



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, June 4, 2019

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 (6:00 p.m.)**
- B. CONSIDERATION OF A CLOSED SESSION**
- C. O CANADA**
- D. ATTENDANCE**
- E. APPROVAL OF AGENDA**
- F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- G. APPROVAL OF MINUTES**

Council Minutes dated May 21, 2019

Pages 6-14

- H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

- 1. Howard Allan, Allan and Partners Chartered Accountants
Re: 2018 Financial Statements

Pages 15-96

Recommendation:

That the deputation by Howard Allan, Allan and Partners Chartered Accountants, be received;

And Council accept and approve the 2018 Financial Statements for the Corporation of the Municipality of Mississippi Mills.

- 2. Christine Row, Chief Librarian
Re: Budget Cut Impact on Interlibrary Loans

Pages 97-108

Recommendation:

That Council endorse the recommended resolution in support of the Mississippi Mills Public Library to restore funding to Ontario Library Service-North and to support sustainable long term funding for Ontario's Public Libraries.

I. PUBLIC MEETINGS

1. Zoning Amendment Application – Z-07-18
Re: Donaldson, 1019 Ramsay Concession 12 (East ½ Lot 8) Pages 109-112

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- Financial Report to April 30, 2019 Pages 113-123

Minutes

Motion to receive:

- Accessibility – May 15, 2019 Pages 124-126
- CEDC – May 19, 2019 Pages 127-130
- Library – April 24, 2019 Pages 131-133
- Public Works – May 27, 2019 Pages 134-135

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

- a. Updated Health and Safety Policy Manual** Pages 136-255
(deferred from May 21, 2019 Council meeting)

Recommendation:

That Council approve the Municipal Health and Safety Policy Manual as presented;

And that Staff be directed to review and draft a volunteer policy for future implementation.

- b. Costing of PWAC Pakenham Crossover Options** Pages 256-257

Recommendation:

That Council receive the report prepared by the Director of Roads and Public Works dated June 4, 2019, relating to the costing associated with the Public Works Advisory Committee Pakenham crossover options.

Fire Department**c. Revised Emergency Response By-Law**

Pages 258-279

Recommendation:

That Council approve the revised Emergency Response By-law as presented and repeal By-law 15-35.

Finance & Administration**d. Federal Gas Tax Funding Options #2**

Pages 280-283

Recommendation:

That Council approve Option 2 - allocate one-time Federal Gas Tax funding of \$394,474.08 as follows:

- 1) \$58,000 to pulverize Concession 11A Ramsay from the urban limits to termination
- 2) \$40,000 to complete patch work on Ramsay Concession 12
- 3) \$296,474.08 to the Victoria Street project in the 2019 Water and Sewer budget to reduce the estimated long term financing for this project.

e. Asset Management Policy

Pages 284-292

Recommendation:

That Council approve the Strategic Asset Management Policy as presented.

Building & Planning**f. Site Plan Control - Part Lot 16 and Lot 17 Plan 6262 (Union St.)
Almonte Ward (Diack)**

Pages 293-301

Recommendation:

That Council approve the site plans for the property described as 0931-010-010-12501-0000 subject to the provision of revised grading and drainage plans to the satisfaction of the Director of Roads and Public Works;

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

g. Site Plan Control - Union Street, Almonte Ward (Dewey)

Pages 302-312

Recommendation:

That Council approve the site plans for the property described as 0931-010-010-12502-0000 subject to the provision of revised grading and drainage plans to the satisfaction of the Director of Roads and Public Works;

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

h. Bill 108: More Homes More Choices, 2019

Pages 314-338

Recommendation:

That Council authorize staff to provide the following recommendations on the proposed More Homes, More Choice Action Plan (Bill 108):

That Bill 108 be amended to require any builder, more broadly defined, be registered as a Tarion Builder to ensure that all construction will adhere to Tarion regulations and coverage;

And that while the Municipality supports the increase of affordable housing options, that Bill 108 should be amended to provide general provisions to permit Municipalities to self-regulate where and when accessory units (particularly in ancillary structures) are appropriate and can be accommodated within the community;

And that Bill 108 be amended to retract the proposal to limit the use of Inclusionary Zoning to Major Transit Centres and continue to allow Municipality's to determine where inclusionary zoning is appropriate to use within local contexts;

And that that Council endorses the proposal to recruit additional Tribunal members in an effort to expedite hearing scheduling and decisions;

And that Bill 108 be amended to retain the Tribunals authority to refer decisions back to Council for reconsideration and remove the permissive former de novo hearing process;

And that the Municipality of Mississippi Mills strongly encourages the Province to halt the legislative advancement of Bill 108 pending fulsome and comprehensive stakeholder consultation.

(J.3) INFORMATION ITEMS

- | | |
|--|---------------|
| • Mayor's Report | None |
| • County Councillors' Report | Pages 339-340 |
| • Mississippi Valley Conservation Authority Report | Pages 341-374 |
| • Information List | Pages 375-408 |
| • Meeting Calendars (<i>June/July</i>) | Pages 409-410 |

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of June 4, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-law 19-59 be taken as read, passed, signed and sealed in Open *Council*.

19-59 Emergency Response

Pages 411-429

M. OTHER/NEW BUSINESS

1. Lanark Transportation – Mississippi Mills Pilot Project
(*from May 7, 2019 Council meeting*)

Pages 430-438

Recommendation

That Council support a Lanark Transportation Association Mississippi Mills Pilot Project;

And that Staff be directed to work with Lanark Transportation to develop proposed routes.

N. NOTICE OF MOTION

None

O. ANNOUNCEMENTS AND INVITATIONS**P. CONFIRMATORY BY-LAW – 19-60****Q. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #20-19

MINUTES

A regular meeting of Council was held on Tuesday, May 21, 2019 at 5:30 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 329-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

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

CARRIED

Resolution No. 330-19

Moved by Councillor

Seconded by Councillor

THAT Council return to regular session at 5:36 p.m.

CARRIED

Council recessed at 5:36 p.m. and resumed at 6:00 p.m.

Rise and Report

1. Fee Waiver Request

Resolution No. 331-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Maydan

THAT Council maintain the status quo with regard to the development charge calculation and the water and sewer base charges for the applicant.

CARRIED

C. O CANADA

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

D. ATTENDANCE**PRESENT:**

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard (arrived at 5:40pm)
Councillor Janet Maydan

ABSENT:

Councillor Denzil Ferguson

Shawna Stone, Acting Chief Administrative Officer
Jeanne Harfield, Acting Clerk
Dawn McDonald, Administrative Assistant
Niki Dwyer, Director of Planning
Rhonda Whitmarsh, Treasurer
Guy Bourgon, Director of Roads and Public Works
Robert Kennedy, Facilities, Health and Safety Coordinator (left at 8:23 pm)

E. APPROVAL OF AGENDA**Resolution No. 332-19**

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the agenda be approved as presented.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

G. APPROVAL OF MINUTES**Resolution No. 333-19**

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the Council Minutes dated April 30 and May 7, 2019 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Teamoeba, Holy Name of Mary

The Mayor presented members of Teamoeba with a certificate of achievement in recognition of their experiment being included in a NASA Rocket Launch.

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

Randy Hillier, MPP, provided an update on current government issues including: continued commitment to the constituency; advocacy efforts; and Conservation Authorities and flooding. Members asked Mr. Hillier about proposed cuts; Official Plan changes; economic growth projections; further municipal amalgamation; and the provincial budget.

3. Mark Joynes, MM202
Re: Update on Rural Broadband Initiative

Mark Joynes provided an update on recent MM2020 initiatives including: background; opportunities; business case report; Clayton pilot project; funding options; and formalizing integrated leadership team (MM2020, Private Sector, Municipality and County).

Resolution No. 334-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the delegation by Mark Joynes, MM2020 re: Update on Rural Broadband Initiative be received.

CARRIED

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

Peter Simcisko reviewed the asset management plan and study, provincial requirements, and the proposed policy.

Resolution No. 335-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the deputation by Peter Simicisko, Watson and Associates Economist Ltd. re: Asset Management Policy be received.

CARRIED

I. PUBLIC MEETINGS

None

J. COMMITTEE OF THE WHOLE

Resolution No. 336-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council resolve into Committee of the Whole, with Mayor Lowry in the Chair.

CARRIED

Council recessed at 7:37 p.m. and resumed at 7:44 p.m.

J.1 **CONSENT ITEMS**

Resolution No. 337-19

Moved by Councillor Guerard

Seconded by Councillor Holmes

THAT the Drinking Water Quality Management Standards – 1st Quarter 2019 be received.

CARRIED

Resolution No. 338-19

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT the minutes of the following committees be received:

- Parks and Recreation – April 23, 2019
- Public Works – April 29 and May 6, 2019
- Finance and Policy – May 9, 2019

CARRIED

Public Works

a. Paterson Street Cross Walk

The following motion not tabled – to be discussed at a future date to be determined pending final site plan alterations.

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

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

b. Pakenham Pedestrian Cross Walk

ACTION: Staff to obtain a cost estimate of the proposed recommendation.

The following motion not tabled - to be brought forward at June 4th Council Meeting:

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

- Pakenham Pedestrian Cross Walks be constructed for full lane widths on County Road 29;

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

c. Pakenham Radar Signs

Resolution No. 339-19

Moved by Councillor Guerard

Seconded by Councillor Holmes

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

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

CARRIED

J.2 **STAFF REPORTS**

Roads & Public Works

a. Updated Health and Safety Policy Manual

Resolution No. 340-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

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

CARRIED

Building & Planning

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

Resolution No. 341-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

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

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

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

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

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

DEFERRED – JUNE 4, 2019

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

Resolution No. 342-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

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

CARRIED

Finance and Administration

- d. Federal Gas Tax Funding Options

Resolution No. 343-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

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

DEFERRED – JUNE 4, 2019

J. 3 INFORMATION ITEMS

- **Mayor’s Report** - None
- **County Councillors’ Report**

Highlights: Taxation policies, Perth Official Plan Amendment; and improvements to Tay-Havelock Trail

- **Mississippi Valley Conservation Authority Report - None**
- **Information List 10-19**

Resolution No. 344-19**Moved by Councillor Dalgity****Seconded by Councillor Holmes****THAT** Information List 10-19 be received;

AND THAT Item 15, Resolution re: cut in provincial funding for MVCA's flood control operations, be pulled for further consideration.

CARRIED

- **Meeting Calendars – No amendments**

K. RISE AND REPORT**Resolution No. 345-19****Moved by Councillor Dalgity****Seconded by Councillor Maydan**

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

CARRIED

Item J.1.c

[Resolution 339-19]

Moved by Councillor Maydan**Seconded by Councillor Holmes**

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

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

CARRIED

Item J.2.a.

[Resolution 340-19]

Moved by Councillor Guerard**Seconded by Councillor Maydan**

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

DEFERRED – JUNE 4, 2019

L. BY-LAWS**Resolution No. 346-19****Moved by Deputy Mayor Minnille****Seconded by Councillor Maydan****THAT** By-laws 19-55 to 19-57 be taken as read, passed, signed and sealed in Open Council.**CARRIED**

By-Law 19-55

Resolution No. 347-19**THAT** By-law 19-55, being a by-law to authorize the signing of an encroachment agreement with Joe Princiotta to allow the encroachment of an existing projecting commercial sign located at 7 Mill Street, Almonte Ward into the Mill Street road allowance.**CARRIED**

By-Law 19-56

Resolution No. 348-19**THAT** By-law 19-56, being a by-law to adopt the estimates for the sums required during the year 2019 for the general and special purposes of the Corporation of the Municipality of Mississippi Mills and to establish tax rates.**CARRIED**

By-Law 19-57

Resolution No. 349-19**THAT** By-law 19-57, being a by-law to charge an annual rate in the same manner and the same time as municipal taxes, for waste collection, removal and disposal of waste, other refuse and recyclable materials from within the Municipality of Mississippi Mills at the expense of the owners, householders or occupants of any building in the municipality.**CARRIED****M. OTHER/NEW BUSINESS**

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

Resolution No. 350-19**Moved by Councillor Maydan****Seconded by Councillor Guerard****WHEREAS** Council appointed members to the Finance and Policy Advisory Committee on April 16, 2019;**AND WHEREAS** The Finance and Policy Advisory Committee provides recommendations to Council on referred matters;

THEREFORE BE IT RESOLVED THAT Council refer the Delegated Authority By-law and the Procurement Policy By-law to the Finance and Policy Advisory Committee to review.

CARRIED

N. NOTICE OF MOTION

None

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW

By-law 19-58

Resolution No. 351-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT By-law 19-58 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 21st day of May 2019, be read, passed, signed and sealed in Open Council this 21st day of May, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 352-19

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT the meeting be adjourned at 9:06 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK

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June 4, 2019

Mayor and Members of Council of the
Municipality of Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, ON K0A 1A0

Dear Mayor and Members of Council:

Re: Audit Findings Report for the Year Ended December 31, 2018

We are pleased to submit this Report on the results of our audit of the consolidated financial statements of the Municipality of Mississippi Mills and its related entities ("the Municipality") for the year ended December 31, 2018. This Report summarizes the scope of our audit, our findings to date and reviews certain other matters that we believe to be of interest to you.

As agreed in our engagement letter dated October 14, 2016, we have performed audits of the following, in accordance with Canadian generally accepted auditing standards ("GAAS"):

- consolidated financial statements of the Municipality for the year ended December 31, 2018;
- financial statements of the Municipality of Mississippi Mills Trust Funds for the year ended December 31, 2018;
- financial statements of the Municipality of Mississippi Mills Public Library Board for the year ended December 31, 2018.

Our audits were conducted in accordance with the audit planning letter provided to Mayor Christa Lowry and Members of Council dated December 7, 2018.

This Report is intended solely for the information and use of the Mayor and Members of Council, management and others within the Municipality and is not intended to be, and should not be, used by anyone other than these specified parties. Accordingly, we disclaim any responsibility to any other party who may rely on it.

We would like to express our appreciation for the cooperation we received from management and the employees of the Municipality with whom we worked to discharge our responsibilities.

We look forward to discussing this Report summarizing the outcome of our audits with you and answering any questions you may have.

Yours truly,

Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

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Our Client Service Commitment to the Municipality of Mississippi Mills

Allan and Partners LLP was established in 1979 and has continually provided a high level of service to our clients. Our practice is a service oriented accounting firm with a highly trained professional staff and clerical support team. Our client base is varied, ranging from municipalities, not-for-profit organizations, health units, proprietorships, partnerships, corporations, and charitable organizations, as well as individuals.

For over 30 years, the practice has been built on traditions of integrity, commitment and knowledge.

Professional services offered by the firm are diverse, ranging from standard audit and accounting services, strategic consulting, mergers and acquisitions, personal tax and financial planning.

Our vision is to be the best professional services firm for our clients and the communities in which we work. We accomplish this vision through:

- commitment to communication between the client and audit personnel
- commitment to professional development for all personnel
- multiple levels of review of the work completed by audit personnel assigned to the engagement
- objectivity
- fair and transparent fees
- development of the audit process which includes:
 - planning and identifying risk
 - developing audit strategy based on risk assessment
 - implementing the audit strategy

Audit Status

We have completed the audit of the consolidated financial statements, with the exception of the following items:

1. Receipt of signed management representation letter;
2. Receipt of letter(s) from your external legal counsel regarding any litigation or claims;
3. Completing our discussions with the Mayor and Members of Council; and
4. Obtaining evidence of Council's approval of the consolidated financial statements.

