.6 Owners or occupants of premises having grease or sediment interceptors shall keep a record of interceptor maintenance including the date(s) on which cleaning/maintenance occurred, the person or contractor responsible, and the method and destination of waste disposal, and upon request these records shall be made available to the Municipality.

### **10. PRETREATMENT FACILITIES**

10.1 Where required by the Municipality, the Owner or Operator shall install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.

10.2 The Owner or Operator shall ensure the design, operation and maintenance of the pre-treatment facility achieves the treatment objectives and is in accordance with the manufacturer's recommendations.

10.3 The Owner or Operator shall ensure any waste products from the pre-treatment facility are disposed of in a safe manner.

10.4 The maintenance records and waste disposal records shall be made available to the Municipality upon request.

10.5 The Owner or Operator shall keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

### **11. HAULED WASTEWATER**

11.1 No person shall discharge hauled wastewater to the wastewater works unless:

- a. the carrier of the hauled wastewater operating as a waste management system has an ECA or provisional ECA issued under the applicable federal and/or provincial Environment Protection Act(s) or is exempt from the requirement to have an ECA or provisional ECA;
- b. a copy of the most recent ECA or provisional ECA and any amendment is provided to the Municipality;
- c. the carrier of hauled wastewater has a valid Hauled Wastewater Discharge Agreement with the Municipality. The agreement shall be generally in the form prescribed by the Municipality; and
- d. the carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of wastewater by the Municipality.

11.2 No person shall discharge or permit the discharge of hauled wastewater:

- a. at a location other than a hauled wastewater discharge location approved by the Municipality;
- b. without a manifest, in a form approved by the Municipality, completed and signed by the carrier and deposited in an approved location at the time of discharge; and

## **Attachment 1 – Draft Sewer Use Bylaw**

c. without the use of a discharge hose placed securely in the discharge portal at the approved location.

### **12. HAULED WASTE**

12.1 No person shall discharge hauled waste to the wastewater works unless:

- a. the carrier of the hauled waste operating as a waste management system has an ECA or provisional ECA issued under the applicable federal and/or provincial Environment Protection Act(s) or is exempt from the requirement to have an ECA or provisional ECA;
- b. a copy of the most recent ECA or provisional ECA and any amendment of approval is provided to the Municipality;
- c. hauled waste meets the conditions set out in applicable federal and/or provincial Environment Protection Act(s), as amended from time to time;
- d. the carrier of hauled waste has a valid Hauled Waste Discharge Agreement with the Municipality. The agreement shall be generally in the form prescribed by the Municipality; and
- e. the carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of waste by the Municipality.

12.2 No person shall discharge or permit the discharge of hauled wastewater:

- a. at a location other than a hauled wastewater discharge location approved by the Municipality;
- b. without a manifest, in a form approved by the Municipality, completed and signed by the carrier and deposited in an approved location at the time of discharge; and
- c. without the use of a discharge hose placed securely in the discharge portal at the approved location.

### **13. NON-CONTACT COOLING WATER**

13.1 No person shall discharge non-contact cooling water or uncontaminated water to a sanitary sewer or combined sewer from any residential property.

13.2 No person shall discharge non-contact cooling water or uncontaminated water to a sanitary or combined sewer from industrial, commercial or institutional properties, unless directed otherwise by the Municipality.

### **14. WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY**

14.1 The discharge of water originating from a source other than the Municipal water supply, including storm water, groundwater or ground water remediation, directly or indirectly to a sanitary sewer or combined sewer works is prohibited, unless:

## Attachment 1 – Draft Sewer Use Bylaw

- a. the discharge is in accordance with a Sanitary Discharge Agreement;
- b. the discharge does not exceed the limits set out under Schedule B, with respect to biochemical oxygen demand, total phosphorus or total suspended solids; or
- c. in the event the discharge does exceed the limits set out under Schedule B, with respect to any biochemical oxygen demand, total phosphorus, total suspended solids, phenolic compounds or Total Kjeldahl Nitrogen, the discharge is in accordance with an Over Strength Surcharge Agreement.

### 15. SPILLS

15.1 In the event of a spill to a wastewater works and/or storm sewer works, the person responsible or the person having the charge, management and control of the spill shall immediately notify and provide any requested information with regard to the spill:

- a. if there is any immediate danger to human health and/or safety 9-1-1 emergency; or
- b. if there is no immediate danger:
  - i. the Municipality of Mississippi Mills, by contacting the Department of Roads & Public Works; and
  - ii. Spills Action Centre; and
  - iii. the Owner of the premises where the release occurred; and
  - iv. any other person whom the person reporting knows or ought to know may be directly affected by the release.

15.2 The person shall provide a detailed report on the spill to the Municipality, within five working days after the spill, containing the following information to the best of their knowledge:

- a. location where spill occurred;
- b. name and telephone number of the person who reported the spill and the location and time where they can be contacted;
- c. date and time of spill;
- d. material spilled;
- e. characteristics and composition of material spilled;
- f. volume of material spilled;
- g. duration of spill event;
- h. work completed and any work still in progress in the mitigation of the spill;
- i. preventive actions being taken to ensure a similar spill does not occur again; and
- j. copies of applicable spill prevention and spill response plans.

15.3 The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill, and contaminated residue and restore the affected area to its condition prior to the spill.

## **Attachment 1 – Draft Sewer Use Bylaw**

15.4 Nothing in this By-law relieves any persons from complying with any notification or reporting provisions of:

- a. other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or
- b. any other By-law of the Municipality.

15.5 The Municipality may invoice the person responsible for the spill to recover costs of time, materials, and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.

15.6 The Municipality may require the person responsible for the spill to prepare and submit a spill contingency plan to the Municipality to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

### **16. AUTHORITY OF THE MUNICIPALITY TO INVESTIGATE**

16.1 The Municipality has the authority to carry out any investigation reasonably required to ensure compliance with this By-law, including the following powers or duties, but not limited to:

- a. inspecting, observing, sampling and measuring the flow in any private
  - i. drainage system,
  - ii. wastewater disposal system,
  - iii. storm water management facility, and
  - iv. flow monitoring point;
- b. determine water consumption by reading water meters;
- c. test flow measuring devices;
- d. take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
- e. perform testing on the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment facilities and storm water management facilities;
- f. collect and analyze samples of hauled wastewater or hauled waste coming to a discharge location;
- g. make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
- h. require information from any person concerning a matter;
- i. inspect and copy documents or remove documents from premises to make copies;
- j. inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for material stored or used on site; and
- k. inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.

## **Attachment 1 – Draft Sewer Use Bylaw**

16.2 No person shall hinder or prevent the Municipality from carrying out any of their powers or duties.

16.3 All costs incurred by the Municipality arising out of any failure to properly check and control such discharge, including the cost of investigation, repairing, cleaning or replacing any part of any Municipal wastewater works shall be charged to the Owner of the property where such work is performed and shall be collected according to law, and until paid, such cost shall remain a lien on such property, and may also be collected in the like manner as taxes.

### **17. DISCONNECTION OF SEWER**

17.1 Where wastewater which:

- a. is hazardous or creates an immediate danger to any person;
- b. endangers or interferes with the operation of the wastewater collection system;
- c. causes or is capable of causing an adverse effect;
- d. is discharged to the wastewater collection system, the Municipality may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable wastewater into the wastewater collection system or take such other action as is necessary to prevent such wastewater from entering the wastewater collection system.

17.2 The wastewater may be prevented from being discharged into the wastewater collection system until evidence satisfactory to the Municipality has been produced to assure that no further discharge of hazardous wastewater will be made to the wastewater collection system.

17.3 Where the Director of Roads & Public Works takes action pursuant to Subsection 17.1, the Municipality may by notice in writing advise the Owner or Occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the Owner or Occupier, as the case may be, shall forthwith reimburse the Municipality for all such costs which were incurred.

### **18. PROTECTION FROM DAMAGE**

18.1 No person shall uncover, open into, break, alter, damage, destroy, deface or tamper or cause or permit the breaking, damaging, destroying, defacing or tampering with any permanent or temporary device installed in a wastewater works for the purposes of flow measuring, sampling and testing of matter, wastewater, uncontaminated wastewater or stormwater.

### **19. MONITORING ACCESS POINTS**

19.1 The Owner or Operator of commercial, institutional or industrial premises or multi-storey residential buildings with one or more connections to a wastewater works shall

## **Attachment 1 – Draft Sewer Use Bylaw**

install and maintain in good repair in each connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with the prior written approval of the Municipality.

19.2 The monitoring access point or alternative device such as a sampling port shall be located on the property of the Owner or Operator of the premises, as close to the property line as possible, unless the Municipality has given prior written approval for a different location.

19.3 The Owner or Operator shall construct, install and maintain each monitoring access point, device or facility in accordance with good engineering practice and the requirements of the Municipality at their expense.

19.4 The Owner or Operator of an industrial, commercial or institutional premises or a multi-storey residential building shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to the Municipality for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

19.5 The following discharger activities require sampling ports when it is not possible to install a monitoring access point:

- a. dental offices; and
- b. businesses using photographic processing units.

## **20. COMPLIANCE PROGRAMS**

20.1 An Industry may submit to the Municipality a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of matter from the Industry's premises into municipal or private sewer connections to any sanitary sewer or combined sewer. Compliance program submissions will only be considered for existing industries.

20.2 An Industry may submit to the Municipality a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of uncontaminated water, ground water or storm water from the Industry's premises to eliminate the discharge of matter into municipal or private sewer connections to any storm sewer.

20.3 Upon receipt of an application pursuant to Subsection 20 (1) or (2) above, the Municipality may issue an approval for a compliance program for an Industry to discharge an effluent that does not comply with Schedule "A" and "B" of this By-law. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the Municipality's approval during the planning, design and

## **Attachment 1 – Draft Sewer Use Bylaw**

construction or installation of facilities or works needed to implement the approved compliance program.

20.4 Every proposed Compliance Program Agreement shall be for a specified length of time during which pre-treatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the Industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the Compliance Program Agreement.

20.5 The compliance program shall be in the form of a Compliance Program Agreement, and upon recommendation of the Director of Roads & Public Works, who is authorized to execute such compliance programs under the authority of this By-law. The Compliance Program Agreement shall be in the form generally prescribed by the Municipality.

20.6 The Industry to which a compliance program has been approved shall submit a Compliance Program Progress Report to the Municipality within fourteen (14) days after the scheduled completion date of each activity listed in the compliance program.

20.7 The Compliance Program Progress Report shall be in the form prescribed by the Municipality.

20.8 A person to whom a compliance program has been approved shall not be prosecuted under Section 2 and 3 of this By-law for the discharge or deposit of any matter specified in the Compliance Program Agreement, so long as they are in compliance with the Compliance Program Agreement during the applicable period and so long as the Compliance Program Agreement is being fully complied with.

20.9 The Municipality may terminate any Compliance Program Agreement by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program.

### **21. ACCESS TO INFORMATION**

21.1 All information submitted to and collected by the Municipality that is contained in reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

21.2 In the event that any person submitting information to the Municipality, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under MFIPPA, the person submitting the information shall

## **Attachment 1 – Draft Sewer Use Bylaw**

so identify that information upon its submission to the Municipality or the Municipality where such information is confidential or proprietary or otherwise, may be exempt from disclosure.

21.3 The Municipality shall have access to information contained in the ECA of any wastewater dischargers to the Municipal sewer system.

### **22. PENALTIES**

22.1 Where the Municipality believes that a person has contravened any provision of this By-law, they may commence proceedings by issuing a summons by means of a violation ticket in accordance with the Provincial Offences Act.

22.2 The specified penalty payable in respect of a conviction for a contravention of a provision of this By-law in the amount shown in Schedule E of this By-law in respect of that provision or pursuant to section 61 of the Provincial Offences Act, R.S.O. 1990, c. P33.

22.3 Notwithstanding subsection 22.2:

- a. Where any person contravenes the same provisions of this By-law twice within one twelve (12) month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule E of this By-law in respect of that provision, and
- b. Where any person contravenes the same provision of this By-law three (3) or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule E of this By-law in respect of that provision.

### **23. OFFENCES**

23.1 Every person other than a corporation who contravenes any provision of this By-law is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$25,000 for a first offence and \$100,000 for a second offence.

23.2 Every Corporation that contravenes any provision of this By-law any provision of this By-law is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$250,000 for a first offence and not more than \$500,000 for a second offence.

### **24. INTERPRETATION**

24.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this By-law.



## Attachment 1 – Draft Sewer Use Bylaw

24.2 If any section, clause or provision of this by-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

24.3 In this By-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.

### 25. REPEAL AND AMEND

25.1 By-law No. 17-1992, a By-law to Regulate Waste Discharges to Municipal Sewers, as amended, and all other associated By-laws pertaining to the regulation of sewer use IS hereby repealed.

25.2 By-law No. 02-102, a By-law to confirm previous by-laws, is hereby amended to remove Section 1.a) relating to By-law No. 17-1992.

**BY-LAW** read, passed, signed and sealed in open Council this xx day of xx, 2018

---

Shaun McLaughlin, Mayor

---

Shawna Stone, Clerk

## Attachment 1 – Draft Sewer Use Bylaw

### SCHEDULE “A” - PROHIBITED WASTES

A. No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer or combined sewer in circumstances where:

1. To do so may cause or result in:

a. a health or safety hazard to a person authorized by the Municipality to inspect, operate, maintain, repair or otherwise work on a wastewater works;

b. an offence under the Ontario Water Resources Act or the Environmental Protection Act, as amended from time to time, or any regulation made there under from time to time;

c. wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the Ministry of Energy and the Environment publication entitled “Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land” dated March 1996, as amended from time to time;

d. interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process;

e. a hazard to any person, animal, property or vegetation;

f. an offensive odour to emanate from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;

g. damage to wastewater works;

h. an obstruction or restriction to the flow in wastewater works;

i. the presence of toxic gases, vapours or fumes within the wastewater works such that:

i. two successive readings on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of more than five percent Lower Explosive Limit (LEL) are obtained;

ii. any single reading on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of ten percent LEL or higher is obtained; or

## Attachment 1 – Draft Sewer Use Bylaw

- iii. any single reading on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of two parts per million atmospheric hydrogen sulphide or higher is obtained.
2. The wastewater has two or more separate liquid layers.
3. The wastewater contains:
- a. hazardous Industrial Waste;
  - b. hazardous Waste Chemicals;
  - c. combustible liquid;
  - d. biomedical waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in “Risk Group 4” as defined in “Laboratory Biosafety Guidelines” published by Health Canada, dated 2004, as amended;
  - e. specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C.,c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
  - f. dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
  - g. fuel;
  - h. hauled wastewater, except where:
  - i. the carrier of the hauled wastewater complies with the provisions of Section 11 of this By-law.
  - j. hauled waste, except where:
    - i. the carrier of the hauled waste complies with the provisions of Section 12 of this By-law.
  - k. leachate, except where:
    - i. the waste disposal site leachate is being discharged pursuant to a certificate of approval or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge;

## Attachment 1 – Draft Sewer Use Bylaw

ii. the Owner or Operator of the premises has written approval from the Municipality which expressly authorizes the discharge from the premises; and

iii. a copy of the ECA or written authorization referred to in Clause i. above has been provided to the Municipality.

l. ignitable waste;

m. pathological waste;

n. PCBs;

o. pesticides which are not otherwise regulated in this By-law;

p. reactive waste;

q. severely toxic wastes which are not otherwise regulated in this By-law;

r. waste radioactive substances in excess of concentrations greater than those specified for release to the environment under the Nuclear Safety and Control Act and Regulations or amended versions thereof;

s. solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, animal parts or tissues, and paunch manure;

t. stormwater, water from drainage of roofs or land, water from a watercourse or uncontaminated water, except in the case of discharge into a combined sewer;

u. water other than stormwater that has originated from a source separate from the water distribution system of the Municipality.

4. The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule “B” of this Bylaw, unless:

a. the discharge is in accordance with a valid Over Strength Surcharge Agreement or compliance program.

**Attachment 1 – Draft Sewer Use Bylaw**

**SCHEDULE “B” RESTRICTED WASTE SANITARY AND COMBINED SEWERS DISCHARGE**

<b>Substance</b>	<b>Total Concentration Limit [mg/L, except as noted]</b>
Biochemical Oxygen Demand	300
Chemical Oxygen Demand	600
Oil and grease - animal and vegetable	150
Oil and grease - mineral and synthetic	15
Suspended Solids, Total	300
pH	6.0 – 9.5 (unitless)
Temperature	60 Degrees Celsius
Total Phosphorus	10
Anionic Surfactants	150
Chlorides as Cl	1500
Sulphates as SO4	1500
Aluminum, total	50.0
Antimony, total	5.0
Arsenic, total	1.0
Bismuth, total	5.0
Cadmium, total	0.7
Chromium, total	2.8
Cobalt, total	5.0
Copper, total	2.0
Cyanide, total	1.2
Fluoride	10.0
Iron, total	50.0
Lead, total	0.7
Manganese, total	5.0
Mercury	0.01
Molybdenum, total	5.0
Nickel, total	2.0
Nitrogen, Total Kjeldahl	50.0
Selenium, total	0.8
Silver, total	0.4
Sulphide (as H2S)	1.0
Tin, total	5.0
Titanium, total	5.0
Vanadium, total	5.0
Zinc, total	2.0
Benzene	0.01
Chloroform	0.04
Dichlorobenzene (1,2-)	0.05
Dichlorobenzene (1,4-)	0.08
Ethylbenzene	0.06
Hexachlorobenzene	0.0001

## Attachment 1 – Draft Sewer Use Bylaw

Methylene chloride (dichloromethane)	0.09
PCB's (chlorobiphenyls)	0.004
Phenols, Total (or Phenolic compounds)	0.1
Tetrachloroethane (1,1,2,2 -)	0.06
Tetrachloroethylene	0.06
Toluene	0.02
Trichloroethylene	0.05
Xylenes, Total	0.3

DRAFT

Attachment 1 – Draft Sewer Use Bylaw

**SCHEDULE “C” RESTRICTED WASTE – STORM SEWER DISCHARGE**

<b>Substance</b>	<b>Total Concentration Limit [mg/L, except as noted]</b>
Biochemical Oxygen Demand	15
Suspended Solids, Total	15
Cadmium, total	0.001
Chromium, total	0.2
Copper, total	0.04
Lead, total	0.05
Mercury	0.001
Nickel, total	0.05
Zinc, total	0.05

DRAFT

## **SCHEDULE “D” BEST MANAGEMENT PRACTICES PLAN**

A Best Management Practice (BMP) Plan is a plan agreed to by the Municipality with guidance from the Ministry of Environment, Conservation, and Parks (MECP formerly MOECC) and is developed for activities which are associated with or ancillary to industrial manufacturing or treatment processes. The ancillary sources addresses in the BMP Plan are material storage areas, loading and unloading areas, plant site run-off, in-plant transfer, process and material handling areas and sludge and hazardous waste disposal areas. In general, the BMP Plan will include practices used by industry for pollution control from these sources, safety programs, fire protection, protection against loss of valuable raw materials or products, etc. The following elements must be included in a BMP Plan:

1. name and location of facility
2. statement of BMP policy and objectives
3. review by plant manager
4. establishment of BMP committee
5. risk identification and assessment
6. reporting of BMP Incidents
7. materials compatibility
8. good housekeeping
9. preventive maintenance
10. inspection and records
11. security
12. employee training



**Attachment 1 – Draft Sewer Use Bylaw**

**SCHEDULE “E” PART 1 PROVINCIAL OFFENCES ACT**

**Set Fine Schedule**

<b>ITEM</b>	<b>Column 1 Short form wording</b>	<b>Column 2 Provision creating or defining offence</b>	<b>Column 3 SET FINE</b>
1	Discharged hauled wastewater to the wastewater works without agreement	s. 2.1(c)	\$500.00
2	Discharged hauled waste to the sanitary or combined sewer without agreement	s. 2.1(c)	\$500.00
3	Discharge restricted substance with a pH less than 6.0 or greater than 9.5 to a sanitary or combined sewer	s. 2.3	\$500.00
4	Discharge restricted substance with a temperature greater than 60 degrees Celsius to the sanitary or combined sewer	s. 2.3	\$500.00
5	Discharge matter that may damage a storm sewer	s. 3.1(c)	\$500.00
6	Discharge matter that may interfere with proper operations of a storm sewer	s. 3.1(a)	\$500.00
7	Discharge matter that may obstruct or restrict the storm sewer	s. 3.1(b)	\$500.00
8	Discharge matter with a temperature greater than 40 degrees Celsius	s. 3.3(a)(1)	\$500.00
9	Discharge matter with a pH less than 6.0 or greater than 9.0 to the storm sewer	s. 3.3(a)(2)	\$500.00
10	Discharge matter with a visible film to the storm sewer	s. 3.3(a)(3)	\$500.00
11	Discharge matter with a sheen to the storm sewer	s. 3.3(a)(3)	\$500.00
12	Discharge solvent extractable matter of animal or vegetable origin to the storm sewer	s. 3.3(a)(3)	\$500.00
13	Discharge matter with two or more separate layers to the storm sewer	s. 3.3(a)(4)	\$500.00
14	Discharge wastewater to the storm sewer	s. 3.3(a)(2)	\$500.00
15	Discharge blowdown water to the storm sewer	s. 3.3(a)(3)	\$500.00
16	Discharge material from a groundwater remediation system to the storm sewer	s. 3.3(a)(4)	\$500.00
17	Discharge automotive or machine oils and grease to the storm sewer	s. 3.3(b)(5)	\$500.00
18	Discharge organic solvents to the storm	s. 3.3(b)(6)	\$500.00