We will be in a position to render our audit opinion on the consolidated financial statements of the Municipality following approval of the consolidated financial statements by Council and the completion of the above mentioned outstanding items.

Auditor's Responsibilities

In accordance with Canadian generally accepted auditing standards, our audit is designed to enable us to express an opinion on the fairness of the presentation of the Municipality's annual consolidated financial statements prepared in accordance with Canadian public sector accounting standards ("PSAS").

No restrictions have been placed on the scope of our audit. In performing the audit, we were given full and complete access to the accounting records, supporting documentation and other information requested.

We intend to issue an unqualified auditor's report on the consolidated financial statements of the Municipality for the year ended December 31, 2018 once the outstanding items referred to above are completed satisfactorily and the consolidated financial statements are approved by Council.

Independence

We communicate, at least annually, the following to Council or those charged with governance:

- all relationships between Allan and Partners LLP and our associated entities and the Municipality and its affiliates or persons in financial reporting oversight roles at the Municipality that may reasonably be thought to bear on our independence;
- the potential effects of those relationships on independence; and
- affirm, in writing, that we are independent in compliance with the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario.

We confirm our independence to Council for the year ended December 31, 2018 in the appendices.

Materiality

At the conclusion of the audit, we formulate our opinion on the consolidated financial statements of the Municipality as to their fair presentation, in all material respects, in accordance with Canadian public sector accounting standards.

Our estimation of materiality involves professional judgment and necessarily takes into account qualitative as well as quantitative considerations.

As stated in our audit planning letter, we performed our audit to a materiality level of \$200,000. This is approximately 1% of budgeted revenues which is consistent with prior years.

Audit Risks and Results

Our audit planning letter identified certain significant risks and other areas of focus. There have been no changes to these risks and other areas of focus nor have any additional risks or areas of focus been identified since our previous communication. The results of our audit work on these risks and other areas of focus are set out below:

Significant Risks	Our Audit Response	Our Conclusion
<i>Revenue recognition and completeness</i>	<i>Performed analytical procedures Recalculated tax revenue using approved tax rates (provided in municipal by-laws) and assessments (produced by MPAC) Compared grants received to grants earned with reference to the related expenses to ascertain that appropriate amount of revenue recognized Tested other revenues, as/where applicable Reviewed cut-off procedures</i>	<i>Revenue included in the consolidated financial statements is properly recorded for the year ended December 31, 2018.</i>
<i>Management override of controls</i>	<i>Inquired of management Reviewed/tested journal entries Reviewed related-party transactions and management estimates</i>	<i>Results were satisfactory.</i>

Other Areas of Focus	Our Audit Response	Our Conclusion
<i>Tangible capital assets</i>	<p><i>Tested additions and disposals</i></p> <p><i>Reviewed amortization policy and calculations</i></p> <p><i>Reviewed construction in progress to ensure amounts were properly transferred to correct capital asset classes and amortization expense commenced on a timely basis</i></p> <p><i>Discussed any impairment with management</i></p>	<p><i>Tangible capital assets recorded are properly reported as at December 31, 2018.</i></p>
<i>Employee future benefits liability</i>	<p><i>Obtained actuarial valuation/report and reviewed assumptions used by actuary</i></p> <p><i>Communicated with actuary regarding auditor reliance on actuarial valuation/report</i></p> <p><i>Reviewed note disclosure</i></p>	<p><i>Employee future benefits are reasonable as at December 31, 2018 and are properly disclosed in the consolidated financial statements.</i></p>
<i>Accounts payable, accrued liabilities, expenses</i>	<p><i>Performed analytical procedures</i></p> <p><i>Performed tests of controls</i></p> <p><i>Selected a sample of expenses and vouched to supporting documentation</i></p> <p><i>Performed a search for unrecorded liabilities at year-end</i></p> <p><i>Examined significant accrued liabilities and tested supporting assumptions</i></p> <p><i>Reviewed the outcome of prior year estimates and accruals</i></p>	<p><i>Accounts payable, accrued liabilities and expenses are properly accounted for and reported in the consolidated financial statements as at and for the year ended December 31, 2018.</i></p>
<i>Landfill liability</i>	<p><i>Obtained report and reviewed assumptions used by Municipality to determine the landfill liability</i></p> <p><i>Reviewed note disclosure</i></p>	<p><i>Landfill liability is reasonable as at December 31, 2018 and is properly disclosed in the consolidated financial statements.</i></p>
<i>Contaminated sites liability</i>	<p><i>Reviewed completeness of management's analysis of potentially contaminated sites</i></p>	<p><i>Contaminated sites liability is reasonable as at December 31, 2018.</i></p>
<i>Accounts/taxes receivable</i>	<p><i>Performed analytical procedures</i></p> <p><i>Performed tests of controls</i></p> <p><i>Confirmed a sample of receivable balances</i></p> <p><i>Reviewed aging reports</i></p> <p><i>Examined payments received subsequent to year-end</i></p>	<p><i>Accounts/taxes receivable are properly accounted for and reported in the consolidated financial statements as at December 31, 2018.</i></p>
<i>Contingencies</i>	<p><i>Sent legal inquiry letter(s) to Municipality's solicitor(s)</i></p> <p><i>Reviewed Council and Committee meeting minutes</i></p>	<p><i>Disclosures of contingencies are complete and accurate for the year ended December 31, 2018.</i></p>

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Other Areas of Focus	Our Audit Response	Our Conclusion
<i>Estimates</i>	<i>Tested supporting assumptions for estimates Reviewed outcome of prior year estimates and accruals</i>	<i>Management estimates were determined to be reasonable and properly supported for the year ended December 31, 2018.</i>
<i>Payroll</i>	<i>Performed analytical procedures Performed tests of controls Reconciled salaries/wages general ledger accounts to T4 Summary (variance was immaterial)</i>	<i>Payroll expense is properly determined for the year ended December 31, 2018.</i>
<i>Obligatory reserve funds</i>	<i>Tested revenue recognized to ensure in accordance with the Municipality's accounting policies and Canadian public sector accounting standards</i>	<i>Obligatory reserve funds are properly determined for the year ended December 31, 2018.</i>

We are satisfied that our audit work has appropriately dealt with these risks and other areas of focus.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the Municipality are disclosed in Note 2 to the consolidated financial statements.

With respect to the significant accounting policies used by the Municipality:

- There have been no significant changes in the accounting policies.
- There has been no significant application of new accounting pronouncements.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

Accounting estimates are an integral part of the consolidated financial statements prepared by management. These estimates are based on management's knowledge and experience about past and current events, assumptions about future events and interpretations of the financial reporting standards.

The following significant estimates/judgments are contained in the consolidated financial statements:

- Employee Future Benefits liability;
- Landfill Closure and Post-Closure liability;
- Contaminated sites liability;
- Accrued liabilities;
- Deferred revenue;
- Allowance for doubtful accounts/taxes;
- Book value of tangible capital assets

During the course of the audit, we did not identify instances of management bias in the development of estimates.

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Uncorrected Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. In accordance with Canadian generally accepted auditing standards, we requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected with the exception.

#	Nature of Uncorrected Misstatement	Effect on the Consolidated Financial Statements	Management's Reason for Not Correcting
1	No unadjusted errors		
2			

Internal Control

A deficiency in internal control exists when a risk is not treated by a control or when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the consolidated financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

During the course of the audit, we examined the accounting procedures and internal controls employed by the Municipality. For the audit of the Municipality's consolidated financial statements for the year ended December 31, 2018, we tested and relied upon internal controls in the following areas:

- general computer controls;
- revenues;
- payroll; and
- expenditures.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Minor internal control issues identified have been reviewed with management. A management letter is attached to this report (see Appendix).

Written Representations

In a separate communication (attached as an Appendix), we have requested a number of written representations from management in respect to their responsibility for the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards. We will require the management representation letter to be signed and returned to us prior to the issuance of our Auditor's Report.

Other Reportable Matters

The following summarizes various other reportable matters to be communicated to Council in accordance with Canadian generally accepted auditing standards:

Matter	Comment
Audit strategy and scope	Refer to our engagement letter dated October 14, 2016 and our audit planning letter dated December 8, 2018.
Changes to the audit plan	The audit was conducted in accordance with our audit plan which was previously communicated to Mayor and Council. We confirm that there have been no amendments to the audit scope and approach communicated in the audit plan.
Significant difficulties encountered in performing the audit	We did not encounter any significant difficulties while performing the audit. There were no significant delays in receiving information from management required for the audit nor was there an unnecessarily brief timetable in which to complete the audit.
Related party transactions	Related party transactions or balances have been properly disclosed in the consolidated financial statements. We have not identified any related party transactions that were not in the normal course of operations and that involved significant judgments by management concerning measurement or disclosure.
Fraud and illegal acts	Based on the procedures we performed as required by Canadian Auditing Standards ("CAS") 240, <i>The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements</i> , we are not aware of any illegal acts or fraudulent events with respect to the Municipality during the year.
Disagreements with management	During the course of our audit, there were no disagreements with management about matters that individually or in the aggregate could be significant to the consolidated financial statements.
Consultation with other accountants	Management has informed us that the Municipality has not consulted with other accountants about auditing or accounting matters.
Legal and regulatory compliance	Management is responsible for ensuring that the Municipality's operations are conducted in accordance with the laws and regulations applicable to the Municipality. The responsibility for preventing and detecting non-compliance rests with management. Our limited procedures did not identify any areas of material non-compliance with laws and regulations by the Municipality.

Matter	Comment
Subsequent events	Management is responsible for assessing subsequent events up to the date of the release of the consolidated financial statements. At the time of finalizing this Report, we are not aware of any significant subsequent events.
Going concern	No material uncertainties related to events and conditions that may cast significant doubt on the Municipality's ability to continue as a going concern were noted.

Communication Requirements

We believe our audit planning letter, year-end audit findings report and various other communications we have prepared and provided to Council as part of our audit, meet our communication requirements under Canadian generally accepted auditing standards.

We encourage Council to review the contents of this Report. We would be pleased to answer any questions Council may have about these or any other related matters.

**Municipality of Mississippi Mills
Consolidated Statement of Operations**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
REVENUES			
Taxation ▶ residential	9,140,497	9,138,740	8,587,354
▶ commercial	888,328	883,985	851,767
▶ other governments	238,185	238,746	245,757
▶ garbage collection and local improvements	1,461,852	1,497,384	1,471,428
User charges ▶ sewer and water	2,936,685	3,217,878	2,944,092
▶ recreation and culture	520,715	508,448	589,975
▶ daycare	919,000	1,096,058	898,752
▶ other	184,875	320,635	337,418
Government transfers	1,648,481	2,230,767	1,869,862
Licences and permits	424,353	636,328	596,294
Deferred revenues earned (note 5)	378,347	378,347	380,947
Investment income	90,000	121,749	89,391
Penalties and interest on taxes	280,000	241,807	238,087
Provincial offenses	100,000	122,643	84,540
Other	521,400	1,066,477	761,200
Net income ▶ Ottawa River Power Corporation	---	162,046	90,483
▶ Ottawa River Energy Solutions Inc.	---	17,699	17,888
▶ Mississippi River Power Corporation	---	173,501	1,159,638
TOTAL REVENUES	19,732,718	22,053,238	21,214,873
EXPENDITURES			
General government	2,101,984	2,234,875	1,676,802
Protection to persons and property	3,413,121	3,419,250	3,260,148
Transportation services	4,735,281	4,667,455	4,448,937
Environmental services	5,998,204	5,750,718	5,604,352
Social and family services	1,637,282	1,756,252	1,658,660
Recreation and cultural services	2,953,692	2,900,936	2,739,047
Planning and development	504,689	582,579	535,682
TOTAL EXPENDITURES	21,344,253	21,312,065	19,923,628
NET REVENUES (EXPENDITURES) FROM OPERATIONS	(1,611,535)	741,173	1,291,245
OTHER			
Grants and transfers related to capital			
Deferred revenues earned (note 5)	530,382	756,687	941,492
Government transfers	665,870	688,277	1,365,816
Other	216,361	177,009	215,310
Contributed assets	---	696,493	686,233
	1,412,613	2,318,466	3,208,851
ANNUAL SURPLUS (DEFICIT)	(198,922)	3,056,639	4,500,096
MUNICIPAL EQUITY, BEGINNING OF YEAR	67,988,552	67,988,552	63,488,456
MUNICIPAL EQUITY, END OF YEAR	67,789,630	71,048,191	67,988,552

The accompanying notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Consolidated Statement of Changes in Net Debt**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
ANNUAL SURPLUS (DEFICIT)	(198,922)	3,059,639	4,500,096
Amortization of tangible capital assets	3,248,533	3,192,267	3,009,880
Acquisition of tangible capital assets	(9,252,896)	(8,011,581)	(8,444,974)
Disposal of tangible capital assets	---	165,690	(4,496)
Acquisition of supplies inventories	---	(5,421)	---
	(6,004,363)	(4,659,045)	(5,439,590)
INCREASE IN NET DEBT	(6,203,285)	(1,599,406)	(939,494)
NET DEBT, BEGINNING OF YEAR	(3,679,261)	(3,679,261)	(2,739,767)
NET DEBT, END OF YEAR	(9,882,546)	(5,278,667)	(3,679,261)

The accompanying notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Consolidated Statement of Financial Position**

December 31	2018	2017
	\$	\$
ASSETS		
Financial Assets		
Cash and short term deposits	8,740,890	8,291,588
Taxes receivable (net of allowance of \$34,900)	1,683,427	1,916,034
User charges receivable	495,238	859,057
Accounts receivable (net of allowance of \$27,453)	1,518,478	1,591,048
Inventory for resale	26,099	48,089
Long term receivables (note 7)	23,809	35,395
Investment in Ottawa River Power Corporation (note 6)	2,297,185	2,179,451
Investment in Ottawa River Energy Solutions Inc. (note 6)	322,018	312,289
Investment in Mississippi River Power Corporation (note 6)	4,015,817	4,067,316
	19,122,961	19,300,267
LIABILITIES		
Financial Liabilities		
Accounts payable and accrued liabilities	2,369,891	2,633,083
Prepaid property taxes	1,236,605	1,181,733
Accrued landfill closure and post closure	831,179	816,179
Other current liabilities	1,082,906	922,736
Deferred revenues (note 5)	2,022,539	1,779,937
Long term liabilities (note 7)	16,858,508	15,645,860
	24,401,628	22,979,528
NET DEBT	(5,278,667)	(3,679,261)
NON-FINANCIAL ASSETS		
Tangible capital assets (note 16)	76,263,211	71,609,587
Inventories	63,647	58,226
	76,326,858	71,667,813
Contingent Liabilities (note 13)		
MUNICIPAL EQUITY (note 8)	71,048,191	67,988,552

The accompanying notes are an integral part of these consolidated financial statements.