**Attachment 1 – Draft Sewer Use Bylaw**

	sewer		
19	Discharge paint to the storm sewer	s. 3.3(b)(6)	\$500.00
20	Discharge combustible liquids to the storm sewer	s. 3.3(b)(12)	\$500.00
21	Discharge floating debris to the storm sewer	s. 3.3(b)(13)	\$500.00
22	Discharge fuel to the storm sewer	s. 3.3(b)(14)	\$500.00
23	Discharge pesticides to the storm sewer	s. 3.3(b)(19)	\$500.00
24	Discharge contaminants from an industrial process to the storm sewer	s. 3.3(b)(22)	\$500.00
25	Add matter to discharge for the purpose of dilution	s. 4.2	\$500.00
26	Fail to complete monitoring of a discharge to a wastewater works	s. 6.1	\$500.00
27	Fail to complete sampling of a discharge to a wastewater works	s. 6.1	\$500.00
28	Fail to install an interceptor for oil and grease	s. 9.1	\$500.00
29	Fail to install an interceptor for oil and lubricating grease	s. 9.2	\$500.00
30	Fail to install an interceptor for sediment	s. 9.3	\$500.00
31	Fail to maintain an interceptor	s. 9.5	\$500.00
32	Fail to produce maintenance records for the interceptor	s. 9.6	\$500.00
33	Dispose hauled wastewater to the wastewater works without a valid Hauled Wastewater Discharge Agreement	s. 11.1(c)	\$500.00
34	Fail to comply with all conditions of Hauled Wastewater Discharge Agreement	s. 11.1(d)	\$500.00
35	Fail to submit accurately completed manifest at time of discharge of hauled wastewater	s. 11.2(b)	\$500.00
36	Dispose hauled waste to the wastewater works without a valid Hauled Waste Discharge Agreement	s. 12.1(d)	\$500.00
37	Fail to comply with all conditions of Hauled Waste Discharge Agreement	s. 12.1(e)	\$500.00
38	Fail to submit accurately completed manifest at time of discharge of hauled waste	s. 12.2(b)	\$500.00
39	Unlawfully discharge non-contact cooling water to the sanitary or combined sewer	s. 13.1	\$500.00
40	Fail to immediately notify the Municipality with regard to a spill to a wastewater works and/or storm sewer works	s. 15.1(b)(i)	\$500.00
41	Fail to provide a spill report to the Municipality within 5 working days after a spill	s. 15.2	\$500.00
42	Fail to contain a spill	s. 15.3	\$500.00

### Attachment 1 – Draft Sewer Use Bylaw

43	Fail to clean up a spill and associated residue	s. 15.3	\$500.00
44	Hinder or prevent the Municipality from carrying out any of his/her powers or duties	s. 16.2	\$500.00
45	Damage or permit damage to a device installed in a wastewater works	s. 18	\$500.00
46	Tamper with a device installed in a wastewater works	s. 18	\$500.00
47	Fail to install a monitoring access point	s. 19.1	\$500.00
48	Fail to install an alternative device	s. 19.1	\$500.00
49	Fail to maintain a monitoring access point	s. 19.3	\$500.00
50	Fail to ensure a manhole is accessible at all times	s. 19.4	\$500.00
51	Fail to submit a compliance program progress report within 14 days of scheduled completion date	s. 20.6	\$500.00
52	Discharge wastewater that may result in a health or safety hazard	Sched. A,1,a	\$500.00
53	Discharge wastewater that may result in an offensive odour to emanate from wastewater works	Sched. A,1,f	\$500.00
54	Discharge wastewater that may result in damage to the wastewater works	Sched. A,1,g	\$500.00
55	Discharge wastewater that may result in an obstruction in the wastewater works	Sched. A,1,h	\$500.00
56	Discharge wastewater that results in a reading on an explosion hazard meter of two parts per million atmospheric hydrogen sulphide or greater	Sched. A,1,i,iii	\$500.00
57	Discharge wastewater with two or more separate liquid layers to the sanitary or combined sewer	Sched. A,2	\$500.00
58	Discharge hazardous industrial waste to the sanitary or combined sewer	Sched. A,3,a	\$500.00
59	Discharge hazardous waste chemicals to the sanitary or combined sewer	Sched. A,3,b	\$500.00
60	Discharge wastewater that contained combustible liquid to the sanitary or combined sewer S	Sched. A,3,c	\$500.00
61	Discharge wastewater that contained fuel to the sanitary or combined sewer	Sched. A,3,g	\$500.00
62	Discharge leachate to the sanitary or combined sewer	Sched. A,3,j	\$500.00
63	Discharge ignitable waste to the sanitary or combined sewer	Sched. A,3,k	\$500.00
64	Discharge pesticides to the sanitary or	Sched. A,3,n	\$500.00

**Attachment 1 – Draft Sewer Use Bylaw**

	combined sewer		
65	Unlawfully discharge stormwater to the sanitary or combined sewer	Sched. A,3,s	\$500.00
66	Unlawfully discharge water from drainage to the sanitary or combined sewer	Sched. A,3,s	\$500.00
67	Unlawfully discharge water from a watercourse to the sanitary or combined sewer	Sched. A,3,s	\$500.00
68	Unlawfully discharge uncontaminated water to the sanitary or combined sewer	Sched. A,3,s	\$500.00
69	Unlawfully discharge sewage containing water from a source other than the City water supply to the sanitary or combined sewer	Sched. A,3,t	\$500.00

DRAFT

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

**STAFF REPORT**

**DATE:** October 2, 2018

**TO:** Committee of the Whole

**FROM:** Niki Dwyer, Director of Planning

**SUBJECT:** **Stop-up and Disposition of a Right of Way  
William, Malcolm, James, Mary, John, Malloch and Maitland  
Road Allowances in Burnside Subdivision  
Plan 6262, Almonte Ward, Mississippi Mills**

---

**RECOMMENDATION:**

**THAT Council declare the road allowances known as William, Malcolm, Mary, Maitland, Part of James, Part of John, Part of and Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward, to be surplus to needs of the Municipality;**

**AND THAT Council pass a by-law to stop up part of the unopened road allowance known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward;**

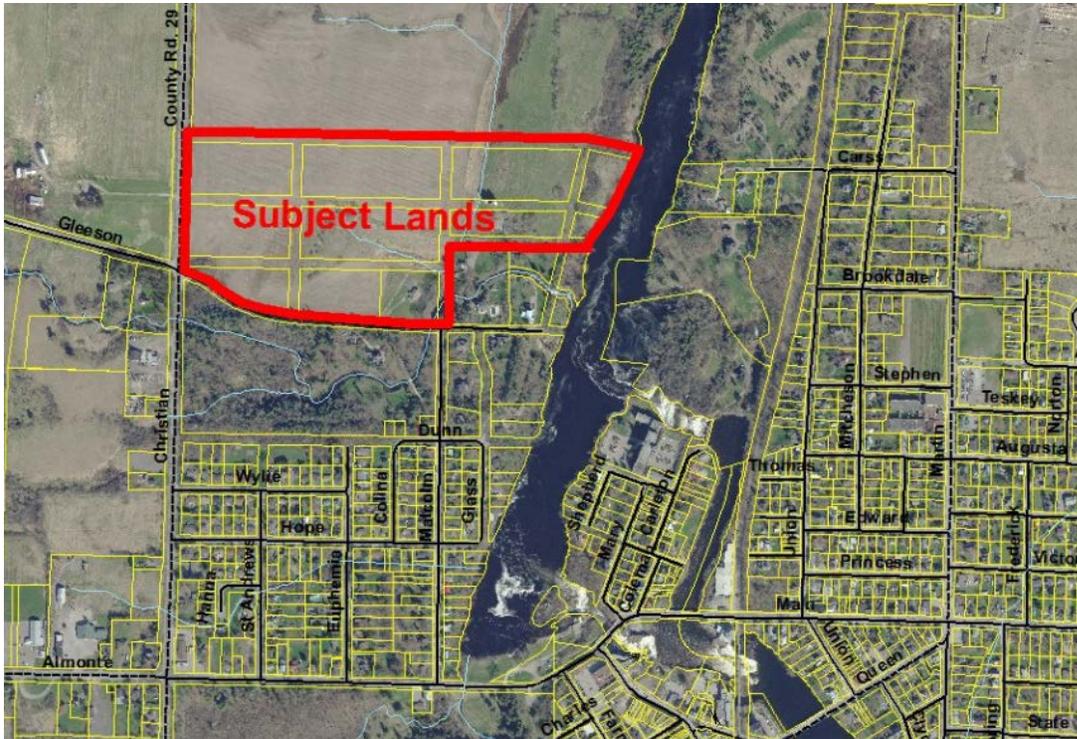
**AND THAT the Mayor and Clerk be authorized to enter into an Agreement of Purchase and Sale with Andrew and Glenna Brown regarding the conveyance of the road allowances known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of Plan 6262 to Andrew and Glenna Brown in exchange for part of PINS 0249, 0253 and 10' allowance of land along the John Street allowance north of 218 Strathburn St.**

**BACKGROUND:**

Andrew and Glenna Brown are the owners of a large contingent of agricultural lands in the Northwestern quadrant of Almonte Ward. The Brown's land is composed of several "parcels" of land identified by individual Property Identification Numbers (PINs) by the Ontario Land Registry. The Brown's have decided to sell their lands and are seeking to amalgamate the individual PIN's into a single parcel of land for conveyance. The PIN's are presently segmented by an original grid network of unopened and unmaintained road allowances owned by the Municipality of Mississippi Mills. The road allowances were surveyed and dedicated to the Municipality in the original Almonte Subdivision Plan 6262 in 1893. Although owned by the Municipality, the road allowances lands have been treated as part of the active farm lands maintained by the Brown's. If one

was to drive by the site, it would be easy to assume that the land was all part of a single land holding.

**Figure 1 – Subject Lands**



**DISCUSSION:**

The portion of the subject lands owned by the Brown’s represents an area of approximately 13.6ha and include a constructed single-detached dwelling, outbuilding and three silos. The Brown’s also own an additional 62.3 ha of land north of the site in rural Ramsay Ward. The vast majority of the land is actively farmed for crops, with a portion of the property to the east of the site maintained in a naturalized state. The site has notably been used by locals as a passive and somewhat informal natural trail along the river with a visible connection point on Strathburn Street.

The road allowances owned by the municipality represent an area of approximately 4.9ha.

The subject lands are designated “Residential” in the Municipality’s Official Plan and are zoned “Development” in Zoning Bylaw 83-11. The vision for the lands includes the eventual infill and construction of a residential development on the site. The growth needs of such a project have been forecasted and planned in the Municipality’s Servicing Master Plan and Development Charges Study. Any new development would require the dedication of municipal lands for roadways, easements, public greenspace and walkways.

The Municipality has circulated notification for the proposed closure and conveyance of the road allowance lands in accordance with the Municipality's Land Sale and Notice Policies. Staff received six inquiries from residents, most of whom indicated confusion regarding the location of the streets subject to discussion as they were unaware that road allowances existed on the subject lands. One resident requested information about future plans for the site, which staff confirmed would be subject to public discussion at the time of subdivision and zoning approvals when a proposal is brought forward to the Municipality.

**FINANCIAL IMPLICATIONS:**

In accordance with the Municipal land disposition policy, a narrative appraisal was recently completed for Maitland Street by Rivington and Associates. An assigned appraised value of \$0.96/sqft was given to the unopened road allowance.

In consultation with the Brown's, it is recommended that rather than sell the lands at the value of the appraisal, the Municipality transfer the lands for the sum of \$1.00 in exchange for the parcels adjacent to the Mississippi River, and the dedication of a parcel 10' wide along the John Street road allowance to connect to a walkway dedication at 218 Strathburn Street.

All costs associated with the surveying, appraisal, land transfer and registration will be the responsibility of the purchaser.

**SUMMARY:**

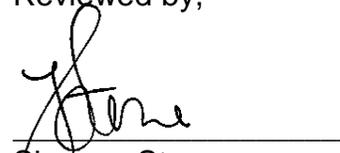
This transfer acknowledges that new land for road allowances, easements, greenspaces and walkways will be dedicated to the Municipality at no cost during future subdivision proposals in a configuration that best accommodates a modern and sustainable development pattern.

The proposal also seeks to ensure the preservation of public access to open space along the Mississippi River and seeks to provide fluid connection to existing pedestrian trail access points utilized by the public.

All of which is respectfully submitted,

  
Niki Dwyer MCIP, RPP  
Director of Planning

Reviewed by,

  
Shawna Stone  
Clerk

Appendix A – Land Dedication Map  
Appendix B – PIN Map (ServiceOntario)

**APPENDIX A – Land Dedication Map**







**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS**

**STAFF REPORT**

**DATE:** October 2, 2018  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** Financing of a Fire Truck, Grader, Ice Resurfacer and 2 Backhoes

---

**RECOMMENDATION:**

**THAT the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$943,600 at a fixed rate of 3.43% for 10 years to finance the purchase of a fire truck, grader, ice resurfacer and 2 backhoes.**

**BACKGROUND:**

The 2017 and 2018 budgets approved long term financing for the purchase a fire truck, grader, ice resurfacer and 2 backhoes. The long term financing of these capital items was also included in the long term financial plan.

**DISCUSSION:**

A formal letter for quotations with respect to terms, rates etc., was issued on September 12, 2018 with a closing date of September 24, 2018. The request for quotation was sent to the Royal Bank, the Bank of Montreal, the TD bank, Scotiabank and the Canadian Imperial Bank of Commerce. The following chart summarizes the quotations received:

	<b>Royal Bank of Canada</b>	<b>TD Bank</b>	<b>Bank of Montreal</b>	<b>CIBC</b>
<b>Rate for 10 years</b>	3.82% -no rate guarantee	3.43% -rate guaranteed to October 2, 2018	3.5% -rate guaranteed to November 5, 2018	4.72% -rate guaranteed to October 3, 2018

From the table above, the TD Bank is offering the lowest rate as of the date the quotes were due back which was September 24, 2018 and guarantees this rate to October 2, 2018.

**FINANCIAL IMPLICATIONS:**

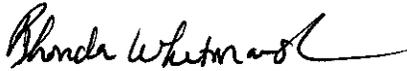
The loan payments were included in the budget. There are no further budget implications for 2018.

**SUMMARY:**

It is recommended that the long term financing for the loader and fire truck be obtained from the TD Bank for a fixed rate of 3.43 % for 10 years.

Respectfully Submitted

Reviewed by



Rhonda Whitmarsh,  
Treasurer



Shawna Stone,  
Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** October 2, 2018  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Deputy Clerk  
**SUBJECT: Advisory Committees – Terms of Reference**

---

### **RECOMMENDATION:**

**THAT Council approve the terms of reference for the advisory committees as presented.**

### **BACKGROUND:**

Staff presented a preliminary advisory committee structure report to Council on September 4, 2018 and a revised structure on September 18, 2018. The approved advisory committee makeup includes the following advisory committees:

1. Parks and Recreation Advisory Committee
2. Community Economic Development Advisory Committee
3. Transportation and Environment Advisory Committee
4. Heritage Advisory Committee
5. Accessibility Advisory Committee
6. Emergency Management Community Control Group
7. Community Policing Advisory Committee
8. Committee of Adjustment and Property Standards Advisory Committee

### **DISCUSSION:**

While it is the legislative mandate of Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to Council on programs and ideas, and to assist in enhancing the quality of life of the community, in keeping with Council's short and long term vision.

The attached terms of reference have been drafted to be purposefully open in order to allow Council the opportunity to empower advisory committees to advise, complete or provide recommendations on certain tasks, priorities or projects of the Municipality. Also included in the terms of reference for the Community Economic Development Advisory Committee and the Parks and Recreation Advisory Committee are guidelines for the

following working groups: Beautification, Riverwalk Expansion, and Agriculture. It is important to note that the working groups are intended to be fully community based with the goal to hear input and garner advice and recommendation on key topics. Additionally, these working groups would not be considered committees of Council and would therefore not have to abide by municipal policies or by-laws (such as the procedural by-law). These working groups would report to the appropriate advisory committee and not directly to Council, unless otherwise specified or requested by the advisory committee.

The drafted terms of reference for the three new advisory committees include aspects of the former advisory committee's terms of reference as well as best practice from other municipalities. The terms of reference for the mandated committees have been updated to have similar format to the new terms of reference, but the overall information has had minimal or insignificant modifications made. The terms of reference for the Heritage Advisory Committee is not included in this report as the Planning Department will be bringing forward amendments to the By-law 07-16 in order to properly reflect current planning requirements and policies. These amendments will be brought forward to Council in November. In consultation with the Director of Planning, the membership requirements of the committee will likely not change; therefore, we will still be able to advertise for membership in early November.

In order to ensure that the advisory committees are ready to commence early in the new term of Council, staff will advertise for new membership early in November. The terms of reference will need to be approved in order to advertise properly to ensure that the desired membership is obtained, for example, number of members and desired expertise of members.

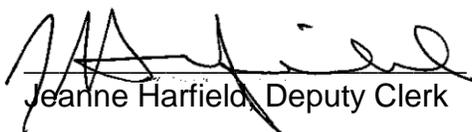
**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

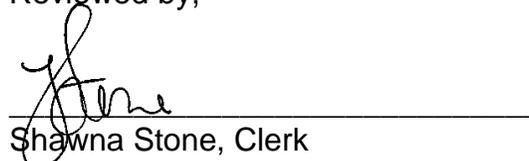
**SUMMARY:**

Advisory committees play a key role in providing Council with recommendations and advice on municipal priorities. With a new advisory committee structure updated terms of reference were required. The terms of references will need to be approved prior to November in order to adequately advertise for community participation on these committees. The newly sworn in Council will then be in the position to appoint membership to their advisory committees early in their term.

Respectfully submitted,

  
Jeanne Harfield, Deputy Clerk

Reviewed by,

  
Shawna Stone, Clerk

Attachments:

1. Community Economic Development Terms of Reference
2. Parks and Recreation Terms of Reference
3. Transportation and Environment Terms of Reference
4. Accessibility Advisory Terms of Reference
5. Committee of Adjustment and Property Standards Terms of Reference
6. Community Policing Advisory Committee Terms of Reference
7. Emergency Management Community Control Group Terms of Reference

## ATTACHMENT 1



---

# Community Economic Development Advisory Committee Terms of Reference

---

## 1.0 Mission Statement

The Community Economic Development Advisory Committee (CEDC) is an advisory committee of Council with a mandate to foster, promote and implement economic, business and tourism development initiatives within the Municipality of Mississippi Mills. Mississippi Mills is a diverse municipality with strong rural and urban roots; the committee will work to promote development across all sectors.

## 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting community and economic development.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Identify activities, events and opportunities to promote economic growth and tourism in Mississippi Mills.
- e. Provide a voice and forum for businesses, agriculture community, rural and urban communities, and arts and culture for the greater good of Mississippi Mills.
- f. Encourage community involvement in matters and projects related to economic development.
- g. The Committee shall assist with the development of new and innovative programs and services that positively affect the operation of the Department of Recreation and Culture.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. Up to 7 members of the public representing various sectors of the business community with diverse knowledge:
    - 1 representative of rural business community
    - 1 representative of urban business community
    - 1 representative from the arts and culture community
    - 1 representative from the agricultural community
    - 1 representative from Riverwalk
    - 1 member with marketing or tourism related experience
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The CEDC shall meet a minimum of ten (10) times per year.
- f. The CEDC shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

### **4.0 Committee Support**

The Community Economic & Culture Coordinator is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



## APPENDIX I

---

### Agriculture Working Group Guidelines

---

The Agriculture Working Group is an advisory group to the Community Economic Development Advisory Committee. Agriculture and agribusiness create employment and are large economic contributors to Mississippi Mills.