Municipality of Mississippi Mills
Five Year Financial Review
(not subject to audit)

December 31	2018	2017	2016	2015	2014
Population (Statistics Canada)	13,163	13,163	13,163	12,385	12,385
Number of Households (MPAC)	5,755	5,654	5,550	5,478	5,321
<hr/>					
Taxable Assessment (000's)	\$	\$	\$	\$	\$
Residential and farm	1,788,497	1,691,275	1,616,203	1,518,663	1,418,289
Commercial and industrial	92,044	90,847	94,180	104,908	89,390
Total	1,880,541	1,782,122	1,710,383	1,623,571	1,507,679
Commercial, industrial as % of assessment	4.89%	5.09%	5.51%	6.46%	5.93%
<hr/>					
Rates of Taxation					
Residential					
▸ for general municipal purposes	0.517954	0.508951	0.492824	0.489343	0.492008
▸ for county purposes	0.370048	0.376627	0.373000	0.379779	0.392978
▸ for school board purposes	0.170000	0.179000	0.188000	0.195000	0.203000
Total	1.058002	1.064578	1.053824	1.064122	1.087986
Multi-Residential (municipal)	1.109898	1.113514	1.132799	1.141454	1.166452
Commercial (municipal)	0.930695	0.901541	0.840852	0.823141	0.815153
Industrial (municipal)	1.335026	1.322777	1.285926	1.256043	1.236795
Tax Arrears ▸ percentage of current levy (<10%)**	7.40%	8.69%	9.81%	10.38%	11.18%
Taxes Transferred (000's)					
▸ County	7,307	7,121	6,744	6,410	6,143
▸ School Boards	4,149	4,178	4,260	4,103	3,971
<hr/>					
Revenues (000's)	\$	\$	\$	\$	\$
▸ Taxation and payments in lieu	11,759	11,156	10,442	9,774	9,309
▸ Government transfers	2,231	1,870	1,729	1,721	1,487
▸ Fees and service charges	5,143	4,770	4,569	4,719	4,024
▸ Other	2,921	3,418	1,454	4,416	1,913
▸ Revenues related to capital assets	2,318	3,209	599	2,014	2,020
Total	24,372	24,423	18,793	22,644	18,753
<hr/>					
Expenditures (000's)					
▸ Operations	21,312	19,924	18,745	18,064	16,731
▸ Amortization	3,192	3,010	2,696	2,652	2,540
<hr/>					
Net Financial Assets (Net Debt)					
▸ % of Operating Revenue (>(20%)) **	(24.33%)	(18.45%)	(14.88%)	(18.86%)	(22.57%)
▸ % of Taxation and User Charges (>(50%)) **	(31.23%)	(23.10%)	(18.25%)	(23.80%)	(29.91%)

** Represents the Provincial Low Risk Indicator.
(Note: All dollar amounts are in thousands of dollars.)

Municipality of Mississippi Mills
Five Year Financial Review
(not subject to audit)

December 31	2018	2017	2016	2015	2014
	\$	\$	\$	\$	\$
Long Term Debt					
▸ Net long term debt (000's)	16,859	15,646	15,216	14,966	15,754
▸ Long term debt charges (000's)	1,575	1,406	1,384	1,414	1,243
▸ Total annual repayment limit (000's)	4,136	3,861	3,763	3,644	3,084
▸ Long term debt per household	2,929	2,767	2,742	2,732	2,961
▸ Debt charges (000's)					
▸ user charges	494	490	471	471	350
▸ tax supported	1,081	916	913	943	893
	1,575	1,406	1,384	1,414	1,243
Municipal Equity (000's)					
▸ Surplus and Reserves	9,229	8,155	7,785	6,827	5,837
▸ Invested in capital assets	55,184	53,274	50,192	50,573	49,783
▸ Equity in MRPC, ORPC, ORES	6,635	6,559	5,573	6,104	6,017
▸ Reserves as % of operating expenses (>20%) **	43.30%	40.90%	41.20%	37.60%	37.08%
▸ Asset consumption ratio	34.51%	34.83%	34.98%	33.10%	32.97%
Financial Indicators					
▸ Sustainability					
▸ financial assets to liabilities	0.7837	0.8399	0.8734	0.8398	0.8250
▸ financial assets to liabilities excluding long term debt	2.5352	2.6320	2.9407	2.8960	3.0380
▸ capital reserves to accumulated amortization	15.80%	14.60%	15.00%	13.54%	11.80%
▸ debt to tangible capital assets	22.11%	21.85%	22.99%	22.39%	24.09%
▸ Flexibility					
▸ Debt charges to total operating revenue (<5%) **	7.26%	7.05%	7.52%	7.87%	7.43%
▸ Total operating revenue to taxable assessment	1.15%	1.12%	1.08%	1.10%	1.11%
▸ Working capital to operating expenses (>10%) **	54.33%	60.10%	66.56%	64.15%	71.58%
▸ Vulnerability					
▸ Total government transfers to total revenues	13.45%	13.97%	11.82%	11.45%	10.37%

**CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2018**

Draft

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**Municipality of
Mississippi Mills
Consolidated
Financial Statements
December 31, 2018**

Municipality of Mississippi Mills
Five Year Financial Review
(not subject to audit)

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Municipality of Mississippi Mills
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(not subject to audit)

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▸ Vulnerability					
▸ Total government transfers to total revenues	13.45%	13.97%	11.82%	11.45%	10.37%

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the Municipality of Mississippi Mills are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in note 2 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to Council approval of the consolidated financial statements.

The consolidated financial statements have been audited by Allan and Partners LLP, independent external auditors appointed by the Municipality. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Ken Kelly,
Chief Administrative Officer

Rhonda Whitmarsh, CPA, CA
Treasurer

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Municipality of Mississippi Mills:

Opinion

We have audited the consolidated financial statements of the Corporation of the Municipality of Mississippi Mills (the 'Entity'), which comprise:

- the consolidated statement of financial position as at December 31, 2018;
- the consolidated statement of operations and accumulated surplus for the year then ended;
- the consolidated statement of changes in net debt for the year then ended;
- the consolidated statement of cash flows for the year then ended;
- and the notes to the consolidated financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the 'financial statements').

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2018, and its consolidated results of operations, its consolidated changes in net debt and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **'Auditors' Responsibilities for the Audit of the Financial Statements'** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis of our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

Perth, Ontario
June 4, 2019.

**Municipality of Mississippi Mills
Consolidated Statement of Financial Position**

December 31	2018	2017
	\$	\$
ASSETS		
Financial Assets		
Cash and short term deposits	8,740,890	8,291,588
Taxes receivable (net of allowance of \$34,900)	1,683,427	1,916,034
User charges receivable	495,238	859,057
Accounts receivable (net of allowance of \$27,453)	1,518,478	1,591,048
Inventory for resale	26,099	48,089
Long term receivables (note 7)	23,809	35,395
Investment in Ottawa River Power Corporation (note 6)	2,297,185	2,179,451
Investment in Ottawa River Energy Solutions Inc. (note 6)	322,018	312,289
Investment in Mississippi River Power Corporation (note 6)	4,015,817	4,067,316
	19,122,961	19,300,267
LIABILITIES		
Financial Liabilities		
Accounts payable and accrued liabilities	2,369,891	2,633,083
Prepaid property taxes	1,236,605	1,181,733
Accrued landfill closure and post closure	831,179	816,179
Other current liabilities	1,082,906	922,736
Deferred revenues (note 5)	2,022,539	1,779,937
Long term liabilities (note 7)	16,858,508	15,645,860
	24,401,628	22,979,528
NET DEBT	(5,278,667)	(3,679,261)
NON-FINANCIAL ASSETS		
Tangible capital assets (note 16)	76,263,211	71,609,587
Inventories	63,647	58,226
	76,326,858	71,667,813
Contingent Liabilities (note 13)		
MUNICIPAL EQUITY (note 8)	71,048,191	67,988,552

The accompanying notes are an integral part of these consolidated financial statements.

Municipality of Mississippi Mills Consolidated Statement of Operations

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
REVENUES			
Taxation ▶ residential	9,140,497	9,138,740	8,587,354
▶ commercial	888,328	883,985	851,767
▶ other governments	238,185	238,746	245,757
▶ garbage collection and local improvements	1,461,852	1,497,384	1,471,428
User charges ▶ sewer and water	2,936,685	3,217,878	2,944,092
▶ recreation and culture	520,715	508,448	589,975
▶ daycare	919,000	1,096,058	898,752
▶ other	184,875	320,635	337,418
Government transfers	1,648,481	2,230,767	1,869,862
Licences and permits	424,353	636,328	596,294
Deferred revenues earned (note 5)	378,347	378,347	380,947
Investment income	90,000	121,749	89,391
Penalties and interest on taxes	280,000	241,807	238,087
Provincial offenses	100,000	122,643	84,540
Other	521,400	1,066,477	761,200
Net income ▶ Ottawa River Power Corporation	---	162,046	90,483
▶ Ottawa River Energy Solutions Inc.	---	17,699	17,888
▶ Mississippi River Power Corporation	---	173,501	1,159,638
TOTAL REVENUES	19,732,718	22,053,238	21,214,873
EXPENDITURES			
General government	2,101,984	2,234,875	1,676,802
Protection to persons and property	3,413,121	3,419,250	3,260,148
Transportation services	4,735,281	4,667,455	4,448,937
Environmental services	5,998,204	5,750,718	5,604,352
Social and family services	1,637,282	1,756,252	1,658,660
Recreation and cultural services	2,953,692	2,900,936	2,739,047
Planning and development	504,689	582,579	535,682
TOTAL EXPENDITURES	21,344,253	21,312,065	19,923,628
NET REVENUES (EXPENDITURES) FROM OPERATIONS	(1,611,535)	741,173	1,291,245
OTHER			
Grants and transfers related to capital			
Deferred revenues earned (note 5)	530,382	756,687	941,492
Government transfers	665,870	688,277	1,365,816
Other	216,361	177,009	215,310
Contributed assets	---	696,493	686,233
	1,412,613	2,318,466	3,208,851
ANNUAL SURPLUS (DEFICIT)	(198,922)	3,056,639	4,500,096
MUNICIPAL EQUITY, BEGINNING OF YEAR	67,988,552	67,988,552	63,488,456
MUNICIPAL EQUITY, END OF YEAR	67,789,630	71,048,191	67,988,552

The accompanying notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Consolidated Statement of Changes in Net Debt**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
ANNUAL SURPLUS (DEFICIT)	(198,922)	3,059,639	4,500,096
Amortization of tangible capital assets	3,248,533	3,192,267	3,009,880
Acquisition of tangible capital assets	(9,252,896)	(8,011,581)	(8,444,974)
Disposal of tangible capital assets	---	165,690	(4,496)
Acquisition of supplies inventories	---	(5,421)	---
	(6,004,363)	(4,659,045)	(5,439,590)
INCREASE IN NET DEBT	(6,203,285)	(1,599,406)	(939,494)
NET DEBT, BEGINNING OF YEAR	(3,679,261)	(3,679,261)	(2,739,767)
NET DEBT, END OF YEAR	(9,882,546)	(5,278,667)	(3,679,261)

The accompanying notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Consolidated Statement of Cash Flows**

For the year ended December 31	2018	2017
	\$	\$
OPERATING ACTIVITIES		
Annual surplus for the year	3,059,639	4,500,096
Non cash changes ▶ amortization	3,192,267	3,009,880
	6,251,906	7,509,976
Net Change in Non-Cash Working Capital Balances		
Taxes receivable	232,607	153,631
User charges receivable	363,819	(71,144)
Accounts receivable	72,570	(792,132)
Inventory for resale	21,990	88,733
Accounts payable and accrued liabilities	(263,192)	873,555
Prepaid property taxes	54,872	31,025
Accrued landfill closure and post closure	15,000	15,000
Other current liabilities	160,170	(54,915)
Deferred revenues	242,602	40,421
Inventories	(5,421)	(4,496)
Long term receivables	11,586	13,976
	906,603	293,654
Working Capital from Operations	7,158,509	7,803,630
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(8,011,581)	(8,444,974)
Disposal of capital assets	165,690	---
Net investment in tangible capital assets	(7,845,891)	(8,444,974)
INVESTING ACTIVITIES		
Increase in investment in Ottawa River Power Corporation	(117,734)	(46,168)
Increase in investment in Ottawa River Energy Solutions Inc.	(9,729)	(5,692)
Decrease (increase) in investment in Mississippi River Power Corporation	51,499	(934,638)
Net decrease in cash from investing activities	(75,964)	(986,498)
FINANCING ACTIVITIES		
Debt issued for Municipality purposes	2,182,500	1,268,000
Debt principal repayments	(969,852)	(837,929)
Net increase in cash from financing activities	1,212,648	430,071
NET INCREASE (DECREASE) IN CASH	449,302	(1,197,771)
CASH, BEGINNING OF YEAR	8,291,588	9,489,359
CASH, END OF YEAR	8,740,890	8,291,588

The accompanying notes are an integral part of these consolidated financial statements.

Municipality of Mississippi Mills

Notes to the Consolidated Financial Statements

December 31, 2018

1. Status of the Municipality of Mississippi Mills

The Municipality of Mississippi Mills (the 'Municipality') was incorporated January 1, 1998 (being an amalgamation of the former Town of Almonte and Townships of Ramsay and Pakenham) and assumed its responsibilities under the authority of the Minister of Municipal Affairs and the Municipal Act. The Municipality operates as a lower tier government in the County of Lanark, in the Province of Ontario, Canada and provides municipal services such as police, fire, public works, planning, parks and recreation, library and other general government operations.

2. Significant Accounting Policies

The consolidated financial statements of the Corporation of the Municipality of Mississippi Mills are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies adopted by the Municipality are as follows:

Reporting Entity

- (i) The consolidated financial statements reflect financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds and changes in investment in tangible capital assets of the Municipality. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality. Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated. These consolidated financial statements include:

- ▶ Public Library Board
- ▶ Community Services Committee
- ▶ Day Care Centre

The Ottawa River Power Corporation, Mississippi River Power Corporation and the Ottawa River Energy Solutions Inc. are accounted for on a modified equity basis, consistent with Canadian generally accepted accounting treatment for government business enterprises. Under the modified equity basis, the business enterprises accounting principles are not adjusted to conform with those of the Municipality and inter-organizational transactions and balances are not eliminated.

- (ii) The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in these consolidated financial statements.

Basis of Accounting

- (i) The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.
- (ii) Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

Municipality of Mississippi Mills

Notes to the Consolidated Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Basis of Accounting / continued

- (iii) Trust funds and their related operations administered by the Municipality are not included in these financial statements but are reported separately on the Trust Funds Statement of Financial Activities and Financial Position.

Taxation and Related Revenues

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ('MPAC'). Tax rates are established by Town Council, incorporating amounts to be raised for local services, amounts to be raised on behalf of County of Lanark for regional services, and amounts the Town is required to collect on behalf of the Province of Ontario in respect of education taxes. Taxation revenues are recorded at the time tax billings are issued. Adjustments to taxation revenue can occur during the year related to the issuance of supplementary tax billings and/or assessment appeals. These adjustments are recorded when the amount of the adjustments can be quantified. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period in which the interest and penalties are applied.

Tangible Capital Assets

Tangible capital assets are recorded at historical cost or where historical cost records were not available, other methods determined to provide a best estimate of historical cost and accumulated amortization of the assets. In certain cases the Municipality used replacement costs and appropriate indices to deflate the replacement cost to an estimated historical cost at the year of acquisition. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Land	
Landfill Sites	5 years
Parking Lots	45 - 65 years
Buildings	10 - 40 years
Vehicles	5 - 20 years
Equipment	10 - 20 years
Water and Sewer Facilities / Networks	
Linear Assets	50 - 80 years
Facilities / Wells / Lagoons	15 - 40 years
Linear Assets	
Roads	12 - 40 years
Sidewalks / Curbs	50 years
Bridges and Culverts	50 - 80 years
Construction in Progress	

Amortization is pro rated in the year of acquisition and in the year of disposal.