#### **General Objectives:**

- Provide advice on agricultural matters (policies, projects, other governmental programs, etc.)
- Assist with the implementation of programs as prescribed by the Economic Development Committee.
- Support awareness raising initiatives to support the local agriculture community in keeping with the overall objectives and priorities of the Municipality.
- Report back to CEDC with advice or information in writing, verbal report, or as a delegation to CEDC.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the agricultural community.
- 1 member of the CEDC will be a liaison between the working group and CEDC.
- The terms of office for the working group shall be established by the CEDC.

## APPENDIX II

---

### **Riverwalk Expansion Working Group Guidelines**

---

The Riverwalk Expansion Working Group is an advisory group to the Community Economic Development Committee. The Riverwalk Expansion Working Group has a clear mandate to promote, advance, define, extend and fundraise for the expansion of the Riverwalk.

#### **General Objectives:**

- Promote and encourage community involvement in the Riverwalk project.
- Assist with projects and programs related to the Riverwalk.
- Host public fundraising events or initiatives for the Riverwalk.
- Liaise with the CEDC on the Riverwalk expansion.
- Report back to the CEDC with advice or information in writing, verbal report, or as a delegation to the CEDC.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the community.
- 1 member of the CEDC will be a liaison between the working group and the CEDC.
- The terms of office for the working group shall be established by the CEDC.

## ATTACHMENT 2



---

# Parks and Recreation Advisory Committee Terms of Reference

---

## 1.0 Mission Statement

The Parks and Recreation Advisory Committee is an advisory committee of Council with a mandate to provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the quality of life for Mississippi Mills residents through a wide range of innovative, inclusive and accessible programming, providing opportunities for physical activity, social interaction and community engagement.

## 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- e. Help identify to staff and/or Council recommendations regarding: community parks, recreation trails, sport, and recreation services that exist or may be needed.
- f. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- g. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of Mississippi Mills.
- h. Encourage community involvement in matters and projects related to parks and recreation.
- i. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- j. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. Up to 7 members of the public representing various recreation groups.
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. The Parks and Recreation Advisory Committee shall meet a minimum of ten (10) times per year.
- e. The Parks and Recreation Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

### **4.0 Committee Support**

The Recreation Manager is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

## APPENDIX I

---

### Beautification Working Group Guidelines

---

The Beautification Working Group is an advisory group to the Parks and Recreation Advisory Committee. The purpose of the working group is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

#### **General Objectives:**

- Coordinate and/or assist with projects and programs related to: public art, streetscapes, banners, planting (including baskets), maintenance and clean up (Pitch in Program)
- Encourage community involvement in advancing and maintaining the beautification and aesthetics of Mississippi Mills.
- Assist with the implementation of programs as prescribed by the Parks and Recreation Advisory Committee.
- Report back to the Parks and Recreation Advisory Committee with advice or information in writing, verbal report, or as a delegation to the Parks and Recreation Advisory Committee.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors.
- 1 member of the Parks and Recreation Advisory Committee will be a liaison between the working group and the Parks and Recreation Advisory Committee.
- The terms of office for the working group shall be established by the Parks and Recreation Advisory Committee.

## ATTACHMENT 3



---

# Transportation and Environment Advisory Committee Terms of Reference

---

## 1.0 Mission Statement

The Transportation and Environment Advisory Committee is an advisory committee of Council with a mandate to advise and support Council in the implementation of the Active Transportation Master Plan, provide recommendation as requested on environmental issues, programs, policies and projects; and to provide support on other related issues as requested by Council.

## 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to transportation, active transportation master plan, the OVRT, and the environment.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Review and provide comment on new public works capital projects with the objective of meeting complete street objectives.
- e. Provide a voice and forum for accessible, pedestrian friendly and cycling friendly community, environmental issues, and transportation-related matters.
- f. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- g. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. Up to 7 members of the public representing various sectors of the community
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. The Transportation and Environment Advisory Committee shall meet a minimum of ten (10) times per year.
- e. The Transportation and Environment Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

### **4.0 Committee Support**

The Director of Roads and Public Works is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



---

## Accessibility Advisory Committee Terms of Reference

---

*\*This is a mandated committee per the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

### 1.0 Mission Statement

The Accessibility Advisory Committee (AAC) advises and assists Council and staff in promoting and facilitating accessible services and facilities. This is achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by people with disabilities.

### 2.0 General

- a. Advise municipal council about:
  - i. the requirements and implementation of accessibility standards
  - ii. the preparation of accessibility reports
  - iii. other matters for which the council may seek its advice
- b. Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects.
- c. Perform all other functions that are specified in the regulations.
- d. To advise Council on other accessibility related issues.
- e. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- f. The AAC may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### 3.0 Committee Structure

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)



- iii. Staff support
- iv. No less than five(5) and no more than (7) members of the public comprised of the following:
  - Majority of members who are people with disabilities
  - 1 professional from the stakeholder community
  - 1 citizen volunteer
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The AAC shall meet a minimum of six (6) times per year.
- f. The AAC shall report directly to Council, with each of the AAC minutes forwarded to Council for acceptance.

#### **4.0 Committee Support**

The Clerk or Deputy Clerk is designated as the staff resource. Additional staff resources may be utilized as required.

#### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

## ATTACHMENT 5



---

# Property Standards and Committee of Adjustment Terms of Reference

---

\* *This is a mandated committee as per The Planning Act (Committee of Adjustment) and by Municipal By-law 03-35 (Property Standards)*

## 1.0 Background

This Committee serves two functions: the consideration of applications under Section 45 of the *Planning Act*; and consideration of appeals under the Property Standards By-law (by-law 03-35).

## 2.0 Powers of Committee

The Committee of Adjustment is established by By-law 13-08 passed under the *Planning Act*, Section 44. Pursuant to the *Planning Act*, Section 45, the Committee may consider applications for minor variance to the Municipality's Zoning By-law, may permit a change or extension of a legal non-conforming use and may be requested to interpret the Zoning by-law where a term is defined in a general manner. This does not include the authority to grant relief from application fees, as this has been reserved by and for Council.

The Property Standards Committee is established by By-law 03-35 passed under section 15.6 of the *Building Code Act*. The Property Standards Committee considers appeals to orders issued by an enforcement officer directing a property owner to comply with the Property Standards by-law as established under Section 15 of the *Act*.

## 3.0 Scope

The Committee is a quasi-judicial authority responsible for considering minor variance and appeals in a merits based assessment and in an unbiased manner and must conduct hearings in a transparent, balanced and responsible manner.

With respect to the *Planning Act*, Section 45 the Committee must determine if requests for minor variance meet the four tests established under the *Act*. It has authority to determine if changes in non-conforming use or enlargement of non-conforming structures represent appropriate changes consistent with good planning principals and is to make decisions that are consistent with the intent of the Official Plan and Zoning By-law and Provincial Policies.

With respect to Section 15 of the *Building Code Act* the Committee may alter or rescind property standards orders issued by municipal enforcement staff where the Committee determines that such action would be consistent with the Property Standards By-law, the Official Plan and/or an applicable policy statement.

#### **4.0 Appointment of Committee**

- a. The Committee shall be composed of three (3) qualified electors of the Municipality. No member of the committee shall be a paid employee of the Municipality. Preference will be given to candidates with relevant experience in planning and architecture. (as per By-law 03-35 and By-law 13-08).
- b. The term of office for members shall be the Term of Council and hold office until their successors are appointed.
- c. Members are eligible for re-appointment at the discretion of Council.
- d. When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
- e. If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
- f. The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
- g. The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
- h. At any meeting of the Committee, a quorum shall consist of two (2) members of the Committee.

#### **5.0 Committee Support**

The Director of Planning is designated as the staff resource. Additional staff resources may be utilized as required.

## APPENDIX I

### THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

#### BY-LAW NO. 13-08

**BEING** a by-law to establish a Committee of Adjustment for the Town of Mississippi Mills.

**WHEREAS** pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13 as amended, the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as the council considers advisable;

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

1. In this by-law, unless the context otherwise requires,
  - a) "Committee" means the Committee of Adjustment;
  - b) "Council" means the Council of the Corporation of the Town of Mississippi Mills;
  - c) "Town" means the Corporation of the Town of Mississippi Mills.
2. The Committee shall be composed of three (3) qualified electors of the Town. No member of the committee shall be a paid employee of the Town. Preference will be given to candidates with relevant experience in planning and architecture.
3.
  - a) The Committee members shall be appointed by Council.
  - b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
  - c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
  - d) If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
  - e) The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
  - f) The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
  - g) At any meeting of the Committee, a quorum shall consist of two (2) members of the Committee.

4. The Committee shall be tasked with the following matters pertaining to a zoning by-law passed under section 34 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:
  - a) Consider applications concerning minor variance from the provisions of the zoning by-law, in respect of the land, building or structure or the use.
  - b) Consider applications pertaining to the enlargement or expansion of legal non-complying or non-conforming uses provided that they legally existed prior to the passing of the zoning by-law.
5. Committee members shall receive a per diem rate of \$75.00 per meeting to be paid at the end of each fiscal year.
6. The Town Planner shall serve as Secretary-Treasurer for the Committee with the following duties:
  - a) Shall keep on file minutes and records of all applications and the decisions thereon and all other official business of the committee subject to legislative requirements.
  - b) Shall ensure proper notice is provided as required under the Planning Act, R.S.O. 1990, c. P. 13 as amended.
  - c) Provide an annual report to the Committee and members of Council.
7. The following rules apply to the holding of hearings and decisions:
  - a) The hearing on any application shall be held within thirty days after the application is received by the secretary-treasurer.
  - b) The committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application.
  - c) The hearing of every application shall be held in public, and the committee shall hear the applicant and every other person who desires to be heard in favour of or against the application, and the committee may adjourn the hearing or reserve its decision.
  - d) The chair, or in his or her absence the acting chair, may administer oaths.
  - e) No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.
  - f) Any authority or permission granted by the committee may be for such time and subject to such terms and conditions as the committee considers advisable and as are set out in the decision.

- g) If the committee imposes terms and conditions, it may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions, and in that case the requirement shall be set out in the decision.
  - h) An agreement entered into may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners of the land.
  - i) The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,
    - o to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;
    - o to the applicant; and
    - o to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision, together with a notice of the last day for appealing to the Municipal Board.
8. In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the Town and while acting bona fide within the limits of the authority of this by-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Town shall become liable without having previously obtained the approval of Council.
9. This by-law shall come into effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 22<sup>nd</sup> day of January, 2013.

---

John Levi, Mayor

---

Robert Tremblay, Town Clerk

## APPENDIX II

### BY-LAW NO. 13-08 (Section 8.3)

(This section is amended by By-law 09-86)

#### 8.3 PROPERTY STANDARDS COMMITTEE

- 8.3.1 Every person who initiates an appeal of an Order made under Section 15.2(2) of the Ontario Building Code Act, S.O. 1992, c23, shall submit a Notice of Appeal in the time frame and manner as prescribed in section 15.3(1) of the Act. All Notices of Appeal shall be accompanied by a non-refundable payment of one hundred (\$100.00) dollars.
- 8.3.2 A Property Standards Committee shall be established and shall consist of a minimum of three (3) people appointed by Council.
- 8.3.3 The members of the Committee shall appoint one of themselves as Chair, and when the Chair is absent, the Committee may appoint another member to act as Chair pro tempore and any member of the Committee may administer oaths.
- 8.3.2 The Secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee and Section 74 of the Municipal Act applies mutatis mutandis to such documents. The Secretary shall be comprised of a Municipal Staff member, appointed by the Committee.
- 8.3.4 A majority of the Committee constitutes a quorum and the Committee may adopt its own rules of procedure but before hearing an appeal it shall give notice or direct that notice be given of such hearing to such persons as the Committee considers should receive notice.
- 8.3.5 Where an appeal has been taken, the Committee shall hear the appeal and shall have all the powers and functions of the Officer who made the order and may:
- a. Confirm, modify or rescind the order to demolish or repair;
  - b. Extend the time for complying with the order if, in the Committee's opinion, the general intent and purpose of the by-law and of the Official Plan or policy statement are maintained.



---

## The Community Policing Advisory Committee Terms of Reference

---

### 1.0 Mission Statement

The Mississippi Mills Community Policing Advisory Committee (CPAC) is to provide a mechanism for independent community guidance, governance and accountability for policing at the local level.

### 2.0 General

The responsibilities of the Mississippi Mills Community Policing Advisory Committee (CPAC) include, but shall not be limited to the following:

- a. To provide input to the Detachment Commander regarding priorities and objectives for police services in the community.
- b. To receive regular reports from the Detachment Commander concerning community policing issues, initiatives and statistics as requested by the Committee.
- c. To ensure meetings are open to the public. When public is excluded such exclusion shall only be done in accordance with Section 35 of the *Police Services Act*.
- d. To receive and address issues brought to the Board's attention by the citizens of Mississippi Mills.
- e. To attend community events and meetings, when reasonably practical and when invited.

### 3.0 Appointment of Committee

- a. The Committee shall consist of five (5) members. There shall be two (2) members appointed from the community, two (2) members of Council and one (1) representative from the Ontario Provincial Police (OPP).
- b. All new appointees to the CPAC will receive training with respect to their roles and responsibilities.
- c. The CPAC shall elect a Chair and Vice-Chair and appoint a Secretary-Treasurer.
- d. All members of the CPAC shall sign a Code of Conduct for Committee / Board members.



- e. The CPAC shall meet at least four (4) times a year and a majority of the members shall constitute a quorum.

#### **4.0 Committee Support**

A staff resource person will be utilized for taking minutes and compiling the agenda. Additional staff resources may be utilized as required.

#### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



---

## Emergency Management Community Control Group Terms of Reference

---

*\*This is a mandated committee per the Emergency Management and Civil Protection Act and O.Reg 380/04*

### 1.0 Mission Statement

*The Emergency Management and Civil Protection Act, R.S.O. 1990,c.E.9 and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario municipalities. The emergency management program shall consist of the following:*

- designation of a community emergency management coordinator (CEMC);
- formation of a community emergency management program committee;
- publication of an approved community emergency plan;
- development of an appropriate community emergency operations centre;
- development of an appropriate community emergency response capability;
- conduct annual training and exercises for the emergency operations control group, 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;
- development and implementation of a public awareness program and education on risks to public safety and on public preparedness for emergencies;
- identification of individuals to act as community emergency information staff;
- conduct an annual review of the community emergency management program.

### 2.0 General

- a. The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).
- b. The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).
- c. The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).
- d. The committee shall advise the council on the development and implementation of the municipality's emergency management program O. Reg. 380/04, s. 11 (5).

- e. The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).
- f. The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).
- g. If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).
- h. The group may at any time seek the advice and assistance of the following:
  - i. Officials or employees of any level of government who are involved in emergency management.
  - ii. Representatives of organizations outside government who are involved in emergency management.
  - iii. Persons representing industries that may be involved in emergency management.

### **3.0 Appointment of Committee**

- a. The Emergency Management Community Control Group shall be composed of the following:
  - i. The municipality's emergency management program co-ordinator;
  - ii. A senior municipal official appointed by the council;
  - iii. Such members of the council, as may be appointed by the council;
  - iv. Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
  - v. Such other persons as may be appointed by the council, the persons appointed may only be:
    - officials or employees of any level of government who are involved in emergency management;
    - representatives of organizations outside government who are involved in emergency management; or
    - persons representing industries that may be involved in emergency management.
- b. The Emergency Management Community Control Group shall meet a minimum of four (4) times per year.

## **All-terrain wheelchair is new feature at Lanark Lodge**

Lanark County's accessible trail – the Tay River Pathway – just got even more accessible for Lanark Lodge residents thanks to a new all-terrain wheelchair.

The Tay River Pathway is located behind the Lanark County Administration Building, Lanark Lodge and Perth Community Care Centre. The looped trail is 1 kilometre in length and passes by the Round Garden (designed for all the senses), a white pine reforestation and several donated park benches. In 2016, the trail was extended to the Tay River with a boardwalk and viewing platform, thanks to generous contributions from the community and volunteers.

This spring, members of the Lanark County Municipal Trails Corporation (LCMTC), which oversees trails in the county, discussed ways to overcome the issue of it sometimes being difficult to push wheelchairs on the trail, which has been finished with a layer of stone dust to help with accessibility.

“The purpose of the trail is to be a unique, fully accessible outdoor experience,” explained Councillor Brian Campbell (Tay Valley Deputy Reeve), who is chair of LCMTC and the county's public works committee. “The group felt an all-terrain wheelchair would be a great benefit to the residents of Lanark Lodge in order for them to better access the Tay River Pathway.”

The initiative was spearheaded by Mr. Campbell in conjunction with members of LCMTC and Lanark Lodge staff. The wheelchair was locally sourced and purchased from Home Health Smiths Falls. It is available to Lanark Lodge residents on a sign-out basis.

“Accessibility is always at the forefront of our minds, particularly as we focus on developing and maintaining our trails, so I am really pleased that we were able to implement a solution so quickly to allow Lanark Lodge residents to fully access this tremendous outdoor experience we have in our own backyard,” Mr. Campbell added.

– 30 –

**Photo available at:** <https://www.dropbox.com/s/csyufxns2f1wrpk/all-terrain%20wheelchair-adj.jpg?dl=0>

Cutline: Lanark Lodge residents now have access to an all-terrain wheelchair for use on the accessible Tay River Pathway, which is located behind the facility. From left: Susan Roberts, Associate Director of Care; Kevin Carnrite, Recreation Aide; Glenna Churchill, Director of Care; Councillor Brian Campbell (Tay Valley), Chair of the Lanark County Municipal Trails Corporation and the Public Works Committee; Jennie Bingley, Interim Director of Lanark Lodge; and Lanark Lodge residents Doris Rutherford (seated in the new wheelchair) and Debbie Wilson.

For more information, contact:  
Jennie Bingley, Interim Director of Lanark Lodge  
Lanark County  
1-888-9-LANARK, ext. 1320

## **Lanark Lodge celebrates opening of new patio**

Residents, families, staff and local political representatives were on hand for the official opening of a beautiful patio area for residents of the Maples Unit at Lanark Lodge on Wednesday, Sept. 12.

The Lodge received approval from the Ministry of Health and Long-Term Care for the patio, which replaces an old greenhouse at the rear of the facility that had not been in use for more than seven years.

“This new three-season space will be a huge benefit to some of our most complex residents,” said Jennie Bingley, Interim Director of Lanark Lodge. “It caters to residents of the Maples, which is a more secure area for those who have a variety of cognitive impairment, such as dementia.”

There are currently 43 residents in the unit. They will be supervised when using the patio, which is wheelchair accessible and has railings in place. Residents in other parts of the Lodge have access to different outdoor spaces.

“It is exciting to be able to take these residents outdoors because before it was unsafe to do so,” explains Susan Roberts, Associate Director of Care. “Now they can access the fresh air and view the Tay River Pathway, where there are always people walking and lots of things to see, including wildlife. Our residents were used to being outside before they were admitted to the home, so this improves quality of life for them.”

Glenna Churchill, Director of Resident Care, notes it is also a benefit for visiting family members and provides a different environment for visits. “It offers another diversional activity for these residents given the complexity of their care needs.” She added the Lodge would welcome opportunities to partner with people in the community who can provide safe, outdoor games for residents to watch or take part in, such as croquet.

Local businesses were more than receptive when asked for donations of furniture, planters and plants for the space, and donors, including Canadian Tire (Pierre Hofstatter), Home Hardware (Chris Samson), Whyte’s Maintenance (Martin Whyte), Hillside Gardens (Carol Onion), and Joan MacIntosh and Hilda Sproule of the Lanark Lodge Volunteer Team.

“There was an incredible effort by volunteers, staff and the community to bring this beautiful space to fruition,” said Lanark County Warden John Fenik. “On behalf of our residents, their families, Lanark Lodge staff and county council, thank you for your contributions toward improving quality of life for our residents.”

Lanark Lodge is always seeking volunteers to help with activities. If interested, please contact Kevin Carnrite, Life Enrichment/Volunteer Coordinator, at 613-267-4225 ext. 7502.

– 30 –

### **Photos available**

at: <https://www.dropbox.com/sh/za92vmzautbfduy/AABqijkjNyjFvM1UFnnD4WXIa?dl=0>

**Photo captions:**

Lanark Lodge Patio Opening1: The official opening of a new patio at Lanark Lodge for residents in a specialized unit at the home was held on Wednesday afternoon. This will allow the residents supervised access to an accessible outdoor space.

Lanark Lodge Patio Opening2: From left, Tim Tye and Martin Whyte of Whyte's Maintenance along with Susan Roberts, Associate Director of Care, assist with the ribbon cutting for the new patio at Lanark Lodge.

Lanark Lodge Patio Opening3: The residents from left to right are Pete Peterson, Grant Donaldson, Dorothy McDonnell (behind pillar), John Searle (in wheelchair), Barbara Bush, Dorothy Kelly, Sally (private care giver), Ann Clarke, Debbie Wilson and Winnie Gilbert (back of head).

For more information, contact:  
Jennie Bingley, Interim Director  
Lanark Lodge  
1-888-9-LANARK, ext. 1320

Glenna Churchill, Director of Resident Care  
Lanark Lodge  
1-888-9-LANARK, ext. 7201

**INFORMATION LIST #13-18**  
**October 2, 2018**

The following is a list of information items received as of September 24, 2018.

<b>Item #</b>	<b>Date</b>	<b>Originator</b>	<b>Subject</b>
1	22-Aug-18	Local Planning Appeal Support Centre	Interim Guide to Services and Eligibility
2	19-Sept-18	Mississippi Valley Textile Museum	MVTM Explores the Rosamond Legacy
3	34-Sept-18	Lanark County	Invitation re: OVRT Grand Opening

August 22, 2018

Mayor Shaun McLaughlin  
Corporation of the Municipality Mississippi Mills  
P.O. Box 400 3131 Old Perth Road, R.R.2  
Almonte ON  
K0A 1A0

Dear Mayor McLaughlin,

I am pleased to share with you an **Interim Guide to Services and Eligibility** for the new Local Planning Appeal Support Centre. Since our new agency began operation in April, we have been working to develop a full complement of services to support the Ontario public with information, advice and representation in planning matters.

We are now consulting broadly on our interim plan for services with our stakeholders and would like your help. Please review our enclosed brochure and let us know what you think. Are we meeting the needs of the Ontario public with our plan? How could we better support your needs? We invite you to comment on our online form at [www.lpasc.ca/consultation](http://www.lpasc.ca/consultation).

As a new agency of the Government of Ontario, it is imperative that we listen to our stakeholders and clients and adapt our services according to their needs. Your feedback is important to helping us achieve this goal. Our consultation period will remain open until October 31, 2018.

I have also included copies of our new poster that can be displayed in the public areas of your constituency or municipal offices to let your community know about our services. We would appreciate your help in bringing our services to the attention of your community. You can obtain copies of our brochure or poster, in English or French, by downloading them from our website at [www.lpasc.ca](http://www.lpasc.ca) or emailing us at [info@lpasc.ca](mailto:info@lpasc.ca).

Please do not hesitate to contact us if you have any questions or would like to discuss a planning matter.

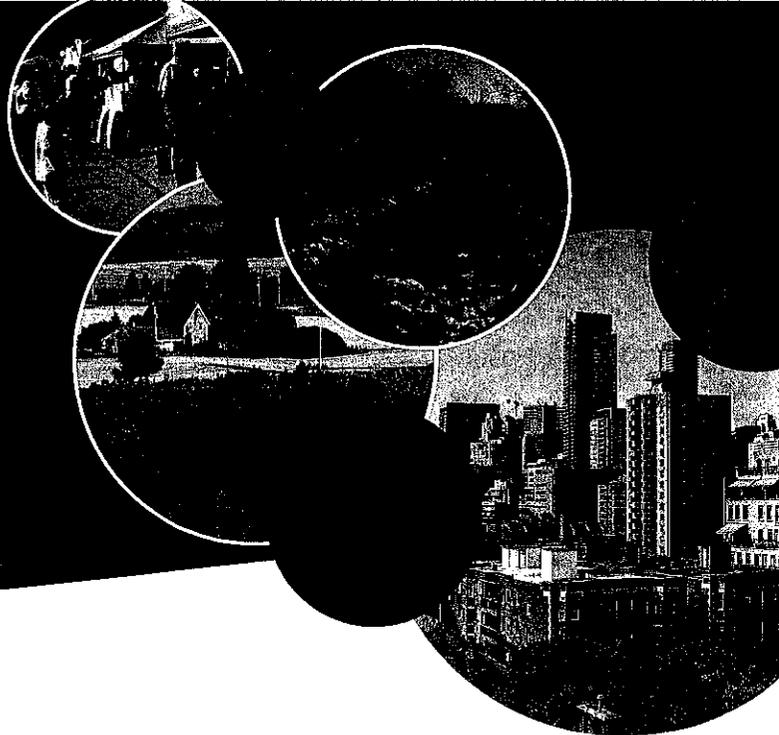
Yours sincerely,



Anna Pace  
Chair, LPASC



# Do you need help with a planning matter?



Ontario's new **Local Planning Appeal Support Centre** helps people navigate the planning approval and appeal process for projects underway in their local community.

## We can help you:

- Understand the land use planning and appeals process in Ontario
- Participate in early engagement and resolution
- Express your concerns in land use planning terms
- Prepare to present at a public meeting, mediation or hearing
- Complete appeal forms and other documentation required by the Local Planning Appeal Tribunal
- By providing planning and legal assistance at a hearing

## Contact Us:

Monday to Friday, 8:30 am to 5 pm

☎ 647-499-1646

✉ info@lpasc.ca

🌐 www.lpasc.ca

Toll-free: 1-800-993-8410

TTY: 647-499-1648

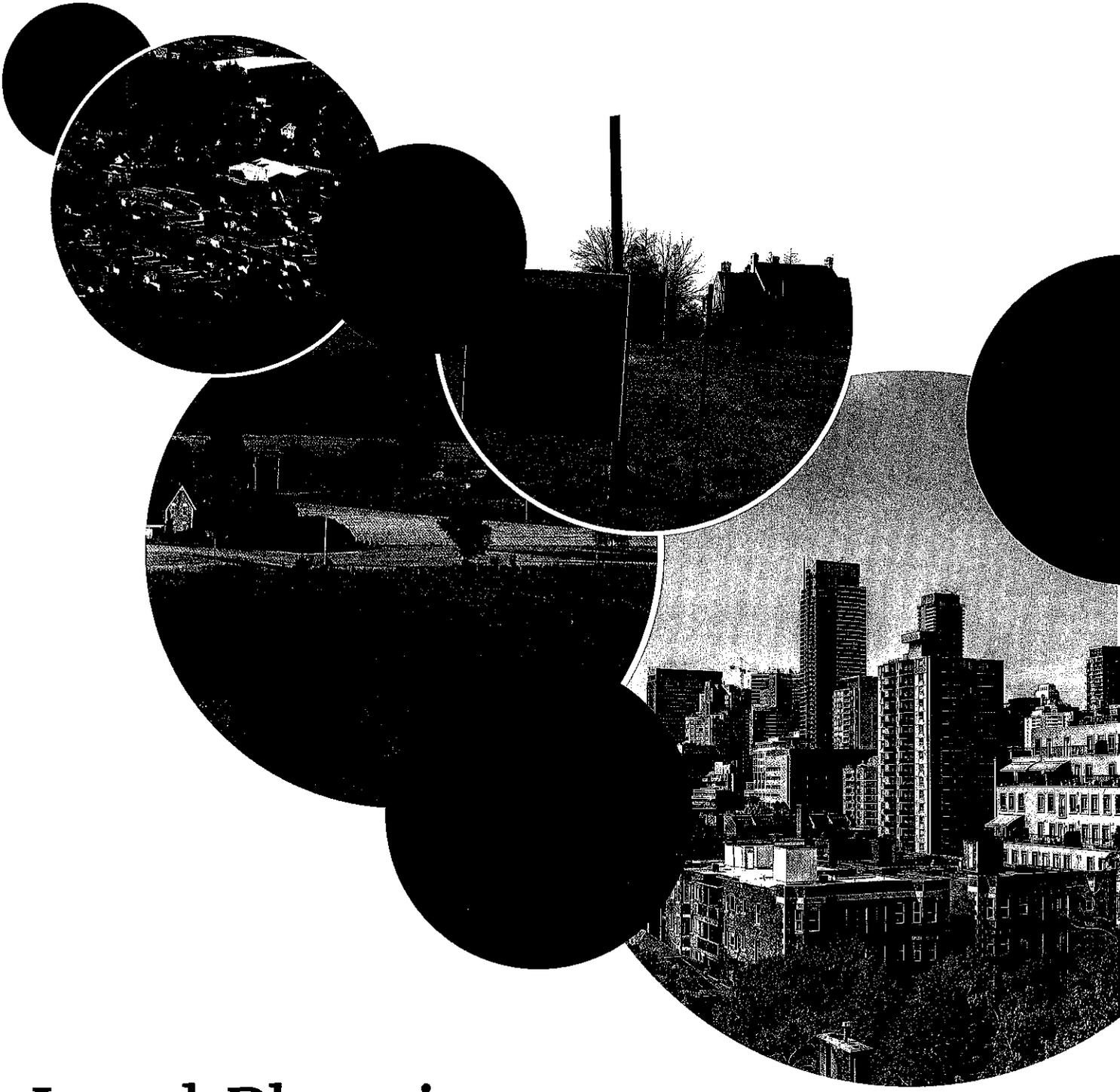
TTY Toll-free: 1-800-993-8411

lpasc.ca



Local Planning Appeal Support Centre  
700 Bay Street, 12<sup>th</sup> Floor, Toronto, Ontario M5G 1Z6





# Local Planning Appeal Support Centre

Interim Guide to Services and Eligibility

An agency of the Government of Ontario

**August 2018**

To the clients and stakeholders of LPASC,

Since opening its doors in April 2018, LPASC has been moving quickly to offer a full complement of services to support the Ontario public in planning matters. In only a few short months, clients from over 80 different communities across Ontario have sought advice and assistance from our legal and planning teams.

Growth and development are vital for Ontario's prosperity, yet our public often don't have the information or means to participate in the planning process and, potentially, to influence decisions that affect their communities. LPASC services are designed to help the public engage early in the planning process and, if necessary, navigate the appeal process effectively. Our goal is to help parties find a path to resolution as quickly as possible because we believe that is good for everyone—the municipality, the developer, the public and the Ontario taxpayer.

As a new agency of the Government of Ontario, it is imperative that we listen to our stakeholders and clients and adapt our services according to their needs. To this end, we have produced this brochure outlining our interim plan for services and their eligibility criteria. We are inviting our clients and stakeholders to provide feedback to help us further refine our plan. Please visit [www.lpasc.ca/consultation](http://www.lpasc.ca/consultation) to complete our feedback form.

We look forward to hearing from you.

Yours sincerely,

Anna Pace  
Chair, Local Planning Appeal Support Centre

## CONTENTS

- 03 I. Introduction
- 04 II. Information Services
- 05 III. Professional Services
- 06 IV. Eligibility Criteria
- 07 V. Service Agreement
- 07 VI. Contact us

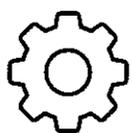
# I. INTRODUCTION

The Local Planning Appeal Support Centre ('LPASC' or 'Centre') provides free services for individuals and groups who are, or wish to become, engaged in planning matters under the *Planning Act* and within the jurisdiction of the Local Planning Appeal Tribunal ('LPAT').

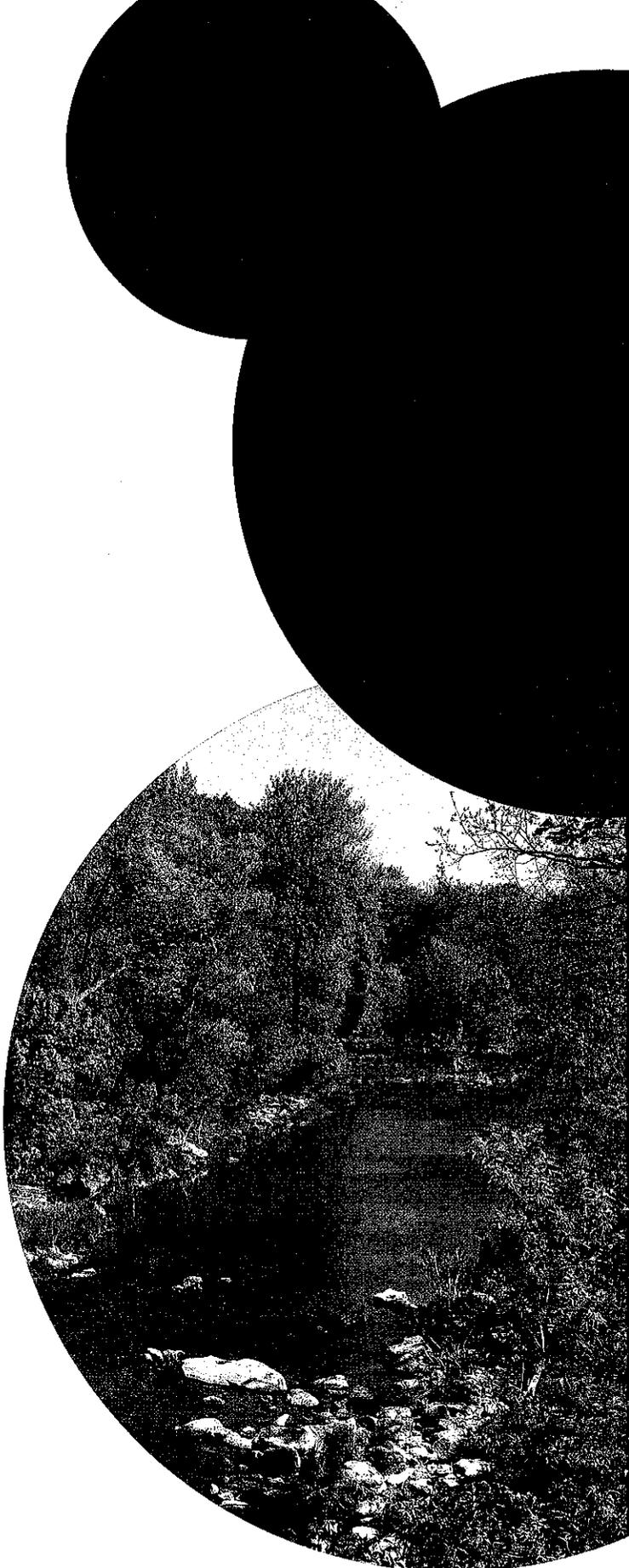
The Centre provides two categories of services to individuals and groups:



**Information Services** include free information and guidance for all individuals and groups interested in understanding or participating in the land use planning and appeal process. We encourage you to consult our free Information Services before requesting Professional Services.



**Professional Services** include free professional planning and/or legal services in response to a development application, policy amendment or in support of an LPAT appeal. This will be assessed on a case-by-case basis, according to the eligibility criteria set out in section IV below. As a publicly funded organization with limited resources, the Centre gives priority to cases with strong legal or planning merits, or that raise issues of public interest, or that may have a broad impact on land use planning matters in Ontario.



## II. INFORMATION SERVICES

The Centre offers free information resources and general planning guidance that can help you understand how to get involved in land use planning matters and the appeal process. Visit our **website** or contact us by phone or email for information on:

### Land Use Planning

- Overview of the land use planning system and processes in Ontario;
- How to participate in land use planning matters;
- Legislation, provincial policies, or local official plans.

### Local Planning Appeal Tribunal

- Overview of the appeal process through the Local Planning Appeal Tribunal;
- Self-help guides, including 'How to appeal a land planning decision' and 'How to complete an appeal form.'
- Information on transition appeals.

### Local Planning Appeal Support Centre

- FAQs, case studies;
- News, articles and updates on the Centre and current developments in land use planning;
- Resource referrals.



### III. PROFESSIONAL SERVICES

If, after using our free information services, you would like more in-depth assistance regarding a planning matter or appeal, you may request free professional services. These services include planning or legal advice, legal representation, or a combination of services. We offer services province-wide from our Toronto office via email, in-person, phone, or video conferencing. If your case meets the eligibility criteria set out in section IV below, the Centre would support you at various stages of the planning approval and/or appeal process.

#### **Before an appeal has been filed with LPAT, we can:**

- Provide planning opinion(s) about your concerns with the planning application;
- Review the applicable legislation and planning policy considerations;
- Research and provide strategies on a best course of action;
- Represent or assist you in preparing for public meetings, such as mediation or negotiation;
- Review documents for the appeal.

#### **After an appeal has been filed with LPAT, we can:**

- Review and analyze the case to address your concerns;
- Review materials related to the appeal, including planning decisions, appeal records, and any other relevant evidence;
- Discuss planning and/or legal opinions about your concerns as it relates to the appeal;
- Draft documents for the appeal or responses to requests from LPAT;
- Correspond with opposing parties, including negotiate or initiate settlement on some or all issues;
- Represent or assist you in alternative dispute resolution, such as mediation or negotiation;
- Represent or assist you in preparation for hearing events, such as a prehearing or case management conference or a hearing;
- Provide expert planning evidence to support your appeal.

#### **After an LPAT decision has been made, we can:**

- Provide case-specific advice regarding:
  - Status of the appeal and/or research as it applies to your concerns;
  - Options for next steps.



## IV. ELIGIBILITY CRITERIA FOR PROFESSIONAL SERVICES

When assessing the type and level of professional services you may be eligible for, the Centre will consider:

- A** **The context of the planning application or appeal:** Does your case fall under the jurisdiction of the *Planning Act* and the *Local Planning Appeal Tribunal Act*?
- B** **The circumstances of the individual or group:** Do you, or your group, have the capacity to file an appeal? What is your direct interest in the matter?
- C** **The nature and extent of public interest in the matter:** Could your case lead to considerations by LPAT of an issue of broad interest or concern or guide future decisions?

### **A** The Context of the Planning Application or Appeal

1. Which legislation applies to your concerns about the application or appeal?
2. Are the issues you raise aligned with, consistent with, or conform with the Provincial and/or Regional Interests set out in the *Planning Act*, the Provincial Policy Statement, Provincial Land Use plans or regulations, or the applicable local plans?
  - For certain types of appeals, the new legislation says that only matters that do not comply with existing laws, approved planning policies, or regulations can be appealed. Making a good planning case, on its own, is not sufficient.
3. Does your case have strong legal and/or planning merits?
  - For instance, is the outcome that you are seeking possible based on the merits of the case?
4. Is the planning matter or your appeal limited by any of the following:
  - Procedural issues that cannot be met (for example, imminent deadlines),
  - Arguments that LPAT would dismiss as frivolous, for purpose of delay, not made in good faith, or pursuant to subsection 17(45) of the *Planning Act*,
  - Issues that have been or could be addressed or resolved through other avenues?
5. Does the appeal require resources or staff that are available and financially accessible by the Centre?
  - The goal of LPASC is to target its limited resources in a way that supports as many cases as possible.

### **B** The Circumstances of the Individual or Group

1. Do you/your group have appeal rights?
2. Is there any potential conflict of interest that would prevent the Centre from assisting you?

3. Did you/your group participate in the public meeting(s) that considered the issue in question prior to the municipal council decision?
4. Are you acting reasonably?
  - For example, are you willing to explore alternative dispute resolution, such as mediation, where possible?
5. Can you contribute to the cost of technical experts, if needed?
6. What is the nature and extent of your interest in the outcome?
7. Will you make any financial gains from the outcome?

## **Ⓒ The Nature and Extent of Public Interest**

1. What is the nature and extent of public interest in the eventual outcome?
2. What are the implications for public policy issues raised by facts of the case?
3. Does this case help raise public awareness of one or more important or emerging land use planning issues?
4. Would the eventual outcome of the case affect a greater number of members of the public?
  - For example, would a decision on your appeal set a standard for others dealing with similar issues?
5. Are there other factors in the case that make it a good candidate for assistance and for the use of limited public funds?

### **Can decisions on eligibility be changed?**

If we assessed that your case does not meet the eligibility criteria listed above and your circumstances change or you receive new information, please contact the Centre as soon as possible. The Centre will reassess your case under the new circumstances or with the new information.

If you do not agree with a decision from the Centre regarding your eligibility, you may request a review of the decision through the Centre's complaints process.

## **V. SERVICE AGREEMENT**

Everyone is entitled to information services from the Centre. Beyond that, if your case meets the eligibility criteria for professional services, the Centre will enter into a service agreement with you that outlines the services that you will receive.