The Municipality has a capitalization threshold of \$5,000 for vehicles and equipment and \$50,000 for linear assets and buildings so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operations reasons.

Municipality of Mississippi Mills

Notes to the Consolidated Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Tangible Capital Assets / continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other asset as of the date of transfer.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the consolidated statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the consolidated statement of operations.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Inventories and Prepaid Expenses

Inventories and prepaid expenses held for consumption are recorded at the lower of cost or replacement cost.

Pension and Employee Benefits

The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System ('OMERS'), a multi-employer public sector pension fund, as a defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement and sick leave benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits are accrued in accordance with the Municipality's policy.

Cash and Cash Equivalents

The Municipality considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

Government Transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

2. Significant Accounting Policies / continued

Deferred Revenues

The Municipality defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. Government transfers of gas taxes, development charges collected under the *Development Charges Act, 1997*, and recreational land collected under the Planning Act are reported as deferred revenues in the Consolidated Statement of Financial Position. These amounts will be recognized as revenues in the fiscal year the services are performed.

The Municipality receives restricted contributions under the authority of Federal and Provincial legislation and Municipality by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Municipality has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

Investments

Short-term and long-term investments are recorded at cost plus accrual interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income earned on surplus current funds, capital funds, reserves and reserve funds (other than obligatory reserve funds) are reported as revenue in the period earned. Investment income earned on development charges and parkland obligatory reserve funds is added to the fund balance and forms part of respective deferred revenue balances.

Landfill Closure and Post-Closure Liabilities

The Municipality accrues landfill closure and post-closure care requirements that have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over a twenty-five year period using the best information available to management.

Future events may result in significant changes to the estimated total expenditures, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (a) an environmental standard exists;
- (b) contamination exceeds the environmental standard;
- (c) the Municipality:
 - (i) is directly responsible; or
 - (ii) accepts responsibility
- (d) it is expected that future economic benefit will be given up; and
- (e) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of cost of pos-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

Financial Instruments

All financial instruments are initially recognized at fair value on the consolidated statement of financial position. The Municipality has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Municipality classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables, and accounts payable and accrued liabilities as other financial liabilities.

Measurement Uncertainty

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the consolidated financial statements in the period in which they become known.

Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements

December 31, 2018

3. Operations of the School Boards and County of Lanark

During 2018, the Municipality collected and made property tax transfers including payments in lieu of property taxes, to the County of Lanark and School Boards as follows:

	School Boards \$	County \$
Property taxes	4,147,650	7,241,044
Taxation from other governments	1,817	66,305
Amounts requisitioned and paid	4,149,467	7,307,349

4. Bank Indebtedness

The Municipality's financial agreement with its bank provides for an operating credit facility of up to \$1,000,000 to finance expenses, pending receipt of property taxes and other income. Interest on funds drawn is charged at the Royal Bank's prime rate. As at December 31, 2018, there was \$Nil (2017 \$Nil) drawn on the facility.

5. Deferred Revenues

A requirement of public sector accounting standards of the Chartered Professional Accountants of Canada is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as Provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The transactions for the year are summarized below:

	Development Charges	Recreational Land	Total
	\$	\$	\$
January 1, 2018	1,777,993	1,944	1,779,937
Contributions from developers	1,337,713	---	1,337,713
Interest	39,903	20	39,923
Transfer for capital projects	(756,687)	---	(756,687)
Transfer for other capital	(378,347)	---	(378,347)
December 31, 2018	2,020,575	1,964	2,022,539

6. Investment in Ottawa River Power Corporation, Ottawa River Energy Solutions Inc., Mississippi River Power Corporation (government business enterprises)

Ottawa River Power Corporation (ORPC) (15.94%), Ottawa River Energy Solutions Inc. (OES) (15.94%), and the Mississippi River Power Corporation (MRPC) (100.00%) are government business enterprises in which the Municipality owns the percentage interest as noted and accounted for on a modified equity basis in these consolidated financial statements.

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

6. Investment in Ottawa River Power Corporation, Ottawa River Energy Solutions Inc., Mississippi River Power Corporation (government business enterprises) / continued

The principal business of ORPC is to distribute electric power to the Municipality of Mississippi Mills Almonte Ward (and other communities) and manage the electric distribution system. Ottawa River Energy Solutions Inc. is a retailer of electricity related activities for the residents of Mississippi Mills Almonte Ward. MRPC's principal business is the generation of electric power for the benefit of the Municipality of Mississippi Mills Almonte Ward's residents.

The following tables provide condensed supplementary financial information setting out the Municipality's proportionate share for the three entities for the year ended December 31.

Ottawa River Power Corporation (15.94%)	2018	2017
	\$	\$
Financial Position		
Current and other assets	1,497,109	1,469,435
Capital assets	1,884,485	1,761,890
Future income taxes	143,245	107,494
	3,524,839	3,338,819
Current liabilities	1,227,654	1,153,094
Long term debt	---	6,274
Net Assets	2,297,185	2,179,451
Results of Operations		
Revenues	877,884	719,484
Operating expenses	715,838	629,001
Net Income	162,046	90,483

Ottawa River Energy Solutions Inc. (15.94%)	2018	2017
	\$	\$
Financial Position		
Current and other assets	208,058	202,105
Capital assets	226,995	240,693
	435,053	442,798
Current liabilities	16,446	10,858
Long term debt	96,589	119,651
Net Assets	322,018	312,289
Results of Operations		
Revenues	160,870	104,048
Operating expenses	143,171	86,160
Net Income	17,699	17,888

During the year, the Municipality reviewed dividends of \$68,598 which is netted to other income on consolidation.

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

**6. Investment in Ottawa River Power Corporation, Ottawa River Energy Solutions Inc.,
Mississippi River Power Corporation (government business enterprises) / continued**

Mississippi River Power Corporation (100.00%)	2018	2017
	\$	\$
Financial Position		
Current assets	3,505,182	3,609,341
Capital assets	19,486,565	17,678,507
	22,991,747	21,287,848
Current liabilities	2,055,951	1,453,429
Long term debt (excluding Municipality debt)	16,919,979	15,767,103
Net Assets	4,015,817	4,067,316
Results of Operations		
Revenues	2,454,078	3,900,455
Operating expenses	2,280,577	2,740,817
Net Income	173,501	1,159,638

During 2018, the Municipality received a dividend of \$225,000 (2017 \$225,000) which is netted to other income on consolidation.

7. Long Term Liabilities

- (a) The balance of long term liabilities reported on the "Consolidated Statement of Financial Position" is comprised of the following:

	2018	2017
	\$	\$
Ontario Infrastructure Projects Corporation (2 projects) (4.63% and 4.13%), with semi annual blended payments of \$41,628 and \$230,273, maturing 2022 and 2044.	7,485,512	7,711,547
Fixed rate bank loans with maturity dates between 2018 and 2036 and interest rates between 2.61% and 5.40%.	9,349,187	7,898,918
Instalment debentures with the Province of Ontario under the Ontario Tile Loan Program. The responsibility for payment of principal and interest charges for tile drainage and shoreline property assistance loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	23,809	35,395
Net long term liabilities at the end of the year	16,858,508	15,645,860

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

7. Long Term Liabilities / continued

(b) Principal payments fall due as follows:

	General Revenues	User Charges	Total
	\$	\$	\$
2019	886,002	197,719	1,083,721
2020	922,420	188,385	1,110,805
2021	955,131	194,281	1,149,412
2022	978,216	194,572	1,172,788
2023	834,683	198,901	1,033,584
2024 to 2028	3,205,048	1,105,187	4,310,235
2029 and thereafter	1,764,079	5,233,884	6,997,963
	9,545,579	7,312,929	16,858,508

(c) Interest expense on long term liabilities in 2018 amounted to \$604,917 (2017 \$567,801).

(d) These payments are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

8. Municipal Equity

Municipal equity consists of:

	2018	2017
	\$	\$
Investment in tangible capital assets		
Tangible capital assets	76,263,211	71,609,587
Long term liabilities	(16,834,699)	(15,610,465)
Unfinanced Capital Projects		
Parks and Recreation	(514,671)	(935,953)
Public works projects	(3,250,343)	(1,701,671)
Water and sewer projects	(479,174)	(87,601)
	55,184,324	53,273,897
Reserves (Schedule 1)	9,228,847	8,155,599
Equity in Government Business Enterprises		
Ottawa River Power Corporation	2,297,185	2,179,451
Ottawa River Energy Solution Inc.	322,018	312,289
Mississippi River Power Corporation	4,015,817	4,067,316
	6,635,020	6,559,056
Total Municipal Equity	71,048,191	67,988,552

Municipality of Mississippi Mills

Notes to the Consolidated Financial Statements

December 31, 2018

9. Pension Contributions

The Municipality makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS was \$383,689 (2017 \$357,484) for current services and is included as an expenditure on the Consolidated Statement of Operations classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

10. Trust Funds

Trust funds administered by the Municipality amounting to \$Nil (2017 \$Nil) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the Municipality for the benefit of others, they are not presented as part of the Municipality's financial position or financial activities.

11. Provincial Offences Administration (POA)

The Town of Perth has assumed the administration of the Provincial Offences office for all County of Lanark resident municipalities. The transfer of administration from the Ministry of the Attorney General to the Town was a result of the Provincial Offences Act (POA) 1997, which provides the framework for the transfer of responsibility and administration of POA courts.

The POA is a procedural law for administering and prosecuting provincial offences, including those committed under the Highway Traffic Act, Compulsory Automobile Insurance Act, Trespass to Property Act, Liquor Licence Act, Municipal By-Laws and minor federal offences. The POA governs all aspects of legal process from serving notice to a defendant, to conducting trials, including sentencing and appeals.

The Municipality's share of net revenues arising from operation of the POA office have been consolidated with these financial statements. The revenue of the court office consists of fines levied under Parts I and III (including delay penalties) for POA charges filed in the Perth court.

If fines are paid at other court offices, the receipt is recorded in the Integrated Courts Operation Network System ("ICON") operated by the Province of Ontario. Revenue is recognized when receipt of funds is recorded by the provincial ICON system regardless of the location where payment is made.

The Municipality of Mississippi Mills shares net POA revenues based on weighted assessment.

Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements

December 31, 2018

12. Contractual Obligations

In November 2017, the Municipality entered into a contract with OCWA (Ontario Clean Water Agency). For the management and operations of the water plant, wastewater plant and the sanitary pumping station. The contract is for the period January 1, 2018 to December 31, 2024 and provides for a four year extension to December 31, 2028.

The contract is a fixed price contract that provides for an annual inflation increase of 1.85%. The contract provides for the reconciliation of hydro costs on an annual basis.

The annual cost of the contract was \$1,365,721 (2017 \$1,462,425).

There is no contract for policing services. The Municipality is provided police services by the Ontario Provincial Police under Section 5.1 of the Police Services Act. The annual charges are determined based on the level of service and are reconciled to actual costs in the following year. The amount paid in 2018 for police service usage was \$1,866,420 (2017 \$1,820,736).

The Municipality has negotiated a 7 year contract with Waste Management Canada Corporation for the collection of curbside garbage. The contract runs from June 1, 2013 to May 31, 2020. Annual charges are determined by reference to the Municipality's number of households, the consumer price index and a fuel surcharge clause. The contract for 2018 was \$450,739 (2017 \$470,531).

The Municipality has negotiated a long term contract with GFL Environmental Inc. for the collection, processing and marketing of recycled materials collected at curbside. The contract runs from June 1, 2013 to May 31, 2020. Annual charges are determined based on the number of households in the Municipality, the consumer price index and a fuel surcharge clause. The contract for 2018 was \$466,464 (2017 \$465,776).

The Municipality has entered into a long term lease agreement for property located at 134 Main Street. The annual lease commitments are as follows:

	\$
2019	18,000
2020	16,500

13. Contingent Liabilities

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2018, management believes that the Municipality has valid defences and appropriate insurance coverages in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore, no amount has been accrued in the consolidated financial statements.

Municipality of Mississippi Mills

Notes to the Consolidated Financial Statements

December 31, 2018

14. Landfill Closure and Post Closure Liability

The Environment Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites and is in accordance with the Municipality's accounting policy. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

The Municipality currently has one active and two inactive landfill sites. The Almonte site is licensed, and accepts approximately 100 tonnes of waste per year. At current disposal rates, the site has an estimated lifespan of 8 to 10 years. Estimated closure costs are in the range of \$935,000. The anticipated closure plan involves a layer of sand followed by a layer of clay and soil. Annual post closure maintenance and monitoring requirements are estimated to be \$30,000 per annum.

The Pakenham site was closed in 1990 and involved covering the site with a clay cap and vegetative cover. Additional buffer lands were also purchased at the time of closing. Annual site monitoring costs are estimated at \$10,000 per annum.

The Ramsay site was closed in 1996 with a layer of cover material of a mixture of sand, silt stone and some clay. Annual site monitoring costs are estimated at \$10,000 per annum.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over a twenty-five year period using the best information available to management. Future events may result in significant changes to the estimated total expenditures, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Estimated total expenditures represent the sum of the discounted future cash flows for closure and post-closure care activities discounted at the Municipality's average long term borrowing rate of 2.0% and using an assumed rate of 2.0% for inflation. The estimated total landfill closure and post-closure care expenditures are calculated to be approximately \$1,505,000. For sites that are inactive, the estimated liability for these expenditures is recognized immediately. Included in liabilities on the Consolidated Statement of Financial Position at December 31, 2018 is an amount of \$831,179 (2017 \$816,179) with respect to landfill closure and post-closure liabilities recognized to date.

15. Risk Management

In the normal course of operations, the Municipality is exposed to a variety of financial risks which are actively managed by the Municipality.

The Municipality's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities. The fair values of cash, investments and accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

The Municipality's exposure to and management of risk has not changed materially from December 31, 2017.

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

15. Risk Management / continued

Credit Risk

Credit risk arises from the possibility that the entities to which the Municipality provides services to may experience difficulty and be unable to fulfill their obligations. The Municipality is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Municipality does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Municipality is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Municipality's operating results.

Liquidity Risk

Liquidity risk is the risk that the Municipality will not be able to meet its obligations as they fall due. The Municipality requires working capital to meet day-to-day operating activities. Management expects that the Municipality's cash flows from operating activities will be sufficient to meet these requirements.

16. Tangible Capital Assets

	2018	2017
	\$	\$
Land	329,643	329,636
Landfill Sites	38,909	42,759
Buildings	11,190,495	10,911,335
Vehicles	4,272,626	3,626,412
Equipment		
Parks	1,426,898	1,486,632
Streetlights and traffic lights	1,029,506	705,174
Other	975,626	844,778
Water and Sewer Facilities / Networks		
Linear assets	14,223,785	13,419,708
Water tower	674,250	731,694
Wells, lagoons, pumping stations	25,866,048	26,679,840
Linear Assets		
Roads	7,371,199	6,377,447
Sidewalks and curbs	2,125,392	2,041,825
Bridges and culverts	6,278,018	3,434,765
Construction in Progress	460,816	977,582
	76,263,211	71,609,587

For additional information, see Schedule 2 ▶ Tangible Capital Assets.

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

17. Segmented Information

The Municipality is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the consolidated statement of operations.

Departments have been separately disclosed in the segmented information, along with the service they provide, are set out in the schedule below.

For each reported segment, expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 2.