## **VI. CONTACT US**

If you have questions or would like further information on the Centre or LPAT processes, please contact us at:



1-800-993-8410   info@lpasc.ca   www.lpasc.ca



## Local Planning Appeal Support Centre

700 Bay St. 12<sup>th</sup> floor  
Toronto, ON M5G 1Z6  
info@lpasc.ca

Toll-free: 1-800-993-8410  
Local: 647-499-1646

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



**Ontario**

---

Local Planning Appeal  
Support Centre

# MVTM Explores the Rosamond Legacy

## FOR IMMEDIATE RELEASE

**Contact: Michael Rikley-Lancaster**

**19 September 2018**

**Tel: 613 256-3754**

**Email: [curator@mvtm.ca](mailto:curator@mvtm.ca)**

They built Canada's largest textile mill and Almonte's most opulent mansions. Their fabrics won gold and silver medals at international conventions. They financed Almonte's hospital and its Anglican church, but tragedies struck them, and a changing world changed their fortunes.

Come to the Mississippi Valley Textile Museum and meet the Rosamonds. Their beautiful stone buildings are Almonte's legacy, but their gifts to the town reach well beyond them. On Saturday, September 29, the exhibit "The Rosamond Legacy" opens in the Museum's Norah Rosamond Hughes Gallery and will showcase Rosamond family photos, paintings, and artifacts. The exhibit will also include many fascinating anecdotes such as this one from Sonia Rosamond Salisbury's "Memories of Pinehurst:"

"Of all the memories the most enduring is that of Granny . . . her little cupboard with her hats on hat stands, and her dressing room off the main room where she hung her clothes. Mum told me that someone once had been raiding the liquor cabinet. To preserve the supply Mum said that Granny put the liquor bottles under her hats in lieu of the stands. Apparently, a rumour went around town that Mrs. Rosamond was a

secret drinker! Then there was the bathroom with the most wonderful view of the grounds from the semi-circle seat at the curved window. I had my last bath in Pinehurst in the tub, and I asked, “Granny, why do you have to sell Pinehurst?” Her answer was simply, “Oh, Sonie, the roof needs replacing.” And I understood. The Lodge became her next home, but we were forbidden to go to Pinehurst grounds which we all loved so well.”

The exhibit runs until October 6 with a vernissage on Saturday September 29 from 2 to 4 p.m. Don't miss this chance to meet the Rosamonds and explore an enduring part of Almonte's history.

---

*Copyright © 2018 Mississippi Valley Textile Museum, All rights reserved.*

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

**Our mailing address is:**

PO Box 784, 3 Rosamond Street East, Almonte, ON K0A 1A0

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).





# MEDIA INVITATION

*for Oct. 5, 2018*  
**PHOTO OPPORTUNITY**

---

## **Celebrating the Opening of the OVRT, Friday, Oct. 5th**

Please join the Warden and Councillors of Lanark County for a ceremony to mark the official opening of the Ottawa Valley Recreation Trail (OVRT) on **Friday, October 5<sup>th</sup>, 2018 at 1:00 p.m.** The celebration will be held at the under the overpass at Highway 7 in Carleton Place, on the trail.

The celebration marks the opening of the 61-kilometre Lanark County portion of the multi-use trail, which was once part of the prosperous railway line and connects the County of Lanark to the County of Renfrew and the Township of Papineau-Cameron.

Warden Fenik noted that he is “looking forward to welcoming the many user-groups at the ribbon cutting ceremony that can now enjoy this well maintained and managed trail.” The ribbon cutting ceremony is a great opportunity to explore the OVRT and celebrate all of the trails within Lanark County.

Participants are encouraged to park at the parking lot on Coleman Street, across from the O.P.P. Station, between Grant Street and Lansdowne Avenue. From there, walk, bike or ride to meet us under the overpass, approximately 1km from Carleton Junction. Shuttles will be made available as well.

A full media release will be available after the event. There will be opportunities for photographs and interviews.

For more information, contact:

Kurt Greaves, CAO  
County of Lanark  
1-888-9-LANARK, ext. 1101

GRAND OPENING OF THE

# OTTAWA VALLEY RECREATION TRAIL

JOIN THE WARDEN AND  
COUNCILLORS OF THE COUNTY  
OF LANARK FOR A RIBBON  
CUTTING CEREMONY FOR THE  
OFFICIAL OPENING OF THE OVRT

---

**Friday, October 5, 2018 at 1:00 PM**

On the Trail at the Highway 7  
overpass in Carleton Place

Park and Walk, Ride or Catch a Shuttle  
at the Coleman Street Parking lot across



# COUNCIL CALENDAR

## October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 8:00am CEDC 6:00pm Council	3	4	5	6
7	8	9	10 5:30pm CoA	11	12	13
14	15 <b>10:00am Voting Begins</b>	16 <b>Voting</b>	17 <b>Voting</b>	18 7:00pm Business Recognition <b>Voting</b>	19 <b>Voting</b>	20 <b>Voting</b>
21 <b>Voting</b>	22 <b>ELECTION DAY 8:30am - 8:00pm</b>	23	24 7:00pm Library 7:00pm Heritage	25	26	27
28	29	30 2:30pm AAC	31			

# COUNCIL CALENDAR

## November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 6:00pm Council	7	8	9	10
11	12	13 2:30pm AAC	14 5:30pm CoA	15	16	17
18	19	20 6:00pm Council	21	22	23	24
25	26	27	28 7:00pm Library 7:00pm Heritage	29	30	



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-92

**BEING** a by-law to regulate the use of sewers within the Municipality of Mississippi Mills.

**WHEREAS** the Municipal Act, s.o. 2001, c. 25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

**WHEREAS** the Municipal Act, s.o. 2001, c. 25, Section 9, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues; and

**WHEREAS** Section 10, of the Municipal Act, s.o. 2001, c. 25 permits a single tier municipality to pass By-laws respecting: public assets of the municipality; the economic, social, and environmental well-being of the municipality; and the health and safety and well-being of persons; and

**WHEREAS** pursuant to the Municipal Act, s.o. 2001, c. 25, Section 87, the Municipality of Mississippi Mills may enter on land, at reasonable times, to inspect the discharge of any matter into the sewage system and may conduct tests and take samples; and

**WHEREAS** the Council is authorized by Section 78 to 93 of the Municipal Act, s.o. 2001, c. 25, to pass By-laws for services that the municipality considers necessary or desirable for the public which includes utility services; and

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deem it desirable to enact a bylaw to:

- a) maintain and protect the integrity of municipal infrastructure;
- b) control the quality of wastewater entering wastewater works and the resulting treated effluent; and
- c) prevent adverse effects to persons, property, and the natural environment from discharges to municipal infrastructure;

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

### 1. DEFINITIONS

As used in this By-law, the following terms shall have the meanings indicated:

1.1 ACCREDITED LABORATORY — Any laboratory accredited by an authorized accreditation body in accordance with a standard based on “CAN-P-1585: Requirements for the Accreditation of Environmental Testing Laboratories” established by the Standards Council of Canada, as amended, or “ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories” established by the International Organization for Standardization, as amended.

1.2 BIOCHEMICAL OXYGEN DEMAND (BOD) — The five-day BOD which is the determination of the molecular oxygen utilized during a five-day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand) as determined by the appropriate procedure in Standard Methods.

1.3 BIOMEDICAL WASTE — Biomedical waste as defined in the Ontario Ministry of Energy and the Environment Guideline C-4 entitled “The Management of Biomedical Waste in Ontario” dated April 1994, as amended from time to time.

1.4 BLOWDOWN WATER — Recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system.

1.5 CHEMICAL OXYGEN DEMAND (COD) – A measure of the capacity of the water to consume oxygen as a result of oxidation of inorganic chemicals and decomposition of organic matter.

1.6 CLEAR-WATER WASTE – Includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources.

1.7 COMBINED SEWER — A sewer intended to function simultaneously as a storm sewer and a sanitary sewer.

1.8 COMBUSTIBLE LIQUID — A liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius.

1.9 COMPLIANCE PROGRAM – The necessary steps undertaken by a discharger to bring wastewater discharged into the municipal sewer into compliance with terms and conditions of this By-law or related permit. Compliance programs are applicable to existing dischargers only; new dischargers must fully comply with the requirements of this By-law.

1.10 COMPOSITE SAMPLE — A volume of wastewater, storm water, uncontaminated water, clear-water, or effluent made up of three or more grab samples that have been combined automatically or manually and taken at intervals during the sampling periods.

1.11 CONNECTION or DRAIN — That part or those parts of any pipe or system of pipes leading directly to a wastewater works.

1.12 COOLING WATER — Water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product, but does not include blowdown water.

1.13 DISCHARGER – A person, or an agent or employee thereof, in occupation or having the charge, management, or control of a site sewage, storm water, uncontaminated water or any other matter to which this By-law applies.

1.14 DOMESTIC WASTEWATER – Waste produced on residential premises, or sanitary waste and wastewater from showers and restroom washbasins produced on non-residential property.

1.15 FLOW MONITORING POINT – An access place to the sewer service for the purpose of; a. measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and b. collecting representative samples of wastewater, storm water, clear water waste or subsurface water released from the premises.

1.16 FUELS — Alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

1.17 GRAB SAMPLE — A volume of wastewater, storm water, uncontaminated water, or effluent which is collected over a period not exceeding 15 minutes.

1.18 GROUND WATER — Water beneath the earth's surface accumulating as a result of seepage.

1.19 HAULED WASTE — Any industrial waste which is transported to and deposited into any location in the wastewater works, excluding hauled wastewater.

1.20 HAULED WASTEWATER — Waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater holding tank.

1.21 HAZARDOUS INDUSTRIAL WASTE — A material which is a hazardous waste under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

1.22 HAZARDOUS WASTE CHEMICALS – A material which is a hazardous waste chemical under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

1.23 IGNITABLE WASTE — A substance that; a. is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the PenskyMartens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method; b. is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger; c. is an ignitable compressed gas (Class 2, Division D) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended; or d. is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended.

1.24 INDUSTRIAL — Of or pertaining to manufacturing, commerce, trade, business, or institutions as distinguished from domestic or residential.

1.25 INDUSTRY — Any owner or operator of industrial, commercial, or institutional premises from which there is a discharge of any matter directly or indirectly into a sanitary sewer, combined sewer, or storm sewer of the Municipality.

1.26 INSTITUTIONAL — A facility, usually owned by a government, operated for public purposes, such as schools, universities, medical facilities (hospitals, nursing stations, nursing homes), museums, prisons, government offices, military bases. Some of these facilities produce non-residential discharges to sewers from, for example, laboratories, chemical use, and industrial processes.

1.27 LOWER EXPLOSIVE LIMIT (LEL) — The minimum concentration of the compound as a gas or vapour, measured as a percentage in air, which will explode or burn.

1.28 MATTER — Includes any solid, liquid, or gas.

1.29 MONITORING ACCESS POINT — An access point, such as a chamber, in a private sewer connection to allow for observation, sampling, and flow measurement of the wastewater, uncontaminated water, or storm water therein.

1.30 MUNICIPALITY — Means the Municipality of “The Municipality of Mississippi Mills”.

1.31 MUNICIPAL SEWER CONNECTION — That part of any drain leading from the private sewer connection and connected to the municipal sewer and located within the limits of the public road allowance, or other public lands, or public land interests held for sewerage purposes.

1.32 MULTIPLE MUNICIPAL SEWER CONNECTION — A municipal sewer connection providing service to two or more premises.

1.33 NON-CONTACT COOLING WATER — Water which is used to reduce temperature for the purpose of cooling and which does not come into direct contact with any raw material, intermediate, or finished product other than heat.

1.34 NON-DOMESTIC WASTEWATER — All wastewater except domestic wastewater, storm water, uncontaminated water, and septic tank waste (i.e. swimming pool water, etc.).

1.35 OIL AND GREASE – n-Hexane extractable matter as described in Standard Methods.

1.36 ONCE-THROUGH COOLING WATER – Non-contact cooling water that has been circulated once through the cooling device.

1.37 OVER STRENGTH — Wastewater released to the sewer that is higher in concentration for one or more constituent concentrations set out in Schedule B or containing constituents identified in Schedule B.

1.38 OWNER – Any person, including a Corporation, who is the registered Owner of the property under consideration including a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator, or a guardian. The obligations of the Owner under this By-law may not be transferred to a party which is not an Owner.

1.39 PATHOLOGICAL WASTE — Pathological waste under the Environmental Protection Act, R.S.O. 1990, c. E. 19 (EPA), Ontario Regulation 347, as amended.

1.40 PCBs — Any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them.

1.41 PERSON — An individual, Association, partnership, Corporation, Municipality, or an agent or employee of such a person.

1.42 PESTICIDE — A pesticide as defined and regulated under the Pesticides Act, R.S.O. 1990, c.P. (PA), as amended.

1.43 PRETREATMENT – The reduction, elimination, or alteration of pollutants in wastewater prior to discharge into the sanitary sewer. This reduction or alteration can be obtained by physical, chemical, or biological processes, through pollution prevention, or by other means, except by diluting the concentration of the pollutants.

1.44 PRETREATMENT PROCESSES – One or more treatment processes or devices designed to remove sufficient matter from wastewater discharged into the municipal sewer to enable compliance with effluent limits established in this By-law. Pretreatment processes prevent or reduce and control the discharge or deposit of matter from the discharger's premises into the municipal sewer connection.

1.45 PRIVATE SEWER CONNECTION — That part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a municipal sewer connection whose responsibility for maintenance is the property owner's.

1.46 PROHIBITED WASTE – Prohibited waste as defined in Schedule “A” to this By-law.

1.47 REACTIVE WASTE — A substance that:

- a. is normally unstable and readily undergoes violent changes without detonating;
- b. reacts violently with water;
- c. forms potentially explosive mixtures with water;
- d. when mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- e. is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment;
- f. is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
- g. is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- h. is an explosive (Class 1) as defined in the regulations under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, as amended.

1.48 RESTRICTED WASTE – Restricted waste as defined in Schedule “B” to this By-law.

1.49 SAMPLING PORT – A valve, tap, or similar device on equipment, a drain pipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the Municipality may establish from time to time.

1.50 SANITARY SEWER — A sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.

1.51 SEPTIC TANK WASTE — Any waste extracted from a cesspool, septic tank, wastewater holding tank, seepage pit, interceptor, or other containment for human excretion and wastes.

1.52 SEVERELY TOXIC WASTE – Waste containing any contaminant listed in the Environmental Protection Act, R.S.O. 1990, c. E.19 (EPA), Ontario Regulation 347, Schedule 3, as amended.

1.53 SEWER — A pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water or uncontaminated water, or any combination thereof.

1.54 SPILL — A direct or indirect discharge into the wastewater works, storm sewer, or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

1.55 STANDARD METHODS — A procedure or method set out in Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by the Municipality.

1.56 STORM SEWER — A sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse, or any combination thereof, but excluding any portion of a combined sewer works.

1.57 STORM WATER – The water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

1.58 SUBSURFACE DRAINAGE PIPE — A pipe that is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.

1.59 SUBSURFACE WATER – Groundwater including foundation drain water.

1.60 TOTAL SUSPENDED SOLIDS (TSS) – Insoluble matter in liquid that is removable by filtration, as determined by the appropriate procedure described in Standard Methods.

1.61 UNCONTAMINATED WATER — Water with a level of quality which is typical of potable water normally supplied by the Municipality.

1.62 WASTE DISPOSAL SITE LEACHATE — The liquid containing dissolved or suspended contaminants which emanates from solid waste (i.e. garbage) and is produced by water percolating through solid waste (i.e. garbage) or by liquid in waste (i.e. garbage or recycle).

1.63 WASTE RADIOACTIVE SUBSTANCES — Substances defined in the Federal Nuclear Safety and Control Act and the regulations passed thereunder, as amended from time to time.

1.64 WASTEWATER – The composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source.

1.65 WASTEWATER SLUDGE — Solid material recovered from the wastewater treatment process.

1.66 WASTEWATER TREATMENT FACILITY – Any structure or thing used for the physical, chemical, biological or radiological treatment of wastewater, and includes sludge treatment, wastewater sludge storage, and disposal facilities.

1.67 WASTEWATER WORKS — Any works for the collection, transmission, treatment and disposal of wastewater, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, sewage pump station, or any part of such works, but does not include plumbing or other works to which the applicable Building Code applies.

1.68 WATERCOURSE — An open channel, ditch, or depression, either natural or artificial, in which flow of water occurs either continuously or intermittently.

## **2. SANITARY AND COMBINED SEWER REQUIREMENTS**

2.1 No person shall release, or permit the release, of any matter into the sanitary or combined sewer system wastewater works except:

- a. domestic wastewater;
- b. non-domestic wastewater or clear-water waste, that complies with the requirements of this bylaw;
- c. where a Hauled Wastewater Discharge Agreement or Hauled Waste Discharge Agreement has been issued by the Municipality;
- d. storm water, subsurface water or other matter where a Sanitary Discharge Agreement has been issued by the Municipality; or
- e. Over Strength matter where an Over Strength Surcharge Agreement is in place with the Municipality.

2.2 No person shall release, or permit the release, of any prohibited substance listed in Schedule 'A' of this By-law.

2.3 No person shall release, or permit the release, of any restricted substance which exceeds the respective concentrations listed in Schedule 'B' of this By-law into the wastewater works.

2.4 All dischargers of non-domestic wastewater shall provide the Municipality with a complete "Waste Survey Report". The Waste Survey Report shall be generally in the form prescribed by the Municipality.

2.5 All dischargers of non-domestic wastewater shall not discharge to the sanitary sewer system until the discharger has obtained a "Waste Discharge Permit" from the Municipality. The Waste Discharge Permit shall be generally in the form prescribed by the Municipality.

2.6 The Municipality may issue, and amend, a Waste Discharge Permit to allow the discharge of Non-Domestic Waste into a sewer upon such terms and conditions as the



Municipality considers appropriate and, without limiting the generality of the foregoing, may in the Waste Discharge Permit:

- a. place limits and restrictions on the quantity, composition, frequency, and nature of the waste permitted to be discharged;
- b. require the holder of a Waste Discharge Permit to repair, alter, remove, or add to works or construct new works; and
- c. provide that the Waste Discharge Permit will expire on a specified date, or upon the occurrence of a specified event.

2.7 The Municipality may issue a Discharge Abatement Order to:

- a. require a person to alter the quantity, composition, duration, and timing of the discharge, or cease discharge of Non-Domestic Waste to a sewer or wastewater treatment facility;
- b. include any terms or conditions that could be included in a Waste Discharge Permit;
- c. cease all non-compliant releases; and
- d. amend or cancel a previous Discharge Abatement Order.

### **3. STORM SEWER REQUIREMENTS**

3.1 No person shall discharge or deposit or cause or permit the discharge or deposit of matter of any type into a storm sewer, watercourse, and municipal or private sewer connection to any storm sewer which may or could:

- a. interfere with proper operation of a storm sewer;
- b. obstruct or restrict a storm sewer or the flow therein;
- c. damage a storm sewer;
- d. result in any hazard or other adverse impact to any person, animal, property, or vegetation;
- e. impair the quality of any waters; or
- f. result in the contravention of an approval, requirement, direction, or other order under the Ontario Water Resources Act, the Environmental Protection Act (Ontario), or any other Act, with respect to the storm sewer or its discharges.

3.2 No person shall release, or permit the release, of any restricted substance which exceeds the respective concentrations listed in Schedule 'C' of this By-law into the storm sewer.

3.3 No person shall release, or permit the release without limiting the generality of the foregoing, any of the following to the storm sewer, watercourse, municipal, or private sewer connection:

- a. Have one or more of the following characteristics:
  - (1) a temperature greater than 40°Celsius;
  - (2) a pH less than 6.0 or greater than 9.0;
  - (3) solvent extractable matter of animal or vegetable origin or of mineral or synthetic origin which causes a visible film, sheen or discolouration; or

(4) two or more separate layers.

b. Contain one or more of the following in any amount:

- (1) once-through cooling water
- (2) wastewater
- (3) blowdown water
- (4) ground water remediation
- (5) automotive or machine oils and grease
- (6) paints and organic solvents
- (7) PCB's
- (8) waste disposal site leachate
- (9) waste radioactive materials
- (10) hazardous industrial waste
- (11) hazardous waste chemicals
- (12) combustible liquids
- (13) floating debris
- (14) fuel
- (15) hauled wastewater
- (16) hauled waste
- (17) ignitable waste
- (18) pathological waste
- (19) pesticides
- (20) reactive waste
- (21) severely toxic waste
- (22) a substance from raw materials, intermediate or final product, used or produced in, through or from an industrial process
- (23) a substance used in the operation or maintenance of an industrial site

c. Contains E. coli colonies in excess of 200 per 100 mL

3.4 Sub clause 3.3.b. does not apply to prevent the discharge of once-through cooling water, blowdown or ground water remediation when:

- a. the once-through cooling water, blowdown, or ground water remediation is being discharged pursuant to an Environmental Compliance Approval (ECA) or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge; and
- b. the Owner or Operator of the premises has written approval from the Municipality which expressly authorizes the discharge from the premises; and
- c. a copy of the ECA or order referred to in Sub clause (a) has been provided to the Municipality.