2018	Salaries, Wages & Employee Benefits	Debenture Debt Interest	Materials & Services	External Transfers	Amortization	Total
	\$	\$	\$	\$	\$	\$
General Government						
Governance	206,711	---	43,635	---	---	250,346
Corporate Management	1,030,517	83,268	696,064	---	174,680	1,984,529
Protection to Persons and Property						
Fire	389,637	38,321	269,509	---	187,393	884,860
Police	600	---	1,873,350	---	---	1,873,950
Conservation Authority	---	---	---	73,171	---	73,171
Protective Inspection	490,750	---	90,740	---	5,779	587,269
Transportation						
Roadways	1,010,138	132,174	1,400,851	---	1,099,607	3,642,770
Winter Control	191,825	---	665,496	---	---	857,321
Street Lighting	457	---	98,174	---	68,733	167,364
Environmental						
Sanitary Sewer and Waterworks	354,448	308,695	2,286,458	---	1,243,875	4,193,476
Waste Services	60,919	---	1,491,007	---	5,316	1,557,242
Social and Family						
Child Care	1,552,689	---	189,561	---	14,002	1,756,252
Recreation and Cultural Services						
Recreation Facilities & Programs	602,513	32,836	950,476	246,788	302,000	2,134,613
Libraries	486,642	---	127,334	51,033	90,882	755,891
Cultural Services	---	---	---	10,432	---	10,432
Planning and Development						
Planning & Zoning	192,433	---	166,372	---	---	358,805
Economic Development	97,513	7,499	113,673	---	---	218,685
Agriculture	2,965	2,124	---	---	---	5,089
2018	6,670,757	604,917	10,462,700	381,424	3,192,267	21,312,065

**Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements**

December 31, 2018

17. Segmented Information / continued

2017	Salaries, Wages & Employee Benefits	Debenture Debt Interest	Materials & Services	External Transfers	Amortization	Total
\$	\$	\$	\$	\$	\$	\$
General Government						
Governance	209,008	---	44,526	---	---	253,534
Corporate Management	768,232	82,404	395,572	---	177,060	1,423,268
Protection to Persons and Property						
Fire	322,625	22,076	253,739	---	177,087	775,527
Police	700	---	1,826,567	---	---	1,827,267
Conservation Authority	---	---	---	68,796	---	68,796
Protective Inspection	424,258	---	152,934	8,409	2,957	588,558
Transportation						
Roadways	957,753	106,554	1,346,716	---	947,598	3,358,621
Winter Control	192,112	---	670,903	---	---	863,015
Street Lighting	492	---	164,299	---	62,510	227,301
Environmental						
Sanitary Sewer and Waterworks	323,806	314,822	2,196,482	---	1,252,849	4,087,959
Waste Services	50,050	---	1,464,812	---	1,531	1,516,393
Social and Family						
Child Care	1,461,223	---	183,435	---	14,002	1,658,660
Recreation and Cultural Services						
Recreation Facilities & Programs	768,228	32,696	673,509	325,472	291,961	2,091,866
Libraries	417,071	---	83,956	49,575	73,582	624,184
Cultural Services	975	---	2,199	19,823	---	22,997
Planning and Development						
Planning & Zoning	198,658	---	107,117	---	---	305,775
Economic Development	90,637	9,249	118,940	---	8,743	227,569
Agriculture	---	---	2,338	---	---	2,338
2017	6,185,828	567,801	9,688,044	472,075	3,009,880	19,923,628

Municipality of Mississippi Mills
Notes to the Consolidated Financial Statements

December 31, 2018

18. Budget Figures

The 2018 budget amounts that were approved were not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Board Standards). The budget included capital items such as infrastructure replacements and estimated costs for constructed assets, as program expenses, but the actual expenses have been removed in the Statement of Operations. The revenues attributable to these items continue to be included in the Statement of Operations, resulting in a significant variance. The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited financial statements:

	Budget	Actual
	\$	\$
Total Revenues	19,632,718	21,455,881
Total Expenditures	21,344,253	21,312,065
Net (Expenditures) Revenues	(1,711,535)	143,816
Amortization	3,248,533	3,192,267
Adjusted Net Revenues	1,536,998	3,336,083
Capital Revenues	1,512,613	2,915,823
Funds Available	3,049,611	6,251,906
Capital Expenditures	(9,252,896)	(8,011,581)
Disposal of tangible capital assets	---	165,690
Net Change in Investment in:		
Ottawa River Power Corporation	---	(117,734)
Ottawa River Energy Solutions Inc.	---	(9,729)
Mississippi River Power Corporation	---	51,499
Principal Repayments	(1,042,417)	(958,266)
Net Long Term Debt Acquired	6,294,105	2,182,500
Decrease in Operating Surplus	(951,597)	(445,715)
Allocated as follows:		
Net transfers (from) to reserves	(951,597)	1,073,248
Net increase in unfinanced capital	---	(1,518,963)
	(951,597)	(445,715)

Municipality of Mississippi Mills
Schedule 1 ▶ Continuity of Reserves and Reserve Funds

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
Net Transfers From/(To) Other Funds			
Transfers from operations	726,003	2,884,523	2,083,927
Transfers to capital acquisitions	(1,677,600)	(1,811,275)	(1,651,653)
Total Net Transfers	(951,597)	1,073,248	432,274
Reserves and Reserve Fund Balances, Change in Year	(951,597)	1,073,248	432,274
Reserves and Reserve Fund Balances, Beginning of Year	8,155,599	8,155,599	7,723,325
Reserves and Reserve Fund Balances, End of Year	7,204,002	9,228,847	8,155,599

Composition of Reserves and Reserve Funds

For the year ended December 31	2018	2017
	\$	\$
Reserves set aside for specific purposes by Council: For the Municipality of Mississippi Mills		
For Operating Purposes		
▶ for working capital	1,100,000	1,100,000
▶ for contingencies	496,316	701,250
▶ for library	125,936	98,879
▶ for winter control	55,820	55,820
▶ for protection to persons and property	466,145	300,766
▶ for planning and zoning	2,159	42,159
▶ for economic development	127,569	95,432
▶ for parking	32,738	32,738
▶ for daycare	470,194	131,728
▶ for the Former Township of Ramsay - general purposes	2,640	2,917
▶ for the Former Township of Pakenham - general purposes	267	8,490
	2,879,784	2,570,179
For Capital Purposes		
▶ for acquisition of capital assets	1,715,407	1,348,843
▶ for public works	476,896	644,742
▶ for recreation	239,615	312,394
▶ for fire	40,149	38,026
▶ for waste management	1,263,941	1,113,332
▶ for the Former Town of Almonte - water and sewer	2,383,772	1,956,514
▶ for septage system	229,283	171,569
	6,349,063	5,585,420
Total Reserves and Reserve Funds	9,228,847	8,155,599

The accompany notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Schedule 2 ▸ 2018 Tangible Capital Assets**

Asset Class	Cost 01/01/18	Additions	(Disposals)	Cost 31/12/18
	\$	\$	\$	\$
Land	329,636	7	---	329,643
Landfill Sites	112,423	---	---	112,423
Buildings	17,996,192	730,069	---	18,726,261
Vehicles	6,681,914	1,150,996	(785,242)	7,047,668
Equipment				
Parks	2,161,243	37,000	---	2,198,243
Streetlights and traffic lights	3,179,016	393,065	(395,675)	3,176,406
Other	3,255,617	287,424	(42,995)	3,500,046
Water and Sewer				
Linear assets	18,837,495	1,136,701	(34,204)	19,939,992
Water tower	1,701,978	---	---	1,701,978
Wells, lagoons, pumping stations	32,412,262	---	---	32,412,262
Linear Assets				
Roads	14,549,573	1,659,500	(187,270)	16,021,803
Sidewalks and curbs	3,383,497	158,944	(4,595)	3,537,846
Bridges and culverts	4,304,043	2,974,641	---	7,278,684
Construction in Progress	977,582	(516,766)	---	460,816
	109,882,471	8,011,581	(1,449,981)	116,444,071

Asset Class	Accumulated Amortization 01/01/18	Amortization	(Disposals)	Accumulated Amortization 31/12/18	Net Book Value 31/12/18
	\$	\$	\$	\$	\$
Land	---	---	---	---	329,643
Landfill Sites	69,664	3,850	---	73,514	38,909
Buildings	7,084,857	450,909	---	7,535,766	11,190,495
Vehicles	3,055,502	339,092	(619,552)	2,775,042	4,272,626
Equipment					
Parks	674,611	96,734	---	771,345	1,426,898
Streetlights and traffic lights	2,473,842	68,733	(395,675)	2,146,900	1,029,506
Other	2,410,839	156,576	(42,995)	2,524,420	975,626
Water and Sewer					
Linear assets	5,417,787	332,624	(34,204)	5,716,207	14,223,785
Water tower	970,284	57,444	---	1,027,728	674,250
Wells, lagoons, pumping stations	5,732,422	813,792	---	6,546,214	25,866,048
Linear Assets					
Roads	8,172,126	665,748	(187,270)	8,650,604	7,371,199
Sidewalks and curbs	1,341,672	75,377	(4,595)	1,412,454	2,125,392
Bridges and culverts	869,278	131,388	---	1,000,666	6,278,018
Construction in Progress	---	---	---	---	460,816
	38,272,884	3,192,267	(1,284,291)	40,180,860	76,263,211

The accompany notes are an integral part of these consolidated financial statements.

**Municipality of Mississippi Mills
Schedule 2 ▸ 2017 Tangible Capital Assets**

Asset Class	Cost 01/01/17	Additions	(Disposals)	Cost 31/12/17
	\$	\$	\$	\$
Land	319,900	9,736	---	329,636
Landfill Sites	112,423	---	---	112,423
Buildings	16,543,162	1,453,030	---	17,996,192
Vehicles	5,995,145	913,858	(227,089)	6,681,914
Equipment				
Parks	1,198,111	963,132	---	2,161,243
Streetlights and traffic lights	3,165,116	13,900	---	3,179,016
Other	3,002,943	252,674	---	3,255,617
Water and Sewer				
Linear assets	16,965,236	1,939,584	(67,325)	18,837,495
Water tower	1,701,978	---	---	1,701,978
Wells, lagoons, pumping stations	32,244,845	167,417	---	32,412,262
Linear Assets				
Roads	13,005,683	1,543,890	---	14,549,573
Sidewalks and curbs	3,229,423	203,107	(49,033)	3,383,497
Bridges and culverts	3,473,333	830,710	---	4,304,043
Construction in Progress	823,646	153,936	---	977,582
	101,780,944	8,444,974	(343,447)	109,882,471

Asset Class	Accumulated Amortization 01/01/17	Amortization	(Disposals)	Accumulated Amortization 31/12/17	Net Book Value 31/12/17
	\$	\$	\$	\$	\$
Land	---	---	---	---	329,636
Landfill Sites	65,814	3,850	---	69,664	42,759
Buildings	6,657,230	427,627	---	7,084,857	10,911,335
Vehicles	2,945,741	336,850	(227,089)	3,055,502	3,626,412
Equipment					
Parks	594,181	80,430	---	674,611	1,486,632
Streetlights and traffic lights	2,412,592	61,250	---	2,473,842	705,174
Other	2,265,351	145,488	---	2,410,839	844,778
Water and Sewer					
Linear assets	5,153,001	332,111	(67,325)	5,417,787	13,419,708
Water tower	912,857	57,427	---	970,284	731,694
Wells, lagoons, pumping stations	4,908,159	824,263	---	5,732,422	26,679,840
Linear Assets					
Roads	7,599,162	572,964	---	8,172,126	6,377,447
Sidewalks and curbs	1,285,635	105,070	(49,033)	1,341,672	2,041,825
Bridges and culverts	806,728	62,550	---	869,278	3,434,765
Construction in Progress	---	---	---	---	977,582
	35,606,451	3,009,880	(343,447)	38,272,884	71,609,587

The accompany notes are an integral part of these consolidated financial statements.

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Municipality of Mississippi Mills:

Opinion

We have audited the statement of financial statements of the trust fund of the Corporation of the Municipality of Mississippi Mills (the 'Entity'), which comprise:

- the statement of financial position as at December 31, 2018;
- the statement of financial activities for the year then ended;
- and the notes to the financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the 'financial statements').

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its financial activities for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis of our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

Perth, Ontario
June 4, 2019.

**Municipality of Mississippi Mills
Trust Fund
Statement of Financial Position**

December 31	2018	2017
	\$	\$
ASSETS		
Cash	---	---
LIABILITIES		
Fund balance	---	---

Statement of Operations

For the year ended December 31	2018	2017
	\$	\$
REVENUES		
Bank interest	---	---
EXPENDITURES		
Cenotaph repairs	---	6,805
NET REVENUES (EXPENDITURES) FOR THE YEAR	---	(6,805)
BALANCE AT THE BEGINNING OF THE YEAR	---	6,805
BALANCE AT THE END OF THE YEAR	---	---

The accompanying notes are an integral part of these financial statements.

**Municipality of Mississippi Mills
Trust Fund
Notes to the Financial Statements**

December 31, 2018

1. Significant Accounting Policies

Reporting Entity

Perpetual care receipts, for the war memorial, are reported on the cash basis of accounting and interest income is reported on the accrual basis of accounting.

Expenditures are reported on the cash basis of accounting with the exception of administrative expenses which are reported on the accrual basis of accounting, which recognizes expenditures as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Municipality of Mississippi Mills:

Opinion

We have audited the financial statements of the Corporation of the Municipality of Mississippi Mills Public Library Board (the 'Entity'), which comprise:

- the statement of financial position as at December 31, 2018;
- the statement of operations and accumulated surplus for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended;
- and the notes to the financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the 'financial statements').

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis of our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

Perth, Ontario
June 4, 2019.

**Municipality of Mississippi Mills
Public Library Board
Statement of Financial Position**

December 31	2018	(Note 6) 2017
	\$	\$
ASSETS		
Financial Assets		
Cash and short term deposits	83	112
Accounts receivable	12,813	3,680
Due from Town of Mississippi Mills	19,657	43,019
	32,553	46,811
LIABILITIES		
Accounts payable and accrued liabilities	15,219	16,660
Other current liabilities	17,334	30,151
	32,553	46,811
NET FINANCIAL ASSETS		
	---	---
NON-FINANCIAL ASSETS		
Tangible capital assets (note 4)	1,381,947	1,424,225
	1,381,947	1,424,225
ACCUMULATED SURPLUS (note 3)	1,381,947	1,424,225

The accompanying notes are an integral part of these financial statements.

**Municipality of Mississippi Mills
Public Library Board
Statement of Operations**

For the year ended December 31	(Note 5) Budget	2018	2017
	\$	\$	\$
REVENUES			
Government Grants			
Municipal Grants	575,424	555,213	533,002
Province of Ontario	31,848	64,702	50,344
Federal Grants	12,000	10,673	---
User Charges			
Programs	---	393	---
Rentals	1,900	2,330	2,753
Photocopy charges	1,400	1,902	1,667
Other Income			
Fines	10,400	12,450	11,857
Donations, book sales, miscellaneous	4,450	4,130	2,256
TOTAL REVENUES	637,422	651,793	601,879
EXPENDITURES			
Salaries, wages, employee benefits	461,091	486,642	417,070
Library materials	16,000	15,010	16,610
Administration	34,360	32,649	29,692
Insurance	2,270	3,181	3,094
Building maintenance and utilities	53,108	45,995	30,104
Programs	---	1,179	3,911
Contribution to Carleton Place Public Library	52,910	51,033	49,575
Minor capital	50,300	37,300	---
Amortization	90,000	90,882	73,584
TOTAL EXPENDITURES	760,039	763,871	623,640
NET EXPENDITURES FROM OPERATIONS	(122,617)	(112,078)	(21,761)
OTHER			
Grants and transfers related to capital			
Municipal contribution to tangible capital assets	106,550	22,524	241,429
Deferred revenues earned	51,750	32,500	371,714
Government grants	---	---	245,341
Fundraising and donations	45,000	14,776	184,328
	203,300	69,800	1,042,812
ANNUAL (DEFICIT) SURPLUS	80,683	(42,278)	1,021,051
ACCUMULATED SURPLUS, BEGINNING OF YEAR	1,424,225	1,424,225	403,174
ACCUMULATED SURPLUS, END OF YEAR	1,504,908	1,381,947	1,424,225

The accompanying notes are an integral part of these financial statements.

**Municipality of Mississippi Mills
Public Library Board
Statement of Changes in Net Financial Assets**

For the year ended December 31	2018	2017
	\$	\$
ANNUAL (DEFICIT) SURPLUS	(42,278)	1,021,051
Amortization of tangible capital assets	90,882	73,584
Acquisition of tangible capital assets	(48,604)	(1,094,635)
	42,278	(1,021,051)
INCREASE IN NET FINANCIAL ASSETS	---	---
NET DEBT, BEGINNING OF YEAR	---	---
NET FINANCIAL ASSETS, END OF YEAR	---	---

Statement of Cash Flows

For the year ended December 31	2018	2017
	\$	\$
OPERATING ACTIVITIES		
Annual (deficit) surplus	(42,278)	1,021,051
Non cash changes ▶ amortization	90,882	73,584
	48,604	1,094,635
Net Change in Non-Cash Working Capital Items		
Accounts receivable	(9,133)	(14,103)
Due from Municipality	23,362	49
Accounts payable and accrued liabilities	(1,441)	4,023
Other current liabilities	(12,817)	10,027
	(29)	(4)
Working Capital from Operations	48,575	1,094,631
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(48,604)	(1,094,635)
NET DECREASE IN CASH	(29)	(4)
CASH, BEGINNING OF YEAR	112	116
CASH, END OF YEAR	83	112

The accompanying notes are an integral part of these financial statements.

**Municipality of Mississippi Mills
Public Library Board
Notes to the Financial Statements**

December 31, 2018

1. Status of the Board

The Mississippi Mills Public Library Board (the 'Board') was established under the Public Library Act, 1992, R.S.O. 1990 in accordance with the Section 15 of the Minister of Municipal Affairs Restructuring Order which amalgamated the former Town of Almonte and the Townships of Ramsay and Pakenham.

2. Significant Accounting Policies

The financial statements of the Mississippi Mills Public Library Board are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards Board ('PSAB'). Significant aspects of the accounting policies adopted by the Board are as follows:

Reporting Entity

The financial statements reflect financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds and changes in investment in tangible capital assets of the Board.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Assets	Estimated Useful Life
Building	40 years
Books	7 years

One half of the annual amortization is charged in the year of acquisition and the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

**Municipality of Mississippi Mills
Public Library Board
Notes to the Financial Statements**

December 31, 2018

2. Significant Accounting Policies / continued

Tangible Capital Assets / continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other assets as of the date of transfer.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

Cash and Cash Equivalents

The Board considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Deferred Revenue

The Board defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

The Board receives restricted contributions under the authority of Federal and Provincial legislation and Board by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Board has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

**Municipality of Mississippi Mills
Public Library Board
Notes to the Financial Statements**

December 31, 2018

2. Significant Accounting Policies / continued

Financial Instruments

All financial instruments are initially recognized at fair value on the statement of financial position. The Board has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Board classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables, and accounts payable and accrued liabilities as other financial liabilities.

Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

3. Accumulated Surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2018	2017
	\$	\$
Surplus		
Invested in tangible capital assets	1,381,947	1,424,225
Deficit	---	---
Accumulated Surplus	1,381,947	1,424,225

**Municipality of Mississippi Mills
Public Library Board
Notes to the Financial Statements**

December 31, 2018

4. Tangible Capital Assets

Net Book Value of Assets	2018	2017
	\$	\$
Buildings	1,226,040	1,270,665
Books	155,907	153,560
	1,381,947	1,424,225

For additional information, see Schedule 1 ▶ Tangible Capital Assets.

5. Budget Figures

Mississippi Mills Public Library Board reviews its operating and capital budgets each year. The approved operating budget for 2018 is included in the budget figures presented in the Consolidated Statement of Operations.

6. Comparative Information

During 2018, the original cost and net book value were reconciled to the detailed list of tangible capital assets. Current year data is presented with the corrected value.

**Municipality of Mississippi Mills
Public Library Board
Schedule 1 ▶ Tangible Capital Assets**

December 31, 2018

Assets	Cost 01/01/18	Additions (Disposals)	Cost 31/12/18	Accumulated Amortization 01/01/18	Amortization 2018	Accumulated Amortization 31/12/18	Net Book Value 31/12/18
	\$	\$	\$	\$	\$	\$	\$
Buildings	1,789,829	---	1,789,829	519,164	44,625	563,789	1,226,040
Books	1,309,366	48,604	1,357,970	1,155,806	46,257	1,202,063	155,907
	3,099,195	48,604	3,147,799	1,674,970	90,882	1,765,852	1,381,947

December 31, 2017

Assets	Cost 01/01/17	Additions (Disposals)	Cost 31/12/17	Accumulated Amortization 01/01/17	Amortization 2017	Accumulated Amortization 31/12/17	Net Book Value 31/12/17
	\$	\$	\$	\$	\$	\$	\$
Buildings	747,017	1,042,812	1,789,829	486,767	32,397	519,164	1,270,665
Books	1,257,543	51,823	1,309,366	1,114,619	41,187	1,155,806	153,560
	2,004,560	1,094,635	3,099,195	1,601,386	73,584	1,674,970	1,424,225

The accompany notes are an integral part of these financial statements.

**Municipality of Mississippi Mills
Parks and Recreation Committee
Statement of Operations**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
REVENUES			
Grants			
Municipality of Mississippi Mills	1,149,413	1,090,595	1,151,186
Government of Canada	2,800	300	3,500
Recreation fees			
Activity fees	52,350	51,615	120,850
Facility rental	16,600	14,822	18,831
Arena fees			
Ice rentals	356,700	357,806	342,713
Hall rentals	31,000	23,313	26,698
Food and beverage sales	45,000	29,340	36,264
Canteen and other	9,400	6,310	6,493
Curling			
Rentals and special events	34,315	37,350	31,493
Food and beverage sales	35,500	53,138	32,852
Other			
Contribution from developers	3,400	3,400	3,400
Donations	---	547	---
TOTAL REVENUES	1,736,478	1,668,536	1,774,280
EXPENDITURES			
Recreation operations			
Salaries, wages and benefits	123,700	102,384	121,693
Program supplies and operations	119,620	141,068	137,632
Maintenance and other services	17,600	17,901	17,660
Insurance	6,345	5,893	8,638
Grants to other organizations	145,187	145,085	232,397
Arena operations			
Salaries, wages and benefits	202,770	214,489	210,383
Utilities	177,000	158,846	205,035
Insurance	10,190	13,870	13,882
Maintenance, building and equipment	84,700	108,512	85,485
Food and beverage purchases	26,000	14,897	15,505
Curling operations			
Utilities	35,000	34,648	27,731
Insurance	5,095	5,242	7,018
Maintenance, building and equipment	19,100	32,972	29,256
Administration			
Salaries, wages and benefits	398,800	377,812	376,095
Other services and rents	91,900	63,059	86,896
Carleton Place recreation grants	64,890	71,204	63,385
Curling bar			
Salaries, wages and benefits	11,900	13,827	13,023
Food and beverage purchases	11,250	23,655	14,561
Long term debt payment	185,431	123,172	108,005
TOTAL EXPENDITURES	1,736,478	1,668,536	1,774,280
NET REVENUES FOR THE YEAR	---	---	---

**Municipality of Mississippi Mills
Day Care Centre
Statement of Operations**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
REVENUES			
Grants			
County of Lanark	592,195	939,195	728,705
Municipality of Mississippi Mills	13,587	(325,294)	(43,979)
User charges			
Child care fees	914,000	1,091,238	895,800
Other			
Contribution from developers	13,000	13,000	13,000
Fundraising	5,000	4,819	2,949
TOTAL REVENUES	1,537,782	1,722,958	1,596,475
EXPENDITURES			
Salaries ▶ supervisory and teaching	1,095,303	1,216,494	1,133,468
▶ other	64,918	65,892	73,695
Employee benefits	244,111	270,303	254,060
Staff travel and training	5,000	7,790	2,825
Food and kitchen supplies	56,800	67,291	53,623
Insurance	2,150	1,989	2,926
Program supplies	31,000	37,262	24,075
Property operations and maintenance	32,500	36,275	34,864
Office and other	5,000	9,447	14,749
Bad debt	1,000	10,215	2,190
TOTAL EXPENDITURES	1,537,782	1,722,958	1,596,475
NET REVENUES FOR THE YEAR	---	---	---

**Municipality of Mississippi Mills
Waterworks Operations Schedule
Statement of Operations**

For the year ended December 31	(Note 18) Budget	2018	2017
	\$	\$	\$
REVENUES			
User charges			
Water bill revenue	2,861,065	3,077,574	2,829,633
Hydrant rental	3,500	3,500	3,500
Rent	19,800	19,800	21,600
Miscellaneous fees and service charges	39,600	60,268	77,371
Other			
Contribution from developers	368,297	363,417	279,302
Government transfers	51,700	89,298	335,675
Interest ▶ Ottawa River Power Corporation	64,680	54,057	70,789
▶ Mississippi River Power Corporation	66,000	189,750	206,660
Interest and penalty	67,520	81,493	66,710
TOTAL REVENUES	3,542,162	3,939,157	3,891,240
EXPENDITURES			
Current Operations			
Administration	218,779	214,688	240,671
Sanitary sewer maintenance	75,541	76,653	67,910
Water distribution ▶ general	5,000	10,635	5,260
▶ maintenance	217,681	243,840	202,307
Meter installation and maintenance	41,250	57,697	44,081
Billing and collecting	13,280	9,039	7,469
Pump houses and lagoons	1,521,358	1,462,626	1,542,241
Interest on long term debt	309,872	308,695	314,822
Principal on long term debt	185,325	185,325	175,305
	2,588,086	2,569,198	2,600,066
Capital			
Sewer and watermain reconstruction	995,000	869,300	845,971
Plant upgrades	606,100	363,645	493,068
Other construction and equipment	169,900	101,331	182,673
	1,771,000	1,334,276	1,521,712
TOTAL EXPENDITURES	4,359,086	3,903,474	4,121,778
NET REVENUES (EXPENDITURES) FOR THE YEAR	(816,924)	35,683	(230,538)
FINANCING AND TRANSFERS			
Proceeds of long term debt	595,015	---	209,980
Transfers to reserves	(362,091)	(1,014,022)	(598,907)
Transfers from reserves	584,000	586,765	741,851
	816,924	(427,257)	352,924
(DECREASE) INCREASE IN FUND BALANCES	---	(391,574)	122,386

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Mississippi River Power Corporation are the responsibility of the Corporation's management and have been prepared in compliance with legislation, and in accordance with International Financial Reporting Standards. A summary of significant accounting policies are described in note 2 to the financial statements. The preparation of financial statements necessarily involved the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Corporation's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of financial statements. These systems are monitored and evaluated by management.

Management meets with the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters. The Board of Directors meets with management subsequently to review these same matters prior to the Board's approval of the financial statements.

The financial statements have been audited by Allan and Partners LLP, independent external auditors appointed by the Corporation. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Corporation's financial statements.

Paul Virgin, President

Scott J. Newton, General Manager

INDEPENDENT AUDITOR'S REPORT

To the Shareholders of the Mississippi River Power Corporation:

Opinion

We have audited the financial statements of the Mississippi River Power Corporation (the 'Entity'), which comprise:

- the statement of financial position as at December 31, 2018;
- the statement of comprehensive income for the year then ended;
- the statement of changes in net equity for the year then ended;
- the statement of cash flows for the year then ended;
- and the notes to the financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the 'financial statements').

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its financial performance, its changes in net equity and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis of our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Draft

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

Perth, Ontario
March 4, 2019.

Mississippi River Power Corporation
Statement of Financial Position
(Expressed in Canadian Dollars)

December 31	2018	2017
	\$	\$
ASSETS		
Current Assets		
Cash	2,048,580	2,400,956
Accounts receivable (net of allowance)	1,096,351	1,074,468
Government taxes receivable	199,498	---
Payment in lieu of income taxes receivable (note 6)	113,346	---
Deferred expenses	---	87,746
Prepaid expenses	47,407	46,171
	3,505,182	3,609,341
Non-Current Assets		
Property, plant and equipment (note 3)	19,486,565	17,678,507
	22,991,747	21,287,848
EQUITY AND LIABILITIES		
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	500,716	273,193
Government taxes payable	---	155,113
Payments in lieu of income taxes payable (note 6)	---	12,675
Deferred revenue	---	700
Interest payable	238,866	119,433
Dividend payable	225,000	---
Short term financial liabilities (note 5)	616,369	444,715
	1,580,951	1,005,829
Non-Current Liabilities		
Long term financial liabilities (note 5)	19,308,632	18,155,756
Deferred tax liabilities (note 6)	475,000	447,600
	19,783,632	18,603,356
EQUITY		
Capital Stock	2,000	2,000
Retained Earnings	1,625,164	1,676,663
	1,627,164	1,678,663
	22,991,747	21,287,848

Basis of Presentation (note 1) Commitments (note 9)
and Contingent Liabilities (note 10)

On Behalf of the Board:

_____, Chair _____, Director
The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Comprehensive Income and Changes in Equity
(Expressed in Canadian Dollars)

For the year ended December 31	(Note 13) Budget	2018	2017
	\$	\$	\$
Revenue ▶ sale of power	2,306,244	2,454,078	3,900,455
Cost of Power ▶ Direct Expenses			
Amortization ▶ plant and equipment	638,440	665,733	638,440
Heat, light and power	28,000	14,284	27,728
Insurance	26,695	27,163	31,521
Plant automation	48,000	5,594	3,789
Repairs and maintenance ▶ building	47,500	31,990	88,639
▶ equipment	121,150	83,021	83,564
▶ engineering fees	35,000	86,480	104,444
▶ vehicle	5,200	4,408	3,209
Taxes, fees and licences	15,586	15,586	15,586
Wages and benefits	90,000	82,734	88,618
	1,055,571	1,016,993	1,085,538
Income Before Operating Expenses	1,250,673	1,437,085	2,814,917
Operating Expenses			
Advertising and promotion	10,000	6,729	5,582
Amortization	29,578	31,028	31,377
Finance			
Bank charges and interest	2,000	1,518	2,149
Debenture interest	763,940	763,257	780,894
Loan interest	153,308	156,309	153,566
Feasibility studies	53,100	53,033	133,837
Occupancy			
Heat, light and power	8,900	6,712	7,079
Insurance	1,582	1,582	1,582
Repairs and maintenance ▶ building	37,500	33,588	14,784
▶ equipment	1,700	1,915	1,182
▶ grounds keeping	25,550	19,759	21,990
Taxes, fees and licenses	6,250	6,075	6,059
Office			
Bookkeeping	3,000	2,289	2,268
Office	9,000	6,570	6,982
Telephone and communications	10,000	7,701	9,716
Professional fees	15,500	11,563	13,485
Wages			
Directors fees	31,500	31,000	28,000
Wages and benefits	122,434	113,760	121,672
	1,284,842	1,254,388	1,342,204
Operating Income (Loss)	(34,169)	182,697	1,472,713
Other Income and Expense			
Other income and net rent	5,700	33,088	20,200
Income (Expense) Before Amount in Lieu of Income Taxes	(28,469)	215,785	1,492,913