3.5 The provisions of Schedule "C" Restricted Waste – Storm Sewer Discharge do not apply to prevent the discharge of stormwater runoff from industrial process areas to a storm sewer when:

- a. the Owner or Operator of the premises has an ECA or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water

Resources Act which expressly allows the discharge and a copy of the ECA or order has been provided to the Municipality; or  
b. the Owner or Operator of the premises has written approval from the Municipality for a Best Management Practices Plan (BMP) which has been prepared in accordance with Schedule D.

3.6 Property owners must ensure that appropriate and necessary practices are undertaken to prevent prohibited discharges described in 3.1 and to prevent discharge of suspended solids (total) in excess of 15 milligrams per liter (15 mg/L) as a result of activities on their property, including:

- a. construction activities that may result in erosion or sediment runoff from the property; and
- b. outside storage activities that may result in mobilization of stored materials as a result of rain or runoff from the property, including salt, sand, or granular material storage.

#### **4. PROHIBITION OF DILUTION**

4.1 No person shall discharge directly or indirectly, or permit the discharge or deposit of wastewater into a sanitary sewer or combined sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule "A" or Schedule "B" of this By-law.

4.2 No person shall discharge directly or indirectly, or permit the discharge or deposit of matter into a storm sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with Section 3 of this By-law.

#### **5. SAMPLING AND ANALYTICAL REQUIREMENTS**

5.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:  
a. be collected manually or by using an automatic sampling device; and  
b. contain additives for its preservation.

5.2 Any single grab sample may be used to determine compliance with Schedules A and B or Section 3 at the discretion of the Municipality.

5.3 All tests, measurements, analyses and examinations of wastewater, its characteristics or contents pursuant to this By-law shall be carried out in accordance with "Standard Methods" and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Municipality as agreed in writing prior to sample analysis.

## **6. DISCHARGER SELF-MONITORING**

6.1 The discharger shall complete any monitoring or sampling of any discharge to a wastewater works, as required by the Municipality, and provide the results to the Municipality in the form specified by the Municipality.

6.2 The obligations set out in or arising out of 6.1 shall be completed at the expense of the discharger.

## **7. WASTE SURVEY REPORTS**

7.1 The Owner or Operator of any non-domestic discharger premises shall not discharge or deposit or cause or permit the discharge or deposit of wastewater into or in land drainage works, private branch drains or connections to any sanitary sewer, combined sewer or storm sewer, after six months from the date on which this By-law takes effect.

7.2 Subsection 7.1 does not apply with respect to any non-domestic discharger premises for which a current Waste Survey Report prepared in accordance with Clause 2.4 or 2.5 has been filed with the Municipality.

7.3 The Waste Survey Report shall be in the form as determined by the Municipality.

7.4 Where a change occurs in any information required in Clause 7.3, the Owner or Operator of the premises shall not discharge or deposit or cause or permit the discharge or deposit of wastewater into or in land drainage works, private branch drains or connections to any sanitary sewer, combined sewer or storm sewer, after sixty (60) days after the change occurs unless a new Waste Survey Report has been submitted setting out the change.

## **8. OVER STRENGTH SURCHARGE AGREEMENTS**

8.1 Subject to Subsections 8.2, 8.3 and 8.4, the discharge or deposit of wastewater that would otherwise be prohibited by this By-law may be permitted into or in any connection to any sanitary sewer or combined sewer to an extent fixed by agreement with the Municipality under such conditions with respect to payment of additional wastewater service rates or otherwise as may be necessary to compensate for any additional costs of operation, repair and maintenance of the wastewater works, and on other terms and conditions as may be deemed appropriate by the Municipality.

8.2 The Municipality may assess an over strength surcharge for wastewater releases that exceed the limits of treatable parameters. An Over Strength Surcharge Agreement can only be entered into with respect to the discharge of the following treatable parameters: total suspended solids, biochemical oxygen demand, total phosphorus, total kjeldahl nitrogen and phenolic compounds.

8.3 The agreement shall be in the form prescribed by the Municipality and shall be countersigned by the Director of Roads and Public Works and Municipal Clerk, both of whom are authorized to execute such agreements under authority of this By-law. The discharger shall pay the assessed amount per the terms established by the Municipality for the duration of the agreement.

8.4 When testing of the wastewater being discharged into the wastewater collection system is required for the purpose of determining the over strength surcharge rate, discharge measurement, sampling, analysis and reporting shall be undertaken by the Owner, at their expense, when required by the Municipality. The Municipality may also undertake audit sampling, at the Municipality's discretion, and may include these results when determining the over strength surcharge rate.

8.5 When testing of the wastewater being discharged into the wastewater collection system is required for the purpose of determining the over strength surcharge rate, such testing shall be conducted by the Owner to the satisfaction of the Municipality, using automated sampling devices or in accordance with the following manual sampling protocol:

- a. samples from the effluent produced at a location will be collected at a frequency as instructed by the Municipality;
- b. a minimum of four (4) grab samples of equal volume shall be taken over a twenty-four (24) hour period, or as otherwise instructed by the Municipality, such samples to be taken at least one hour apart;
- c. the analysis shall be conducted on the composite sample made up of the grab samples; and
- d. the respective results of these composite samples shall be averaged to determine the characteristics and concentration of the effluent being discharged into the Municipal wastewater collection system.

8.6 For the purpose of determining the over strength surcharge rate the discharge flow rate from the said premises will need to be determined in m<sup>3</sup>/day. The wastewater discharge flow rates shall be provided by the Owner to the satisfaction of the Municipality.

8.7 The over strength surcharge rate will be reviewed and adjusted accordingly from time to time as determined by the Municipality.

8.8 The agreements contemplated in this Section may be terminated by the Municipality by written notice at any time, including but not limited to an emergency situation of immediate threat or danger to any person, property, plant or animal life, water, or wastewater works.

8.9 A person who has entered into an Over Strength Sewer Surcharge Agreement with the Municipality shall not be prosecuted under Section 2 of this By-law for the discharge or deposit of wastewater containing matters specified in the agreement and in

compliance with the agreement during the period within which the agreement is applicable and so long as the agreement is being fully complied with.

## **9. GREASE/SEDIMENT INTERCEPTORS**

9.1 Every Owner or Operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, which premises is connected directly or indirectly to a sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering the sewer and, without limiting its generality, shall install, operate and properly maintain a grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer.

9.2 Every Owner or Operator of a commercial, industrial or institutional premise from which floor drains of a service garage are connected directly or indirectly to a sewer shall install and maintain an oil separator designed to prevent motor oil and lubricating grease from passing into drainage piping which is connected directly or indirectly to a sewer.

9.3 Every Owner or Operator of a commercial, industrial or institutional premises from which sediment may directly or indirectly enter a sewer, including, but not limited to premises using ramp drains or area drains, and car and vehicle washing establishments shall take all necessary measures to ensure that such sediment is prevented from entering the sewer.

9.4 All interceptors shall:

- a. be of sufficient capacity and appropriate design to intercept natural oil and grease, synthetic or petroleum oil and grease, gasoline, sand or other sediment likely to flow into it under peak flow conditions;
- b. be located to be readily and easily accessible for cleaning and inspection;
- c. be constructed of impervious materials capable of withstanding abrupt or extreme changes in temperature; and
- d. be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight, except when the intercepting trap is for sand only the cover need not be gastight and watertight.

9.5 Every Owner or Operator of a premises where grease interceptor and sediment interceptor is installed shall operate and maintain the interceptor(s) in accordance with the manufacturer's instructions, and shall be inspected and cleaned frequently to ensure that it is operating effectively so as not to negatively impact the wastewater works. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an Interceptor.

9.6 Owners or occupants of premises having grease or sediment interceptors shall keep a record of interceptor maintenance including the date(s) on which cleaning/maintenance occurred, the person or contractor responsible, and the method and destination of waste disposal, and upon request these records shall be made available to the Municipality.

## **10. PRETREATMENT FACILITIES**

10.1 Where required by the Municipality, the Owner or Operator shall install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.

10.2 The Owner or Operator shall ensure the design, operation and maintenance of the pre-treatment facility achieves the treatment objectives and is in accordance with the manufacturer's recommendations.

10.3 The Owner or Operator shall ensure any waste products from the pre-treatment facility are disposed of in a safe manner.

10.4 The maintenance records and waste disposal records shall be made available to the Municipality upon request.

10.5 The Owner or Operator shall keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

## **11. HAULED WASTEWATER**

11.1 No person shall discharge hauled wastewater to the wastewater works unless:

- a. the carrier of the hauled wastewater operating as a waste management system has an ECA or provisional ECA issued under the applicable federal and/or provincial Environment Protection Act(s) or is exempt from the requirement to have an ECA or provisional ECA;
- b. a copy of the most recent ECA or provisional ECA and any amendment is provided to the Municipality;
- c. the carrier of hauled wastewater has a valid Hauled Wastewater Discharge Agreement with the Municipality. The agreement shall be generally in the form prescribed by the Municipality; and
- d. the carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of wastewater by the Municipality.

11.2 No person shall discharge or permit the discharge of hauled wastewater:

- a. at a location other than a hauled wastewater discharge location approved by the Municipality;
- b. without a manifest, in a form approved by the Municipality, completed and signed by the carrier and deposited in an approved location at the time of discharge; and

c. without the use of a discharge hose placed securely in the discharge portal at the approved location.

## **12. HAULED WASTE**

12.1 No person shall discharge hauled waste to the wastewater works unless:

- a. the carrier of the hauled waste operating as a waste management system has an ECA or provisional ECA issued under the applicable federal and/or provincial Environment Protection Act(s) or is exempt from the requirement to have an ECA or provisional ECA;
- b. a copy of the most recent ECA or provisional ECA and any amendment of approval is provided to the Municipality;
- c. hauled waste meets the conditions set out in applicable federal and/or provincial Environment Protection Act(s), as amended from time to time;
- d. the carrier of hauled waste has a valid Hauled Waste Discharge Agreement with the Municipality. The agreement shall be generally in the form prescribed by the Municipality; and
- e. the carrier meets all conditions for discharge that are or may be set from time to time with respect to the haulage of waste by the Municipality.

12.2 No person shall discharge or permit the discharge of hauled wastewater:

- a. at a location other than a hauled wastewater discharge location approved by the Municipality;
- b. without a manifest, in a form approved by the Municipality, completed and signed by the carrier and deposited in an approved location at the time of discharge; and
- c. without the use of a discharge hose placed securely in the discharge portal at the approved location.

## **13. NON-CONTACT COOLING WATER**

13.1 No person shall discharge non-contact cooling water or uncontaminated water to a sanitary sewer or combined sewer from any residential property.

13.2 No person shall discharge non-contact cooling water or uncontaminated water to a sanitary or combined sewer from industrial, commercial or institutional properties, unless directed otherwise by the Municipality.

## **14. WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY**

14.1 The discharge of water originating from a source other than the Municipal water supply, including storm water, groundwater or ground water remediation, directly or indirectly to a sanitary sewer or combined sewer works is prohibited, unless:



- a. the discharge is in accordance with a Sanitary Discharge Agreement;
- b. the discharge does not exceed the limits set out under Schedule B, with respect to biochemical oxygen demand, total phosphorus or total suspended solids; or
- c. in the event the discharge does exceed the limits set out under Schedule B, with respect to any biochemical oxygen demand, total phosphorus, total suspended solids, phenolic compounds or Total Kjeldahl Nitrogen, the discharge is in accordance with an Over Strength Surcharge Agreement.

## **15. SPILLS**

15.1 In the event of a spill to a wastewater works and/or storm sewer works, the person responsible or the person having the charge, management and control of the spill shall immediately notify and provide any requested information with regard to the spill:

- a. if there is any immediate danger to human health and/or safety 9-1-1 emergency; or
- b. if there is no immediate danger:
  - i. the Municipality of Mississippi Mills, by contacting the Department of Roads & Public Works; and
  - ii. Spills Action Centre; and
  - iii. the Owner of the premises where the release occurred; and
  - iv. any other person whom the person reporting knows or ought to know may be directly affected by the release.

15.2 The person shall provide a detailed report on the spill to the Municipality, within five working days after the spill, containing the following information to the best of their knowledge:

- a. location where spill occurred;
- b. name and telephone number of the person who reported the spill and the location and time where they can be contacted;
- c. date and time of spill;
- d. material spilled;
- e. characteristics and composition of material spilled;
- f. volume of material spilled;
- g. duration of spill event;
- h. work completed and any work still in progress in the mitigation of the spill;
- i. preventive actions being taken to ensure a similar spill does not occur again; and
- j. copies of applicable spill prevention and spill response plans.

15.3 The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill, and contaminated residue and restore the affected area to its condition prior to the spill.

15.4 Nothing in this By-law relieves any persons from complying with any notification or reporting provisions of:

- a. other government agencies, including federal and provincial agencies, as required and appropriate for the material and circumstances of the spill; or
- b. any other By-law of the Municipality.

15.5 The Municipality may invoice the person responsible for the spill to recover costs of time, materials, and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.

15.6 The Municipality may require the person responsible for the spill to prepare and submit a spill contingency plan to the Municipality to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

## **16. AUTHORITY OF THE MUNICIPALITY TO INVESTIGATE**

16.1 The Municipality has the authority to carry out any investigation reasonably required to ensure compliance with this By-law, including the following powers or duties, but not limited to:

- a. inspecting, observing, sampling and measuring the flow in any private
  - i. drainage system,
  - ii. wastewater disposal system,
  - iii. storm water management facility, and
  - iv. flow monitoring point;
- b. determine water consumption by reading water meters;
- c. test flow measuring devices;
- d. take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system;
- e. perform testing on the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment facilities and storm water management facilities;
- f. collect and analyze samples of hauled wastewater or hauled waste coming to a discharge location;
- g. make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
- h. require information from any person concerning a matter;
- i. inspect and copy documents or remove documents from premises to make copies;
- j. inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for material stored or used on site; and
- k. inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that in his/her opinion could have been part of the release.

16.2 No person shall hinder or prevent the Municipality from carrying out any of their powers or duties.

16.3 All costs incurred by the Municipality arising out of any failure to properly check and control such discharge, including the cost of investigation, repairing, cleaning or replacing any part of any Municipal wastewater works shall be charged to the Owner of the property where such work is performed and shall be collected according to law, and until paid, such cost shall remain a lien on such property, and may also be collected in the like manner as taxes.

## **17. DISCONNECTION OF SEWER**

17.1 Where wastewater which:

- a. is hazardous or creates an immediate danger to any person;
- b. endangers or interferes with the operation of the wastewater collection system;
- c. causes or is capable of causing an adverse effect;
- d. is discharged to the wastewater collection system, the Municipality may, in addition to any other remedy available, disconnect, plug or seal off the sewer line discharging the unacceptable wastewater into the wastewater collection system or take such other action as is necessary to prevent such wastewater from entering the wastewater collection system.

17.2 The wastewater may be prevented from being discharged into the wastewater collection system until evidence satisfactory to the Municipality has been produced to assure that no further discharge of hazardous wastewater will be made to the wastewater collection system.

17.3 Where the Director of Roads & Public Works takes action pursuant to Subsection 17.1, the Municipality may by notice in writing advise the Owner or Occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the Owner or Occupier, as the case may be, shall forthwith reimburse the Municipality for all such costs which were incurred.

## **18. PROTECTION FROM DAMAGE**

18.1 No person shall uncover, open into, break, alter, damage, destroy, deface or tamper or cause or permit the breaking, damaging, destroying, defacing or tampering with any permanent or temporary device installed in a wastewater works for the purposes of flow measuring, sampling and testing of matter, wastewater, uncontaminated wastewater or stormwater.

## **19. MONITORING ACCESS POINTS**

19.1 The Owner or Operator of commercial, institutional or industrial premises or multi-storey residential buildings with one or more connections to a wastewater works shall

install and maintain in good repair in each connection a suitable monitoring access point to allow observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein, provided that, where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with the prior written approval of the Municipality.

19.2 The monitoring access point or alternative device such as a sampling port shall be located on the property of the Owner or Operator of the premises, as close to the property line as possible, unless the Municipality has given prior written approval for a different location.

19.3 The Owner or Operator shall construct, install and maintain each monitoring access point, device or facility in accordance with good engineering practice and the requirements of the Municipality at their expense.

19.4 The Owner or Operator of an industrial, commercial or institutional premises or a multi-storey residential building shall at all times ensure that every monitoring access point, alternative device or facility installed as required by this bylaw is accessible to the Municipality for the purposes of observing, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein.

19.5 The following discharger activities require sampling ports when it is not possible to install a monitoring access point:

- a. dental offices; and
- b. businesses using photographic processing units.

## **20. COMPLIANCE PROGRAMS**

20.1 An Industry may submit to the Municipality a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of matter from the Industry's premises into municipal or private sewer connections to any sanitary sewer or combined sewer. Compliance program submissions will only be considered for existing industries.

20.2 An Industry may submit to the Municipality a proposed compliance program setting out activities to be undertaken by the Industry that would result in the prevention or reduction and control of the discharge or deposit of uncontaminated water, ground water or storm water from the Industry's premises to eliminate the discharge of matter into municipal or private sewer connections to any storm sewer.

20.3 Upon receipt of an application pursuant to Subsection 20 (1) or (2) above, the Municipality may issue an approval for a compliance program for an Industry to discharge an effluent that does not comply with Schedule "A" and "B" of this By-law. The Industry shall be entitled to make non-complying discharges in the amount and only to the extent set out in the Municipality's approval during the planning, design and

construction or installation of facilities or works needed to implement the approved compliance program.

20.4 Every proposed Compliance Program Agreement shall be for a specified length of time during which pre-treatment facilities or other measures are to be installed or implemented and shall be specific as to the remedial actions to be implemented by the Industry, the dates of commencement and completion of the activity and the materials or other characteristics of the matter to which it relates. The final activity completion date shall not be later than the final compliance date in the Compliance Program Agreement.

20.5 The compliance program shall be in the form of a Compliance Program Agreement, and upon recommendation of the Director of Roads & Public Works, who is authorized to execute such compliance programs under the authority of this By-law. The Compliance Program Agreement shall be in the form generally prescribed by the Municipality.

20.6 The Industry to which a compliance program has been approved shall submit a Compliance Program Progress Report to the Municipality within fourteen (14) days after the scheduled completion date of each activity listed in the compliance program.

20.7 The Compliance Program Progress Report shall be in the form prescribed by the Municipality.

20.8 A person to whom a compliance program has been approved shall not be prosecuted under Section 2 and 3 of this By-law for the discharge or deposit of any matter specified in the Compliance Program Agreement, so long as they are in compliance with the Compliance Program Agreement during the applicable period and so long as the Compliance Program Agreement is being fully complied with.

20.9 The Municipality may terminate any Compliance Program Agreement by written notice at any time to the Industry in the event that the Industry fails or neglects to carry out or diligently pursue the activities required of it under its approved compliance program.

## **21. ACCESS TO INFORMATION**

21.1 All information submitted to and collected by the Municipality that is contained in reports, surveys, monitoring and inspection and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

21.2 In the event that any person submitting information to the Municipality, as required under this article, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under MFIPPA, the person submitting the information shall

so identify that information upon its submission to the Municipality or the Municipality where such information is confidential or proprietary or otherwise, may be exempt from disclosure.

21.3 The Municipality shall have access to information contained in the ECA of any wastewater dischargers to the Municipal sewer system.

## **22. PENALTIES**

22.1 Where the Municipality believes that a person has contravened any provision of this By-law, they may commence proceedings by issuing a summons by means of a violation ticket in accordance with the Provincial Offences Act.

22.2 The specified penalty payable in respect of a conviction for a contravention of a provision of this By-law in the amount shown in Schedule E of this Bylaw in respect of that provision or pursuant to section 61 of the Provincial Offences Act, R.S.O. 1990, c. P33.