Continued on Next Page

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Comprehensive Income and Changes in Equity
(Expressed in Canadian Dollars)

For the year ended December 31	(Note 13) Budget	2018	2017
	\$	\$	\$
Income (Expense) Before Amount in Lieu of Income Taxes / continued	(28,469)	215,785	1,492,913
Income Taxes (note 6)			
Payment in lieu of income taxes	(6,548)	14,884	152,675
Deferred income taxes	---	27,400	180,600
	(6,548)	42,284	333,275
Net Income (Loss) for the Year	(21,921)	173,501	1,159,638
Retained Earnings, Beginning of Year	1,676,663	1,676,663	742,025
Dividends	(225,000)	(225,000)	(225,000)
Retained Earnings, End of Year	1,429,742	1,625,164	1,676,663

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Cash Flows
(Expressed in Canadian Dollars)

For the year ended December 31	2018	2017
	\$	\$
Cash Flows from Operating Activities		
Net income for the year	173,501	1,159,638
Amortization	696,761	669,817
Income tax expense	27,400	180,600
	897,662	2,010,055
Movements in Working Capital		
Accounts receivable	(21,883)	(241,147)
Government taxes receivable	(199,498)	6,242
Payments in lieu of income taxes receivable	(113,346)	---
Deferred expenses	87,746	32,732
Prepaid expenses	(1,236)	5,432
Accounts payable and accrued liabilities	227,523	138,891
Government taxes payable	(155,113)	155,113
Payments in lieu of income taxes payable	(12,675)	12,675
Deferred revenue	(700)	(700)
Interest payable	119,433	---
Dividend payable	225,000	---
	155,251	109,238
Cash Flows from Investing Activities		
Payments to acquire capital assets (note 3)	(2,504,819)	(69,512)
Cash Flows from Financing Activities		
Dividends paid and payable	(225,000)	(225,000)
Advance of long term borrowings	1,783,888	---
Repayment of long term borrowings	(459,358)	(425,783)
	1,099,530	(650,783)
Change in Cash, During the Year	(352,376)	1,398,998
Cash, Beginning of Year	2,400,956	1,001,958
Cash, End of Year	2,048,580	2,400,956

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

The Mississippi River Power Corporation (the 'Corporation') was incorporated in Canada under the Business Corporations Act (Ontario) on April 27, 2000 by the Municipality of Mississippi Mills, its sole shareholder, to comply with provincial legislation. This Corporation's principal activities include the generation and sale of hydro-electric power in the Municipality of Mississippi Mills, Ontario and is regulated by the Ontario Energy Board (OEB). The address of the Corporation's registered office is 28 Mill Street, P. O. Box 179, Almonte, Ontario, K0A 1A0.

1. Basis of Presentation

Statement of Compliance

The financial statements of the Mississippi River Power Corporation are the representation of management and are prepared in accordance with International Financial Reporting Standards (IFRSs) as issued by the International Accounting Standards Board (IASB) and the interpretations are issued by the International Financial Reporting Interpretations Committee (IFRIC) of the IASB.

Basis of Measurement

The financial statements have been prepared on the historical cost basis.

Functional and Presentation Currency

The financial statements are presented in Canadian dollars, which is the Corporation's functional currency. All financial information presented has been rounded to the nearest dollar.

Use of Estimates and Judgments

The presentation of financial statements in compliance with IFRS requires management to make certain critical accounting estimates. It also requires management to exercise judgment in applying the Corporation's accounting policies. The areas involving a higher degree of judgment, complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in each relevant significant accounting policy where applicable.

Estimates and judgments are continually evaluated based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. In the future, actual experience may differ from these estimates and assumptions.

2. Significant Accounting Policies

The preparation and presentation of the financial statements can be significantly affected by the accounting policies selected by the Corporation. The financial statements reflect the following significant accounting policies, which are an integral part of understanding them.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements unless otherwise indicated.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Revenues

Revenue is measured based on the consideration specified in a contract with a customer and excludes amounts collected on behalf of third parties. The Corporation recognizes revenue when it transfers control over a product or service to a customer.

The Corporation's principal activities include the generation and sale of hydro-electric power within the Municipality of Mississippi Mills. The sales are made between the Corporation and Ottawa River Power Corporation. It is regulated by the Ontario Energy Board (OEB).

Receivables, from contracts with customers, are included in 'accounts receivable' on the statement of financial position.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held on demand with financial institutions, other short term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and subject to an insignificant risk of change in value.

Financial Assets

Financial assets are classified as loans and receivables.

These include cash and accounts receivable. Collectability of accounts receivable is reviewed on an ongoing basis. Accounts receivable which are known to be uncollectible are written off. A provision for doubtful receivables is established when there is objective evidence that the Corporation will not be able to collect all the amounts due accounting to the original term of the receivables. In determining the allowance for doubtful accounts, the Corporation considers historical loss experience of account balances based on the aging and arrears status of accounts receivable balances. The amount of the provision is the difference between the asset's carrying amount and the present value of future cash flows. The amount of the provision is recognized in the statement of comprehensive income.

Financial Liabilities

Accounts payable and accrued liabilities and long-term debt are classified as other financial liabilities. These liabilities are measured at amortized cost.

Property, Plant and Equipment

Property, plant and equipment (PP&E) are recorded at cost, being the purchase price and directly attributable cost of acquisition or construction required to bring the asset to the location and condition necessary to be capable of operating in the manner intended by the Corporation.

Amortization of PP&E is recorded in the statement of comprehensive income on a straight-line basis over the estimated useful life of the related asset. Half of a year's amortization is taken for the first year, regardless of when the property was actually put into service during the year. The estimated useful lives, residual values, and amortization methods are reviewed at the end of each annual reporting period, with the effect of any changes in estimate being accounted for on a prospective basis.

Gains and losses on disposal of an item of PP&E are determined by comparing the net proceeds from disposal with the carrying amount of the asset, and are included in the statement of comprehensive income when the asset is disposed.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Property, Plant and Equipment / continued

The estimated useful lives are as follows:

Buildings	40 years
Substation	20 years
Generation Equipment	20 years
Office Equipment	10 years
Water Rights	10 years
Vehicles	5 years
Signage	5 years
Safety Equipment	5 years
Computer Equipment	5 years
Paving, Landscaping and Fencing	5 years
Leasehold Improvements	5 - 20 years

Borrowing Costs

The Corporation capitalizes interest expenses and other finance charges directly relating to the acquisition, construction, or production of assets that take a substantial period of time to get ready for its intended use. Capitalization commences when expenditures are being incurred, borrowing costs are being incurred, and activities that are necessary to prepare the assets for its intended use or sale are in progress. Capitalization will be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use or sale are complete.

Impairment of Non-Financial Assets

The Corporation conducts assessments of the values of PP&E to determine whether there are events or changes in circumstances that indicate that their carrying amount may not be recoverable. Where carrying value exceeds its recoverable amount, which is the higher of value in use and fair value less costs to sell, the asset is written down accordingly. An impairment loss is charged to the statement of comprehensive income except to the extent it reverses gains previously recognized in other comprehensive income.

Pension Plan

The permanent employees of the Corporation participate in the Ontario Municipal Employees Retirement System ("OMERS"). The Corporation also makes contributions to the OMERS plan on behalf of its employees. The plan has a defined benefit option at retirement available to employees, which specifies the amount of the retirement benefit plan to be received by the employees based on length of service and rates of pay.

Payments in Lieu of Taxes Payable

The Corporation is a Municipal Electricity Utility (MEU) for purposes of the payments in lieu of taxes (PILs) regime contained in the Electricity Act, 1998. As a MEU, the Corporation is exempt from tax under the Income Tax Act (Canada) and the Corporations Tax Act (Ontario).

Under the Electricity Act, 1998, the Corporation is required to make, for each taxation year, PILs to Ontario Electricity Financial Corporations ("OEFCC"). These payments are calculated in accordance with rules for computing income and taxable capital and other relevant amounts contained in The Income Tax Act (Canada) and the Corporations Tax Act (Ontario) as modified by the Electricity Act, 1998 and related regulations.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Payments in Lieu of Taxes Payable / continued

Provision in lieu of taxes (PILs) is comprised of current and deferred tax. Current tax and deferred tax are recognized in net income except to the extent that it relates to items recognized directly in equity.

Current PILs are recognized on the taxable income or loss for the current year plus any adjustment in respect of previous years. Current PILS are determined using tax rates and tax laws that have been enacted or substantively enacted by the year-end date.

Deferred tax assets and liabilities are recognized where the carrying amount of an asset or liability differs from its tax base. The amount of the deferred tax asset or liability is measured at the amount expected to be recovered from or paid to the taxation authorities. This amount is determined using tax rates and tax laws that have been enacted or substantially enacted by the year-end date and are expected to apply when the liabilities/(assets) are settled/(recovered).

Significant judgment is required in determining the provision for income taxes. There are many transactions and calculations undertaken during the ordinary course of business for which the ultimate tax determination is uncertain.

At the end of each reporting period, the Corporation reassesses both recognized and unrecognized deferred tax liabilities.

Finance Income and Finance Costs

Finance income is comprised of interest income on funds invested such as cash and short-term investments. Interest income is recognized as it accrues in the statement of comprehensive income, using the effective interest method.

Finance cost is comprised of interest payable on debt.

Equity

Share capital represents the nominal value of shares that have been issued. Retained Earnings include all current and prior period retained profits. Dividend distribution payable to equity shareholders are included in other liabilities when the dividends have been approved prior to the recording date.

Financial Instruments

(i) Non-Derivative Financial Assets

All of the Corporation's non-derivative financial assets are classified as loans and receivables. Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such financial assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, loans and receivables are measured at amortized cost using the effective interest rate method, less any impairment losses.

The Corporation recognizes loans and receivables on the date they are originated.

The Corporation derecognizes a financial asset when the contractual rights to the cash flows from the asset expire, or it transfers the rights to receive the contractual cash flows in a transaction in which substantially all the risks and rewards of ownership of the financial asset are transferred.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

2. Significant Accounting Policies / continued

Financial Instruments / continued

(ii) Non-Derivative Financial Liabilities

All of the Corporation's non-derivative financial liabilities are classified as other financial liabilities. Other financial liabilities comprise loans and borrowings, and trade and other payables. Such financial liabilities are recognized initially at fair value less any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest rate method.

The Corporation recognized other financial liabilities on the trade date, which is the date that the Corporation becomes a party to the contractual provisions of the instrument.

The Corporation derecognizes a financial liability when its contractual obligations are discharged, cancelled or expire.

It is management's opinion that the facility is not exposed to significant interest, currency or credit risks arising from its non-derivative financial instruments.

Standards, Amendments and Interpretations Not Yet Effective

At the date of authorization of these financial statements, certain new standards, amendments and interpretations to existing standards have been published by the IASB but are not yet effective, and have not been adopted early by the Corporation.

Management anticipates that all of the relevant pronouncements will be adopted in the Corporation's accounting policies for the first period beginning after the effective date of the pronouncement.

Certain other new standards and interpretations have been issued but are not expected to have material impact on the Corporation's financial statements and therefore have not been described here.

IFRS 16 Leases

IFRS 16 replaces accounting requirements introduced more than 30 years ago that are no longer considered suitable and is a major revision of the way in which companies account for leases. The effective date of IFRS 16 is January 1, 2019. The Corporation is in the process of evaluating the impact of the new standard.

Mississippi River Power Corporation
Notes to the Financial Statements

December 31, 2018

3. Property, Plant and Equipment

	2018			2017
	Cost	Amortization	Net Book Value	Net Book Value
	\$	\$	\$	\$
Land	188,253	---	188,253	5,168
Generating Station Building				
▸ Lower Falls	17,640,117	3,654,087	13,986,030	14,253,987
▸ Upper Falls	4,425,064	2,427,702	1,997,362	2,107,988
Millfall Dam	2,053,453	20,536	2,032,917	---
Paving, Landscaping and Fencing	93,576	91,455	2,121	6,367
Generating Equipment	1,870,659	784,921	1,085,738	1,079,826
Substation	119,510	110,780	8,730	10,909
Vehicles	36,946	36,946	---	1,428
Signage	10,890	10,890	---	---
Safety Equipment	18,642	16,721	1,921	3,075
Office Equipment	68,907	62,928	5,979	9,536
Water Rights	27,452	27,452	---	---
Computer Equipment	47,551	47,551	---	---
Leasehold Improvements	275,702	98,188	177,514	200,223
	26,876,722	7,390,157	19,486,565	17,678,507

Additions during the year were as follows:

	2018	2017
	\$	\$
Land ▸ Millfall Dam	183,085	---
Millfall Dam	2,053,453	---
Generation Station ▸ Lower Falls	170,908	44,012
Generating Equipment ▸ plant automation	49,953	25,500
▸ hawk	14,845	---
▸ crane	32,575	---
Total Net Additions	2,504,819	69,512

The Corporation is under contract to purchase and transfer the Millfall Dam land from the Municipality of Mississippi Mills in 2019. It is the Board's view that they are beneficial owners of the land.

4. Bank Indebtedness

The Corporation's financial agreement with its bank provides for an operating credit facility of up to \$200,000 to finance expenses, pending receipt of income. Interest on funds drawn is charged at the bank's prime rate. As at December 31, 2018, there was \$Nil (2017 \$Nil) drawn on the facility.

Mississippi River Power Corporation
Notes to the Financial Statements

December 31, 2018

5. Long Term Debt

	2018	2017
	\$	\$
Ontario Infrastructure Projects Corporation debenture (5.2023%), repayable in blended monthly payments of \$92,673.06, secured by a general security agreement covering all assets, due October 2040.	14,494,566	14,842,703
Bank of Montreal Loan (3.5400%), repayable in blended monthly payments of \$17,673.50, secured by a general security agreement, due November 2028.	1,768,116	---
Bank of Montreal Loan (2.5100%), repayable in monthly payments of \$5,531.59, secured by a general security agreement, due March 2020.	648,668	698,101
Bank of Montreal Loan (2.9400%), repayable in monthly payments of \$2,717.53, secured by a general security agreement, due March 2021.	312,171	335,447
Bank of Montreal Loan (3.3900%), repayable in monthly payments of \$2,779.04, secured by a general security agreement, due March 2022.	312,827	335,567
Municipality of Mississippi Mills promissory note, with no fixed terms of repayment, the term and the interest rate to be renegotiated annually between the Board of Directors and corporate shareholder. Interest accrued for 2018 was at a rate of 5.0000% (2017 5.0000%).	2,388,653	2,388,653
	19,925,001	18,600,471
Less: current portion of long term borrowings	616,369	444,715
	19,308,632	18,155,756

Principal payments falls due as follows:

	\$
2019	616,369
2020	1,189,935
2021	858,461
2022	837,939
2023 and thereafter	16,422,297
	19,925,001

Interest on promissory note is calculated annually and payable annually to the shareholders.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

6. Payments in Lieu of Corporate Income Taxes

Statutory Canadian Federal and Provincial tax rates for the current year comprise 15.0% (2017 15.0%) for Federal corporate tax and 11.5% (2017 11.5%) for corporate tax in Ontario. The PILs expense varies from amounts which would be computed by applying the Corporation's combined statutory income tax rate as follows:

	2018	2017
	\$	\$
Income Before Provision for PILs	215,785	1,492,913
Statutory Canadian provincial tax rate (blended)	26.50%	26.50%
Provision for PILs at statutory rate	57,183	395,622
Decrease in Income Tax Resulting From:	(14,334)	(57,501)
Small business deduction	---	(178,353)
Non-capital loss carryforward used		
Capital cost allowance in excess of amortization	(27,965)	(5,635)
Charitable donations from Schedule 2	---	(1,458)
Total Provision	14,884	152,675
Effective Tax Rate	6.90%	10.23%

The change in the deferred tax liability is as follows:

	2018	2017
	\$	\$
Opening Balance, January 1	447,600	267,000
Recognized in Statement of Comprehensive Income	27,400	180,600
Closing Balance, December 31	475,000	447,600

Deferred tax liabilities are attributable to property, plant and equipment.