22.3 Notwithstanding subsection 22.2:

- a. Where any person contravenes the same provisions of this By-law twice within one twelve (12) month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule E of this By-law in respect of that provision, and
- b. Where any person contravenes the same provision of this By-law three (3) or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule E of this By-law in respect of that provision.

## **23. OFFENCES**

23.1 Every person other than a corporation who contravenes any provision of this By-law is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$25,000 for a first offence and \$100,000 for a second offence.

23.2 Every Corporation that contravenes any provision of this By-law any provision of this By-law is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$250,000 for a first offence and not more than \$500,000 for a second offence.

## **24. INTERPRETATION**

24.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this By-law.

24.2 If any section, clause or provision of this by-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

24.3 In this By-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.

## **25. REPEAL AND AMEND**

25.1 By-law No. 17-1992, a By-law to Regulate Waste Discharges to Municipal Sewers, as amended, and all other associated By-laws pertaining to the regulation of sewer use IS hereby repealed.

25.2 By-law No. 02-102, a By-law to confirm previous by-laws, is hereby amended to remove Section 1.a) relating to By-law No. 17-1992.

**BY-LAW** read, passed, signed and sealed in open Council this 2<sup>nd</sup> day of October, 2018

---

Shaun McLaughlin, Mayor

---

Shawna Stone, Clerk

## **SCHEDULE “A” - PROHIBITED WASTES**

A. No person shall discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer, combined sewer, municipal or private sewer connection to any sanitary sewer or combined sewer in circumstances where:

1. To do so may cause or result in:

a. a health or safety hazard to a person authorized by the Municipality to inspect, operate, maintain, repair or otherwise work on a wastewater works;

b. an offence under the Ontario Water Resources Act or the Environmental Protection Act, as amended from time to time, or any regulation made there under from time to time;

c. wastewater sludge from the wastewater treatment facility works to which either wastewater discharges, directly or indirectly, to fail to meet the objectives and criteria as listed in the Ministry of Energy and the Environment publication entitled “Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land” dated March 1996, as amended from time to time;

d. interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process;

e. a hazard to any person, animal, property or vegetation;

f. an offensive odour to emanate from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;

g. damage to wastewater works;

h. an obstruction or restriction to the flow in wastewater works;

i. the presence of toxic gases, vapours or fumes within the wastewater works such that:

i. two successive readings on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of more than five percent Lower Explosive Limit (LEL) are obtained;

ii. any single reading on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of ten percent LEL or higher is obtained; or



- iii. any single reading on an explosive hazard meter, at the point of discharge into the wastewater works or at any point in the wastewater works, of two parts per million atmospheric hydrogen sulphide or higher is obtained.
- 2. The wastewater has two or more separate liquid layers.
- 3. The wastewater contains:
  - a. hazardous Industrial Waste;
  - b. hazardous Waste Chemicals;
  - c. combustible liquid;
  - d. biomedical waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended;
  - e. specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C.,c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
  - f. dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent;
  - g. fuel;
  - h. hauled wastewater, except where:
  - i. the carrier of the hauled wastewater complies with the provisions of Section 11 of this By-law.
  - j. hauled waste, except where:
    - i. the carrier of the hauled waste complies with the provisions of Section 12 of this By-law.
  - k. leachate, except where:
    - i. the waste disposal site leachate is being discharged pursuant to a certificate of approval or order relating to the premises under the Environmental Protection Act (Ontario) or the Ontario Water Resources Act which expressly allows the discharge;

ii. the Owner or Operator of the premises has written approval from the Municipality which expressly authorizes the discharge from the premises; and

iii. a copy of the ECA or written authorization referred to in Clause i. above has been provided to the Municipality.

l. ignitable waste;

m. pathological waste;

n. PCBs;

o. pesticides which are not otherwise regulated in this By-law;

p. reactive waste;

q. severely toxic wastes which are not otherwise regulated in this By-law;

r. waste radioactive substances in excess of concentrations greater than those specified for release to the environment under the Nuclear Safety and Control Act and Regulations or amended versions thereof;

s. solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure;

t. stormwater, water from drainage of roofs or land, water from a watercourse or uncontaminated water, except in the case of discharge into a combined sewer;

u. water other than stormwater that has originated from a source separate from the water distribution system of the Municipality.

4. The wastewater contains a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Schedule "B" of this Bylaw, unless:

a. the discharge is in accordance with a valid Over Strength Surcharge Agreement or compliance program.

## SCHEDULE “B” RESTRICTED WASTE SANITARY AND COMBINED SEWERS DISCHARGE

Substance	Total Concentration Limit [mg/L, except as noted]
Biochemical Oxygen Demand	300
Chemical Oxygen Demand	600
Oil and grease - animal and vegetable	150
Oil and grease - mineral and synthetic	15
Suspended Solids, Total	300
pH	6.0 – 9.5 (unitless)
Temperature	60 Degrees Celsius
Total Phosphorus	10
Anionic Surfactants	150
Chlorides as Cl	1500
Sulphates as SO <sub>4</sub>	1500
Aluminum, total	50.0
Antimony, total	5.0
Arsenic, total	1.0
Bismuth, total	5.0
Cadmium, total	0.7
Chromium, total	2.8
Cobalt, total	5.0
Copper, total	2.0
Cyanide, total	1.2
Fluoride	10.0
Iron, total	50.0
Lead, total	0.7
Manganese, total	5.0
Mercury	0.01
Molybdenum, total	5.0
Nickel, total	2.0
Nitrogen, Total Kjeldahl	50.0
Selenium, total	0.8
Silver, total	0.4
Sulphide (as H <sub>2</sub> S)	1.0
Tin, total	5.0
Titanium, total	5.0
Vanadium, total	5.0
Zinc, total	2.0
Benzene	0.01
Chloroform	0.04
Dichlorobenzene (1,2-)	0.05
Dichlorobenzene (1,4-)	0.08
Ethylbenzene	0.06
Hexachlorobenzene	0.0001

Methylene chloride (dichloromethane)	0.09
PCB's (chlorobiphenyls)	0.004
Phenols, Total (or Phenolic compounds)	0.1
Tetrachloroethane (1,1,2,2 -)	0.06
Tetrachloroethylene	0.06
Toluene	0.02
Trichloroethylene	0.05
Xylenes, Total	0.3

## **SCHEDULE “C” RESTRICTED WASTE – STORM SEWER DISCHARGE**

<b>Substance</b>	<b>Total Concentration Limit [mg/L, except as noted]</b>
Biochemical Oxygen Demand	15
Suspended Solids, Total	15
Cadmium, total	0.001
Chromium, total	0.2
Copper, total	0.04
Lead, total	0.05
Mercury	0.001
Nickel, total	0.05
Zinc, total	0.05

## **SCHEDULE “D” BEST MANAGEMENT PRACTICES PLAN**

A Best Management Practice (BMP) Plan is a plan agreed to by the Municipality with guidance from the Ministry of Environment, Conservation, and Parks (MECP formerly MOECC) and is developed for activities which are associated with or ancillary to industrial manufacturing or treatment processes. The ancillary sources addresses in the BMP Plan are material storage areas, loading and unloading areas, plant site run-off, in-plant transfer, process and material handling areas and sludge and hazardous waste disposal areas. In general, the BMP Plan will include practices used by industry for pollution control from these sources, safety programs, fire protection, protection against loss of valuable raw materials or products, etc. The following elements must be included in a BMP Plan:

1. name and location of facility
2. statement of BMP policy and objectives
3. review by plant manager
4. establishment of BMP committee
5. risk identification and assessment
6. reporting of BMP Incidents
7. materials compatibility
8. good housekeeping
9. preventive maintenance
10. inspection and records
11. security
12. employee training

## SCHEDULE “E” PART 1 PROVINCIAL OFFENCES ACT

### Set Fine Schedule

ITEM	Column 1 Short form wording	Column 2 Provision creating or defining offence	Column 3 SET FINE
1	Discharged hauled wastewater to the wastewater works without agreement	s. 2.1(c)	\$500.00
2	Discharged hauled waste to the sanitary or combined sewer without agreement	s. 2.1(c)	\$500.00
3	Discharge restricted substance with a pH less than 6.0 or greater than 9.5 to a sanitary or combined sewer	s. 2.3	\$500.00
4	Discharge restricted substance with a temperature greater than 60 degrees Celsius to the sanitary or combined sewer	s. 2.3	\$500.00
5	Discharge matter that may damage a storm sewer	s. 3.1(c)	\$500.00
6	Discharge matter that may interfere with proper operations of a storm sewer	s. 3.1(a)	\$500.00
7	Discharge matter that may obstruct or restrict the storm sewer	s. 3.1(b)	\$500.00
8	Discharge matter with a temperature greater than 40 degrees Celsius	s. 3.3(a)(1)	\$500.00
9	Discharge matter with a pH less than 6.0 or greater than 9.0 to the storm sewer	s. 3.3(a)(2)	\$500.00
10	Discharge matter with a visible film to the storm sewer	s. 3.3(a)(3)	\$500.00
11	Discharge matter with a sheen to the storm sewer	s. 3.3(a)(3)	\$500.00
12	Discharge solvent extractable matter of animal or vegetable origin to the storm sewer	s. 3.3(a)(3)	\$500.00
13	Discharge matter with two or more separate layers to the storm sewer	s. 3.3(a)(4)	\$500.00
14	Discharge wastewater to the storm sewer	s. 3.3(a)(2)	\$500.00
15	Discharge blowdown water to the storm sewer	s. 3.3(a)(3)	\$500.00
16	Discharge material from a groundwater remediation system to the storm sewer	s. 3.3(a)(4)	\$500.00
17	Discharge automotive or machine oils and grease to the storm sewer	s. 3.3(b)(5)	\$500.00
18	Discharge organic solvents to the storm	s. 3.3(b)(6)	\$500.00

	sewer		
19	Discharge paint to the storm sewer	s. 3.3(b)(6)	\$500.00
20	Discharge combustible liquids to the storm sewer	s. 3.3(b)(12)	\$500.00
21	Discharge floating debris to the storm sewer	s. 3.3(b)(13)	\$500.00
22	Discharge fuel to the storm sewer	s. 3.3(b)(14)	\$500.00
23	Discharge pesticides to the storm sewer	s. 3.3(b)(19)	\$500.00
24	Discharge contaminants from an industrial process to the storm sewer	s. 3.3(b)(22)	\$500.00
25	Add matter to discharge for the purpose of dilution	s. 4.2	\$500.00
26	Fail to complete monitoring of a discharge to a wastewater works	s. 6.1	\$500.00
27	Fail to complete sampling of a discharge to a wastewater works	s. 6.1	\$500.00
28	Fail to install an interceptor for oil and grease	s. 9.1	\$500.00
29	Fail to install an interceptor for oil and lubricating grease	s. 9.2	\$500.00
30	Fail to install an interceptor for sediment	s. 9.3	\$500.00
31	Fail to maintain an interceptor	s. 9.5	\$500.00
32	Fail to produce maintenance records for the interceptor	s. 9.6	\$500.00
33	Dispose hauled wastewater to the wastewater works without a valid Hauled Wastewater Discharge Agreement	s. 11.1(c)	\$500.00
34	Fail to comply with all conditions of Hauled Wastewater Discharge Agreement	s. 11.1(d)	\$500.00
35	Fail to submit accurately completed manifest at time of discharge of hauled wastewater	s. 11.2(b)	\$500.00
36	Dispose hauled waste to the wastewater works without a valid Hauled Waste Discharge Agreement	s. 12.1(d)	\$500.00
37	Fail to comply with all conditions of Hauled Waste Discharge Agreement	s. 12.1(e)	\$500.00
38	Fail to submit accurately completed manifest at time of discharge of hauled waste	s. 12.2(b)	\$500.00
39	Unlawfully discharge non-contact cooling water to the sanitary or combined sewer	s. 13.1	\$500.00
40	Fail to immediately notify the Municipality with regard to a spill to a wastewater works and/or storm sewer works	s. 15.1(b)(i)	\$500.00
41	Fail to provide a spill report to the Municipality within 5 working days after a spill	s. 15.2	\$500.00
42	Fail to contain a spill	s. 15.3	\$500.00



43	Fail to clean up a spill and associated residue	s. 15.3	\$500.00
44	Hinder or prevent the Municipality from carrying out any of his/her powers or duties	s. 16.2	\$500.00
45	Damage or permit damage to a device installed in a wastewater works	s. 18	\$500.00
46	Tamper with a device installed in a wastewater works	s. 18	\$500.00
47	Fail to install a monitoring access point	s. 19.1	\$500.00
48	Fail to install an alternative device	s. 19.1	\$500.00
49	Fail to maintain a monitoring access point	s. 19.3	\$500.00
50	Fail to ensure a manhole is accessible at all times	s. 19.4	\$500.00
51	Fail to submit a compliance program progress report within 14 days of scheduled completion date	s. 20.6	\$500.00
52	Discharge wastewater that may result in a health or safety hazard	Sched. A,1,a	\$500.00
53	Discharge wastewater that may result in an offensive odour to emanate from wastewater works	Sched. A,1,f	\$500.00
54	Discharge wastewater that may result in damage to the wastewater works	Sched. A,1,g	\$500.00
55	Discharge wastewater that may result in an obstruction in the wastewater works	Sched. A,1,h	\$500.00
56	Discharge wastewater that results in a reading on an explosion hazard meter of two parts per million atmospheric hydrogen sulphide or greater	Sched. A,1,i,iii	\$500.00
57	Discharge wastewater with two or more separate liquid layers to the sanitary or combined sewer	Sched. A,2	\$500.00
58	Discharge hazardous industrial waste to the sanitary or combined sewer	Sched. A,3,a	\$500.00
59	Discharge hazardous waste chemicals to the sanitary or combined sewer	Sched. A,3,b	\$500.00
60	Discharge wastewater that contained combustible liquid to the sanitary or combined sewer S	Sched. A,3,c	\$500.00
61	Discharge wastewater that contained fuel to the sanitary or combined sewer	Sched. A,3,g	\$500.00
62	Discharge leachate to the sanitary or combined sewer	Sched. A,3,j	\$500.00
63	Discharge ignitable waste to the sanitary or combined sewer	Sched. A,3,k	\$500.00
64	Discharge pesticides to the sanitary or	Sched. A,3,n	\$500.00

	combined sewer		
65	Unlawfully discharge stormwater to the sanitary or combined sewer	Sched. A,3,s	\$500.00
66	Unlawfully discharge water from drainage to the sanitary or combined sewer	Sched. A,3,s	\$500.00
67	Unlawfully discharge water from a watercourse to the sanitary or combined sewer	Sched. A,3,s	\$500.00
68	Unlawfully discharge uncontaminated water to the sanitary or combined sewer	Sched. A,3,s	\$500.00
69	Unlawfully discharge sewage containing water from a source other than the City water supply to the sanitary or combined sewer	Sched. A,3,t	\$500.00

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

**BY-LAW NO. 18-93**

**BEING** a by-law to stop up, and sell part of the Maitland, William, Malcolm, Mary, James, John, Malloch, road allowances identified on PLAN 6262, Almonte Ward.

**WHEREAS** Section 5.3 of the *Municipal Act, 2001* (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the *Municipal Act, 2001* (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**WHEREAS** Section 268(1) of the *Municipal Act, 2001* (S.O. 2001, c.25), authorizes municipal councils to pass by-laws for establishing procedures, including the giving of notice to the public, governing the sale of land;

**AND WHEREAS** notice of this by-law has been published on the Municipality's website and in the local newspaper beginning on September 6, 2018 for two consecutive weeks.

**AND WHEREAS** Section 34(1) of the *Municipal Act, 2001* (S.O. 2001, c.25) states that a by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office;

**AND WHEREAS** it is deemed expedient in the interest of The Corporation of the Municipality of Mississippi Mills that the road allowances set out and described below be stopped up and sold;

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

1. **THAT** the Corporation of the Municipality of Mississippi Mills declares all that portion of the road allowances described below as surplus to its requirements:

Maitland, William, Malcolm, Mary, James, John, Malloch, road allowances identified on PLAN 6262, Almonte Ward, (being PINs 08050-0216, 08050-0145, 08050-0139, 08050-0142, 08050-0143, 08050-0140, 08050-0147, 08050-0218, 08050-0220, west part of 08050-0152, west part of 08050-0144, west part of 08050-0141).

2. **THAT** the said road allowances are hereby stopped up and closed.

3. **THAT** the Mayor and Clerk are authorized to enter into an Agreement of Purchase and Sale with Andrew and Glenna Brown regarding the conveyance of the road allowances known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of Plan 6262 to Andrew and Glenna Brown in exchange for part of PINS 0249, 0253 and 10' allowance of land along the John Street allowance north of 218 Strathburn Street.
4. **THAT** upon passing this By-law shall be registered in the Land Titles Office for Lanark County.

**BY-LAW** read, passed, signed and sealed in open Council this 2<sup>nd</sup> day of October, 2018

\_\_\_\_\_  
Shaun McLaughlin, Mayor

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

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

**BY-LAW NO. 18-94**

**BEING** a by-law to establish a municipal highway.

**WHEREAS** the Corporation of the Municipality of Mississippi Mills acquired the lands described herein for its purposes pursuant to Section 31(2) of the Municipal Act, 2001, S.O. 2001, c.25 as amended;

**AND WHEREAS** the owner of the lands described herein have dedicated the said lands to the Corporation of the Municipality of Mississippi Mills for road purposes;

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

1. **THAT** this By-law shall be short-titled: "Assumption of Roadway Part of McManus Side Road".
2. **THAT** a portion of lands municipally known as McManus Side Road (legally Part 1 on Reference Plan 27R-\_\_\_\_; being Pt Lts 23, 24, 25 Concession 5 Pakenham) have been laid out and historically maintained by the Municipality of Mississippi Mills as a highway.
3. **THAT** the lands shall be and are hereby included into the Road System for the Corporation of the Municipality of Mississippi Mills.

**BY-LAW READ**, passed, signed and sealed in open Council this 2<sup>nd</sup> day of October 2018.

\_\_\_\_\_  
Shaun McLaughlin, Mayor

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

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 18-95

**BEING** a by-law to authorize the borrowing from the TD Bank the principal amount of \$943,600 for the financing of a fire truck, a grader, an ice resurfacer and 2 backhoes.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills (the "Municipality"), authorized the purchase of a fire truck, a grader, an ice resurfacer and 2 backhoes and has authorized long term financing, the principal amount not to exceed \$943,600 over a term of years not to exceed ten years (the "Borrowing");

**WHEREAS** the Municipality entered into a bank loan agreement in connection with the Borrowing with a maturity date of October 3, 2028.

**WHEREAS** the Municipality on the maturity date of the Borrowing wishes to enter into a refinancing bank loan agreement with the TD Bank;

**AND WHEREAS** before authorizing the Project and any additional cost amounts and the additional long-term debt authorities in respect thereof, the Municipality had its Treasurer update its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable debt and financial obligation limits regulation and, prior to authorizing the Project, each such additional cost amount and each such additional long-term debt authority the Treasurer determined that the estimated annual amount payable in respect of the Project, each such additional cost amount and each such additional long-term debt authority would not cause the Municipality to exceed the updated limit and that the approval of the Project, each such additional cost amount and each such additional long-term debt authority by the Ontario Municipal Board pursuant to such regulation was not required;

**AND WHEREAS** the Municipality now deems it to be expedient to ratify, confirm and approve the entering into of a financing bank loan agreement, dated October 3, 2018 with the TD Bank which agreement provides for the borrowing of the principal amount of \$943,600.00 provides for a fixed rate of interest of 3.43% and provides for installments of combined (blended) principal and interest payable in lawful money of Canada on the terms hereinafter set forth in the form attached hereto as Schedule "A" (the "Agreement") over a term not to exceed 10 years.

#### **NOW THEREFORE BE IT ENACTED:**

1. That for the Project, the entering into of the Agreement is hereby ratified, confirmed and approved.
2. That the Mayor and the Treasurer of the Municipality are hereby authorized to incur debt by way of the bank loan as described in Section 1 above (the "TD Bank" loan).

3. That the Municipality has incurred debt in respect of the Project and pursuant to this By-law authorizes long-term borrowing for such debt by the entering into of the Agreement, that the TD Bank Loan shall bear interest from October 3, 2018 at the rate of 3.43% per annum with equal monthly installments of combined (blended) principal and interest payable on the terms and condition set forth in the Agreement attached as Schedule "A".
  
4. (a) That in each year in which a payment of an installment of combined (blended) principal and interest becomes due in respect of the TD Bank Loan there shall be raised as part of the general levy the amounts of principal and interest payable by the Municipality to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality, provided that the total amount of principal and interest to be raised in the final year of the TD Bank Loan does not include any outstanding amount of principal specified as payable on the maturity date if one or more refinancing debentures will be issued in respect thereof or one or more refinancing bank loan agreements will be entered into by the Municipality on or before the maturity date in respect of the outstanding principal, in accordance with the provisions of the Ontario, *Municipal Act*, 2001.  
  
(b) To the extent that the amounts of principal and interest payable by the Municipality in each year are raised as part of a general levy, such amounts shall be applied only for the payment of the principal and interest that become due in respect of the TD Bank Loan.
  
5. (a) That the entering into of the Agreement by the Mayor and the Treasurer is hereby ratified, confirmed and approved, the Mayor and the Treasurer are hereby authorized to cause debt to be incurred by way of the TD Bank Loan, and the Treasurer and the Clerk are hereby individually authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to carry out the incurring of debt by way of the TD Bank Loan and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.  
  
(b) That the money received by the Municipality from the TD Bank Loan and any earnings derived from the investment of that money shall be applied only for the Project and shall not be applied towards payment of current or other expenditures of the Municipality except as permitted by the Ontario, *Municipal Act*, 2001.
  
6. That this By-law takes effect on the day of passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 2<sup>nd</sup> day of October, 2018.

---

Shaun McLaughlin, Mayor

---

Shawna Stone, Clerk

**COMMERCIAL LOAN AMORTIZATION SCHEDULE**

Enter values	
Loan amount	\$ 943,600.00
Annual Interest Rate	3.43 %
Monthly Equivalent Rate	3.43 %
Rate Term in months	120
Amortization period in months	120
Number of payments per year	12
Start Date	3-Oct-18
First Payment Date	3-Nov-18
Rate Term Maturity Date	October 3, 2028

<b>Client Name:</b>	The corporation of the municipality of mississippi mills
<b>Sales Branch:</b>	
<b>Loan Number:</b>	

Loan summary	
Scheduled payment actual	\$ 9,300.47
Payment frequency	monthly
Scheduled number of payments	120
Total interest	\$ 172,543.71
Balance at End of Rate Term	\$ -

PytNo	Payment Date	Beginning Balance	Scheduled Payment	Principal	Interest	Ending Balance	Cumulative Interest	Days
1	03/11/2018	943,600.00	9,300.47	6,551.62	2,748.85	937,048.38	2,748.85	31
2	03/12/2018	937,048.38	9,300.47	6,658.76	2,641.71	930,389.62	5,390.56	30
3	03/01/2019	930,389.62	9,300.47	6,590.10	2,710.37	923,799.51	8,100.92	31
4	03/02/2019	923,799.51	9,300.47	6,609.30	2,691.17	917,190.21	10,792.09	31
5	03/03/2019	917,190.21	9,300.47	6,887.13	2,413.34	910,303.08	13,205.43	28
6	03/04/2019	910,303.08	9,300.47	6,648.62	2,651.85	903,654.46	15,857.28	31
7	03/05/2019	903,654.46	9,300.47	6,752.91	2,547.56	896,901.55	18,404.84	30
8	03/06/2019	896,901.55	9,300.47	6,687.66	2,612.81	890,213.89	21,017.65	31
9	03/07/2019	890,213.89	9,300.47	6,790.80	2,509.67	883,423.09	23,527.32	30
10	03/08/2019	883,423.09	9,300.47	6,726.93	2,573.54	876,696.17	26,100.87	31
11	03/09/2019	876,696.17	9,300.47	6,746.52	2,553.95	869,949.64	28,654.81	31
12	03/10/2019	869,949.64	9,300.47	6,847.93	2,452.54	863,101.72	31,107.36	30
13	03/11/2019	863,101.72	9,300.47	6,786.12	2,514.35	856,315.59	33,621.70	31
14	03/12/2019	856,315.59	9,300.47	6,886.36	2,414.11	849,429.23	36,035.81	30
15	03/01/2020	849,429.23	9,300.47	6,825.95	2,474.52	842,603.27	38,510.32	31
16	03/02/2020	842,603.27	9,300.47	6,845.84	2,454.63	835,757.44	40,964.96	31
17	03/03/2020	835,757.44	9,300.47	7,022.86	2,277.61	828,734.58	43,242.57	29
18	03/04/2020	828,734.58	9,300.47	6,886.24	2,414.23	821,848.33	45,656.79	31
19	03/05/2020	821,848.33	9,300.47	6,983.53	2,316.94	814,864.80	47,973.73	30
20	03/06/2020	814,864.80	9,300.47	6,926.65	2,373.82	807,938.16	50,347.56	31
21	03/07/2020	807,938.16	9,300.47	7,022.75	2,277.72	800,915.41	52,625.28	30
22	03/08/2020	800,915.41	9,300.47	6,967.28	2,333.19	793,948.12	54,958.46	31
23	03/09/2020	793,948.12	9,300.47	6,987.58	2,312.89	786,960.54	57,271.35	31
24	03/10/2020	786,960.54	9,300.47	7,081.89	2,218.58	779,878.66	59,489.94	30
25	03/11/2020	779,878.66	9,300.47	7,028.57	2,271.90	772,850.09	61,761.84	31
26	03/12/2020	772,850.09	9,300.47	7,121.67	2,178.80	765,728.42	63,940.64	30
27	03/01/2021	765,728.42	9,300.47	7,069.79	2,230.68	758,658.63	66,171.32	31
28	03/02/2021	758,658.63	9,300.47	7,090.38	2,210.09	751,568.25	68,381.41	31
29	03/03/2021	751,568.25	9,300.47	7,322.92	1,977.55	744,245.33	70,358.96	28
30	03/04/2021	744,245.33	9,300.47	7,132.37	2,168.10	737,112.96	72,527.06	31
31	03/05/2021	737,112.96	9,300.47	7,222.42	2,078.05	729,890.54	74,605.11	30
32	03/06/2021	729,890.54	9,300.47	7,174.19	2,126.28	722,716.36	76,731.40	31
33	03/07/2021	722,716.36	9,300.47	7,263.00	2,037.47	715,453.35	78,768.86	30
34	03/08/2021	715,453.35	9,300.47	7,216.25	2,084.22	708,237.11	80,853.09	31
35	03/09/2021	708,237.11	9,300.47	7,237.27	2,063.20	700,999.84	82,916.29	31
36	03/10/2021	700,999.84	9,300.47	7,324.23	1,976.24	693,675.61	84,892.53	30
37	03/11/2021	693,675.61	9,300.47	7,279.69	2,020.78	686,395.92	86,913.31	31
38	03/12/2021	686,395.92	9,300.47	7,365.40	1,935.07	679,030.52	88,848.38	30
39	03/01/2022	679,030.52	9,300.47	7,322.35	1,978.12	671,708.17	90,826.50	31
40	03/02/2022	671,708.17	9,300.47	7,343.68	1,956.79	664,364.49	92,783.29	31
41	03/03/2022	664,364.49	9,300.47	7,552.37	1,748.10	656,812.12	94,531.39	28
42	03/04/2022	656,812.12	9,300.47	7,387.08	1,913.39	649,425.04	96,444.78	31
43	03/05/2022	649,425.04	9,300.47	7,469.63	1,830.84	641,955.41	98,275.62	30
44	03/06/2022	641,955.41	9,300.47	7,430.36	1,870.11	634,525.06	100,145.74	31
45	03/07/2022	634,525.06	9,300.47	7,511.63	1,788.84	627,013.43	101,934.58	30
46	03/08/2022	627,013.43	9,300.47	7,473.89	1,826.58	619,539.54	103,761.16	31
47	03/09/2022	619,539.54	9,300.47	7,495.66	1,804.81	612,043.88	105,565.97	31
48	03/10/2022	612,043.88	9,300.47	7,575.01	1,725.46	604,468.87	107,291.43	30
49	03/11/2022	604,468.87	9,300.47	7,539.56	1,760.91	596,929.31	109,052.34	31
50	03/12/2022	596,929.31	9,300.47	7,617.62	1,682.85	589,311.69	110,735.19	30
51	03/01/2023	589,311.69	9,300.47	7,583.72	1,716.75	581,727.98	112,451.95	31
52	03/02/2023	581,727.98	9,300.47	7,605.81	1,694.66	574,122.17	114,146.61	31
53	03/03/2023	574,122.17	9,300.47	7,789.82	1,510.65	566,332.35	115,657.26	28
54	03/04/2023	566,332.35	9,300.47	7,650.66	1,649.81	558,681.69	117,307.07	31
55	03/05/2023	558,681.69	9,300.47	7,725.45	1,575.02	550,956.24	118,882.09	30
56	03/06/2023	550,956.24	9,300.47	7,695.45	1,605.02	543,260.79	120,487.11	31
57	03/07/2023	543,260.79	9,300.47	7,768.92	1,531.55	535,491.87	122,018.66	30
58	03/08/2023	535,491.87	9,300.47	7,740.50	1,559.97	527,751.37	123,578.63	31
59	03/09/2023	527,751.37	9,300.47	7,763.05	1,537.42	519,988.32	125,116.05	31
60	03/10/2023	519,988.32	9,300.47	7,834.53	1,465.94	512,153.79	126,581.99	30
61	03/11/2023	512,153.79	9,300.47	7,808.49	1,491.98	504,345.30	128,073.97	31
62	03/12/2023	504,345.30	9,300.47	7,878.63	1,421.84	496,466.67	129,495.81	30
63	03/01/2024	496,466.67	9,300.47	7,854.19	1,446.28	488,612.48	130,942.09	31
64	03/02/2024	488,612.48	9,300.47	7,877.07	1,423.40	480,735.41	132,365.49	31
65	03/03/2024	480,735.41	9,300.47	7,990.37	1,310.10	472,745.04	133,675.59	29
66	03/04/2024	472,745.04	9,300.47	7,923.29	1,377.18	464,821.75	135,052.77	31



PytNo	Payment Date	Beginning Balance	Scheduled Payment	Principal	Interest	Ending Balance	Cumulative Interest	Days
67	03/05/2024	464,821.75	9,300.47	7,990.05	1,310.42	456,831.70	136,363.19	30
68	03/06/2024	456,831.70	9,300.47	7,969.65	1,330.82	448,862.05	137,694.01	31
69	03/07/2024	448,862.05	9,300.47	8,035.05	1,265.42	440,827.00	138,959.43	30
70	03/08/2024	440,827.00	9,300.47	8,016.27	1,284.20	432,810.72	140,243.62	31
71	03/09/2024	432,810.72	9,300.47	8,039.63	1,260.84	424,771.10	141,504.47	31
72	03/10/2024	424,771.10	9,300.47	8,102.96	1,197.51	416,668.13	142,701.97	30
73	03/11/2024	416,668.13	9,300.47	8,086.65	1,213.82	408,581.48	143,915.79	31
74	03/12/2024	408,581.48	9,300.47	8,148.61	1,151.86	400,432.87	145,067.65	30
75	03/01/2025	400,432.87	9,300.47	8,133.95	1,166.52	392,298.92	146,234.17	31
76	03/02/2025	392,298.92	9,300.47	8,157.64	1,142.83	384,141.28	147,377.00	31
77	03/03/2025	384,141.28	9,300.47	8,289.70	1,010.77	375,851.57	148,387.76	28
78	03/04/2025	375,851.57	9,300.47	8,205.56	1,094.91	367,646.02	149,482.68	31
79	03/05/2025	367,646.02	9,300.47	8,264.01	1,036.46	359,382.01	150,519.14	30
80	03/06/2025	359,382.01	9,300.47	8,253.54	1,046.93	351,128.47	151,566.07	31
81	03/07/2025	351,128.47	9,300.47	8,310.58	989.89	342,817.89	152,555.96	30
82	03/08/2025	342,817.89	9,300.47	8,301.79	998.68	334,516.10	153,554.64	31
83	03/09/2025	334,516.10	9,300.47	8,325.97	974.50	326,190.13	154,529.14	31
84	03/10/2025	326,190.13	9,300.47	8,380.88	919.59	317,809.25	155,448.73	30
85	03/11/2025	317,809.25	9,300.47	8,374.64	925.83	309,434.60	156,374.55	31
86	03/12/2025	309,434.60	9,300.47	8,428.12	872.35	301,006.49	157,246.91	30
87	03/01/2026	301,006.49	9,300.47	8,423.59	876.88	292,582.89	158,123.78	31
88	03/02/2026	292,582.89	9,300.47	8,448.13	852.34	284,134.76	158,976.12	31
89	03/03/2026	284,134.76	9,300.47	8,552.85	747.62	275,581.92	159,723.75	28
90	03/04/2026	275,581.92	9,300.47	8,497.66	802.81	267,084.26	160,526.56	31
91	03/05/2026	267,084.26	9,300.47	8,547.51	752.96	258,536.75	161,279.52	30
92	03/06/2026	258,536.75	9,300.47	8,547.31	753.16	249,989.43	162,032.67	31
93	03/07/2026	249,989.43	9,300.47	8,595.71	704.76	241,393.73	162,737.44	30
94	03/08/2026	241,393.73	9,300.47	8,597.25	703.22	232,796.47	163,440.65	31
95	03/09/2026	232,796.47	9,300.47	8,622.30	678.17	224,174.17	164,118.82	31
96	03/10/2026	224,174.17	9,300.47	8,668.48	631.99	215,505.69	164,750.81	30
97	03/11/2026	215,505.69	9,300.47	8,672.67	627.80	206,833.02	165,378.61	31
98	03/12/2026	206,833.02	9,300.47	8,717.37	583.10	198,115.65	165,961.71	30
99	03/01/2027	198,115.65	9,300.47	8,723.33	577.14	189,392.32	166,538.85	31
100	03/02/2027	189,392.32	9,300.47	8,748.74	551.73	180,643.58	167,090.58	31
101	03/03/2027	180,643.58	9,300.47	8,825.15	475.32	171,818.43	167,565.90	28
102	03/04/2027	171,818.43	9,300.47	8,799.94	500.53	163,018.49	168,066.43	31
103	03/05/2027	163,018.49	9,300.47	8,840.89	459.58	154,177.60	168,526.01	30
104	03/06/2027	154,177.60	9,300.47	8,851.33	449.14	145,326.27	168,975.15	31
105	03/07/2027	145,326.27	9,300.47	8,890.77	409.70	136,435.50	169,384.85	30
106	03/08/2027	136,435.50	9,300.47	8,903.01	397.46	127,532.49	169,782.31	31
107	03/09/2027	127,532.49	9,300.47	8,928.95	371.52	118,603.54	170,153.83	31
108	03/10/2027	118,603.54	9,300.47	8,966.11	334.36	109,637.43	170,488.19	30
109	03/11/2027	109,637.43	9,300.47	8,981.08	319.39	100,656.35	170,807.58	31
110	03/12/2027	100,656.35	9,300.47	9,016.70	283.77	91,639.65	171,091.35	30
111	03/01/2028	91,639.65	9,300.47	9,033.51	266.96	82,606.14	171,358.31	31
112	03/02/2028	82,606.14	9,300.47	9,059.83	240.64	73,546.32	171,598.96	31
113	03/03/2028	73,546.32	9,300.47	9,100.04	200.43	64,446.27	171,799.38	29
114	03/04/2028	64,446.27	9,300.47	9,112.73	187.74	55,333.55	171,987.13	31
115	03/05/2028	55,333.55	9,300.47	9,144.47	156.00	46,189.07	172,143.12	30
116	03/06/2028	46,189.07	9,300.47	9,165.91	134.56	37,023.16	172,277.68	31
117	03/07/2028	37,023.16	9,300.47	9,196.10	104.37	27,827.06	172,382.05	30
118	03/08/2028	27,827.06	9,300.47	9,219.41	81.06	18,607.66	172,463.12	31
119	03/09/2028	18,607.66	9,300.47	9,246.26	54.21	9,361.39	172,517.32	31
120	03/10/2028	9,361.39	9,300.47	9,274.08	26.39	87.31	172,543.71	30

*This Schedule has been provided to you at your request for your convenience. While every reasonable effort has been made to ensure accurate calculations, we cannot guarantee them. The information contained herein is based on certain assumptions and is for illustration purposes only. It is not to be relied on. The terms and conditions of the lending agreements you sign with TD shall govern your payment obligations and if there is any inconsistency between the information contained in this schedule and the terms and conditions of the lending agreements, the lending agreements shall govern. Any legal or tax issues should be confirmed by your own legal or tax advisors.*



August 15<sup>th</sup>, 2018

Hon. Michael Tibollo  
Ministry of Community Safety and Correctional Services  
George Drew Building 18<sup>th</sup> Floor  
Toronto, ON M7A 1Y6

Dear Minister.

**RE: New Fire Safety Regulations under the *Fire Protection and Prevention Act, 1997.***

The Council of the Corporation of Tay Valley Township at its Council meeting on August 14<sup>th</sup>, 2018 adopted the following resolution:

**RESOLUTION #C-2018-08-17**

**“WHEREAS**, Ontario Regulation 379/18, Firefighter Certification, requires mandatory certification for firefighters hired after July 1, 2019 and mandatory certification for new and existing firefighters in certain roles as of January 1, 2020;

**AND WHEREAS**, the Council of Tay Valley Township supports in principle the concept and need for training;

**AND WHEREAS**, new firefighters, in order to become certified will be required to undertake approximately 300 hours of training within a two year period before they can fulfill their full duties as a firefighter;

**AND WHEREAS**, these requirements significantly increase the cost of training and put a financial strain on rural, volunteer based fire departments such as the Drummond/North Elmsley Tay Valley Fire Rescue;

**AND WHEREAS**, these requirements negatively impact recruitment by decreasing the ability for community members to join a volunteer based fire department such as the Drummond/North Elmsley Tay Valley Fire Rescue and decreases the retention of volunteers, thereby putting the fire department at risk for providing fire suppression and prevention services to the public;

**AND WHEREAS**, training for a volunteer firefighter under the current model requires ongoing evening and weekend training during times that are compatible within the normal daily activities of individuals who have a strong commitment to their community;

**NOW THEREFORE BE IT RESOLVED THAT**, the Minister of Community Safety and Correctional Services consider allowing for a longer period of time for implementation and completion of the required training;

**THAT**, the Council of the Corporation of Tay Valley Township requests the Minister of Community Safety and Correctional Services to provide assistance with funding to help lessen the financial burden on rural volunteer based fire departments;

**AND THAT**, this resolution be forwarded to the local municipalities within Lanark County, the Association of Municipalities of Ontario (AMO) and the local MPP.”

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 137 or kmkk@ripnet.com.

Sincerely,



Keith Kerr, Reeve

cc: Local Municipalities of Lanark County  
Association of Municipalities of Ontario  
Randy Hillier, MPP, Lanark-Frontenac-Lennox-Addington



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Trevor Bougie

RESOLUTION NO 255-18

SECONDED BY Frank Prevost

DATE September 4, 2018

WHEREAS Paramedic Services in Ontario are not considered an Essential Service like Fire and Police services;

AND WHEREAS Paramedic Services across Ontario operate under The Ambulance Services Collective Bargaining Act, 2001, allowing a reduction in paramedic services to 75% (The Essential Services Act).

THEREFORE, BE IT RESOLVED THAT the Township of South Glengarry petition the Province of Ontario to list Paramedic Services as a full Essential Service;

AND FURTHERMORE, that this resolution be forwarded to Premier Doug Ford, local MPP Jim McDonnell, the Ministry of Labour, the Association of Municipalities Ontario and all Ontario municipalities.

CARRIED       DEFEATED       POSTPONED

\_\_\_\_\_  
Mayor Ian McLeod

Recorded Vote:	Yes	No
Mayor McLeod	___	___
Deputy Mayor Prevost	___	___
Councillor McKenzie	___	___
Councillor Bougie	___	___
Councillor Warden	___	___

**CERTIFIED A TRUE COPY**

Kelli Campeau      2018-09-06  
Kelli Campeau, Clerk      Date



**Municipality of Mississippi Mills  
PENDING LIST  
October 2, 2018**

Title	Department	Comments/Status	Report to Council (Date)
MM2020	CAO	MM2020 Group to develop business plan	November
COP Registry	Planning	Quartlerly Updates	January
Live Streaming	Clerk	Investigate and recommend options	2019
Downtown Infrastructure Renewal	Public Works	Next steps - detailed Plans for Phases 1 and 2 to go to public meeting/PIC	TBD
Service Delivery Review	CAO	Final report (follow up from Aug 28 presentation)	TBD
Determine feedback mechanism re: OVRT	CAO & Public Works	Investigate options	TBD