The Corporation has losses for tax purposes to carry forward against future income in the amount of \$Nil (2017 \$Nil).

7. Gross Revenue Charge

The Corporation is liable to pay a charge based on their gross generation of kilowatts hours to the Ontario Electricity Financial Corporation. The Corporation has applied with the Ministry of Natural Resources for a deduction under the Electricity Act 1998 to waive this charge for 10 years. In 2016, the application was approved and the charge was waived effective May 9, 2010 for a ten year period ending May 9, 2020.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

8. Related Party Balances on Transactions

The Ultimate Parent

The common shares of Mississippi River Power Corporation are owned by the Municipality of Mississippi Mills which constitutes local government. Consequently, the Corporation is exempt from some of the general disclosure requirements of IAS 24 with relation to transactions with government-related parties, and has applied the government-related disclosure requirements.

Transactions with Related Parties

The following summarizes the Corporation's related party transactions for the year. These transactions are in the normal course of operations and are measured at the exchange value (the amount of consideration established and agreed to by the related parties), which approximates the arm's length equivalent for sales of product or provision of service.

During the year, the Corporation paid \$119,433 (2017 \$119,433) of interest on long term and short term debts and \$36,000 (2017 \$36,000) of rent to its shareholder, the Municipality of Mississippi Mills. The Corporation also purchased land from its shareholder, the Municipality of Mississippi Mills, in the amount of \$151,225. The Corporation owes its shareholder, the Municipality of Mississippi Mills, \$2,850,744 (2017 \$2,544,086) at the year end.

9. Commitments

The Corporation leases office premises from the Municipality of Mississippi Mills under the terms of an operating lease at a monthly cost of \$3,000. The lease has a term of 10 years, with an expiration date of September 30, 2023, with an option to renew for one further period of 10 years, upon revised terms.

The Corporation leases Metcalfe Geo Heritage Park from the Municipality of Mississippi Mills under the terms of an operating lease at an annual cost of \$1.00. The lease has a term of 20 years with an expiration date of December 31, 2033, with an option to renew for one further period of 20 years, upon the same terms.

10. Contingent Liabilities

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2018, management maintains that the Corporation has valid defences and appropriate insurance coverage in place. In the event any claims are successful, management believes that such claims are not expected to have a material effect on the Corporation's financial position.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

11. Risk Management

In the normal course of operations, the Corporation is exposed to a variety of financial risks which are actively managed by the Corporation.

The Corporation's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. The fair values of cash, and accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

The Corporation's exposure to and management of risk has not changed materially from December 31, 2017.

Credit Risk

Credit risk arises from the possibility that the entities to which the Corporation provides services to may experience difficulty and be unable to fulfill their obligations. The Corporation is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Corporation does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Corporation is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Corporation's operating results.

Liquidity Risk

Liquidity risk is the risk that the Corporation will not be able to meet its obligations as they fall due. The Corporation requires working capital to meet day-to-day operating activities. Management expects that the Corporation's cash flows from operating activities will be sufficient to meet these requirements.

12. Capital Management

The Corporation considers its capital to be its capital stock and retained earnings. The Corporation's main objectives when managing capital are to: i) ensure sufficient liquidity to maintain and improve its electricity distribution system, support its financial obligations and execute its operating and strategic plans, ii) minimize the cost of capital while taking into consideration current and future industry, market and economic risks and conditions, and iii) provide an adequate return to its shareholders.

The Corporation relies on its cash flow from operations to fund its dividend distributions to its shareholders.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2018

13. Budget Figures

Mississippi River Power Corporation reviews its operating and capital budgets each year. The approved operating budget for 2018 is included in the budget figures presented in the Statement of Comprehensive Income but they are not subject to audit.

14. Compensation of Key Management Personnel

The remuneration of directors and other members of key management personnel during the year was as follows:

	2018	2017
	\$	\$
Management and Director Remuneration	144,252	137,465
Other Long Term Benefits	12,971	12,768
	157,223	150,233

15. Lost Revenue Recuperation

During 2012 there was a malfunction within the generating station, after which no revenues were able to be generated until repairs were completed in 2013. The Corporation received partial payments in 2013, but there remains monies outstanding. Management has provided their best estimate of lost revenues to be recuperated from other parties responsible and these amounts are included in accounts receivable.

16. Approval of the Financial Statements

The financial statements were approved by the Board of Directors and authorized for issue on March 4, 2019.

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Funding announcement



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“I know this is very sad and disappointing news but given the enormity of the cut to our operating budget, there is no alternative. Even under our previous budget allocation, it was becoming difficult to sustain the service because of ever increasing operating costs.”

Barbara Franchetto, CEO

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1. [The gestational diabetes cookbook : 101 delicious, dietitian-approved recipes for a healthy pregnancy and baby / Sara Rivera, RD.](#)

Berkeley, CA : Ulysses Press, [2018]

Number of holdings: 1 | ISBN - 9781612438689 (paperback) 1612438687 (paperback) | LCCN - 2018959569

Collection: Ontario Library Consortium

2. [Eat what you love : restaurant favorites / Marlene Koch ; food photography by Steve Legato.](#)

New York : Running Press, 2019. ©2019

Number of holdings: 10 | ISBN - 9780762466207 (hardcover) 0762466200 (hardcover) | LCCN - 2018960752

Collection: Toronto Public Library

3. [Frederick Banting, discoverer of insulin / editorial development by Michael Webb. --](#)

Mississauga, Ont. : Copp Clark Pitman, c1991.

Number of holdings: 2 | ISBN - 077305054X

Collection: Ajax Public Library

4. [Mayo Clinic on managing diabetes / Maria Collazo-Clavell.](#)

Rochester : Mayo Clinic, 2001.

Number of holdings: 1 | ISBN - 1-89300-506-2

Collection: Port Hope Public Library

2018 ILL Statistics

- **1938** items were shipped out to other libraries
- We borrowed **1937** items from other libraries for our patrons
- In total, **3,875** items were shipped in 2018

Interlibrary Loan Service Today

- Ontario Library Service-North received news that their funding was reinstated.
- Northern libraries deliver material through Canada Post and receive postage reimbursement.
- Is this our future?

Inter-library loans to be revived in north after outcry



By **Kristin Rushowy** Queen's Park Bureau
Sat., May 18, 2019



Things to consider –staff time

- It takes an additional 5 minutes per package to prepare items for shipping through Canada Post.
- $1938 \times 5 \text{ minutes} = 9590 \text{ minutes} = 161.5 \text{ hours.}$
- **$161.5 \text{ hours} \times \$14 = \$2,261$**

Things to consider-delivery

- we do not have postal delivery
- delivery of packages would take 30 minutes everyday on average
 - 30 minutes x 5 days x 50 weeks = 7500 minutes = 125 hours
- **125 hours x \$20.00=\$2,500**

Increase to current operating budget

staff time -	\$2,261
courier-	\$2,500
sub-total-	\$4,761

If we do not receive postage reimbursement,

postage-	\$3,876
Total-	\$8, 637

Unexpected outcome

- lenders pay fee to ship material
- net lenders (larger library systems) may opt out of interlibrary loan service
- small to medium library systems no longer able to access material residents need

Mississippi Mills Public Library

SEEK

DISCOVER

SHARE

PLEASE VISIT OUR NEW WEBSITE AT WWW.MISSMILLSLIBRARY.COM!

THANK YOU!

ALMONTE BRANCH 613-256-1037

PAKENHAM BRANCH 613-624-5306

“WHEREAS public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and,

WHEREAS the Mississippi Mills Public Library actively partners with the community to deliver valued services and contribute to a culture of social good by sharing knowledge and resources; and,

WHEREAS the Mississippi Mills Public Library continues to deliver services that support provincial initiatives such as lifelong learning and skill development, local economic development, health literacy, and provides equitable access to government websites and services; and

WHEREAS the Mississippi Mills Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services; and

WHEREAS the Mississippi Mills Public Library requests that the Municipality of Mississippi Mills Council urge the Province of Ontario to recognize the importance of services provided by Ontario Library Service - North and the Southern Ontario Library Service including the administration of bulk purchasing agreements, technology consultation, strategic planning and policy development consultation, the provincial Interlibrary Loan system, board and staff training opportunities, collection development support, support for First Nations libraries and the administration of the Joint Automation Server Initiative; and

WHEREAS the Mississippi Mills Public Library requests that the Municipality of Mississippi Mills Council urge the Province of Ontario to restore funding to Ontario Library Service - North in recognition of the unfair and disproportionate impact of these cuts on Northern Ontario public libraries,

THEREFORE BE IT RESOLVED that the Mississippi Mills Municipal Council supports the Mississippi Mills Public Library’s request for the Government of Ontario to restore funding to Ontario Library Service-North; and

BE IT FURTHER RESOLVED that the Municipality of Mississippi Mills urges the Province of Ontario to support sustainable long term funding for Ontario’s Public Libraries; and,

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the Office of the Premier, to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs and Housing, to the local MPP, to the Association of Municipalities Ontario, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.”

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: June 4, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-07-18**
East ½ Lot 8, Concession 12
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 1019 Ramsay Concession 12

OWNER: Ramsay / Agent: Donaldson

BACKGROUND

Mr Donaldson, acting on behalf of Mr G Ramsay, filed consent application B18-056 in the fall of 2018 to the County of Lanark to subdivide the parcel of land to recognize a surplus residential farm dwelling from the agricultural holding. The consent application was granted subject to the fulfilment of conditions set by the Municipality and the County. One of these conditions included the requirement that the vacant agricultural lands (known as the severed parcel) be rezoned to prohibit the construction of a dwelling. This condition is a regular requirement of the severance of surplus farm dwellings and is implemented based on the following *Community Official Plan* Policy:

“The [Municipality] shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farm land parcel rendered vacant as a result of the severance.”

As a result, the zoning of the property must be amended from “Agricultural (A)” to “Agricultural Exception (A-x).”

PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to change the zoning from Agriculture (A) to Agriculture Exception (A-x) to fulfil a condition for the severance of a surplus farm-dwelling property. As per the Community Official Plan, the rezoned property – vacant agricultural land – would not be permitted to have a new dwelling

constructed on it. The amendment would also address the existing lot size deficiency to legally permit an agricultural use.

DESCRIPTION OF SUBJECT LANDS

The subject property is located on the west side of 12th Concession Ramsay, located south of Old Almonte Road, and approximately halfway between the Mississippi River to the west and the City of Ottawa Boundary line to the east. All properties within the immediate area are zoned and designated “Agricultural (A)”.

The original holding of land composed a parcel of approximately 41 ha (101.87 acres) of land. The severed land, composed of the original farm dwelling, represents an area of approximately 0.95 ha (2.35 ac) roughly in the middle of the original parcel fabric. The severed land is accessed by ±60m of frontage on Ramsay Concession 12 and a long drive.

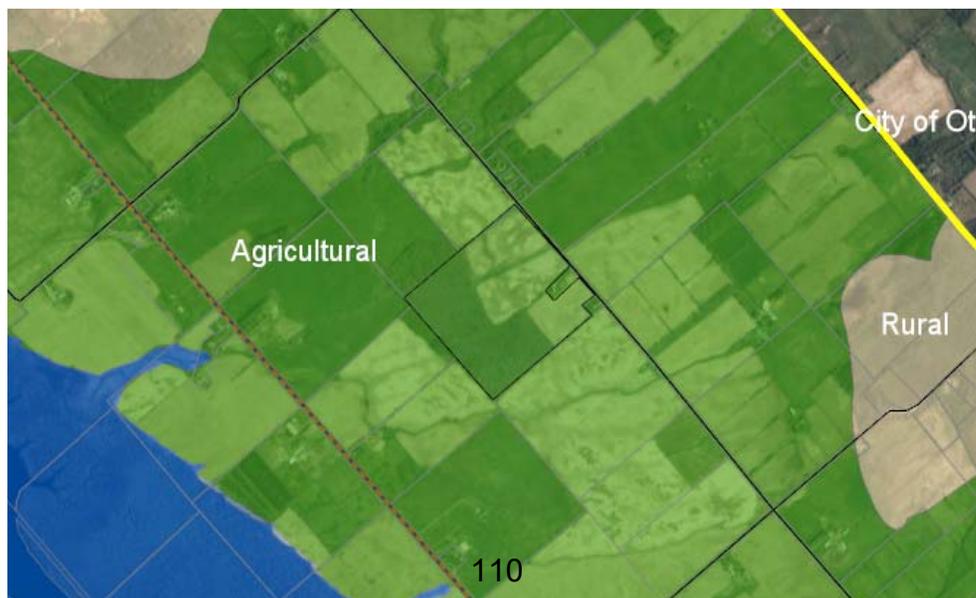
The retained land, being the agricultural holding, is the parcel subject to the zoning amendment application and is representative of a frontage of ±490m and approximately 40ha of land.

SERVICING & INFRASTRUCTURE

The properties, severed and retained, are exterior of the Almonte Ward’s municipal services boundary. Consequently, the farm dwelling utilizes private water and septic. The subject lands are accessed from Ramsay Concession 12, a municipally owned and maintained road.

COMMUNITY OFFICIAL PLAN (COP)

Both the retained and severed properties are, and will continue to be, designated as “Agriculture” under the Community Official Plan. Permitted uses include agriculture, agriculturally related businesses, forestry, a residential dwelling, and home-based businesses.



ZONING BY-LAW #11-83

The subject lands are presently zoned “Agriculture (A)” within the Comprehensive Zoning By-law #11-83.



As required by consent application B18/056, the vacant farm property must be rezoned to “Agriculture Special Exception (A-x)” to prohibit the construction of a dwelling, thereby ensuring that said property is used solely for agriculture. A draft by-law is as follows:

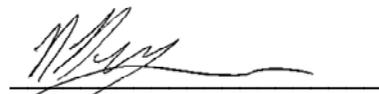
11.3 Special Provisions

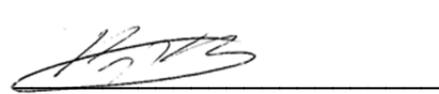
11.3.X Notwithstanding their ‘A’ Zoning designation, on those lands delineated as ‘Ax’ on Schedule ‘A’ to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:

i) all residential uses are prohibited; and

All of which is respectfully submitted by,

Approved by,


Niki Dwyer, RPP MCIP
Director of Planning


Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

Appendix A – Context Map of the Property (Provided by Applicant)

Appendix A – Context Map (Provided by Applicant)

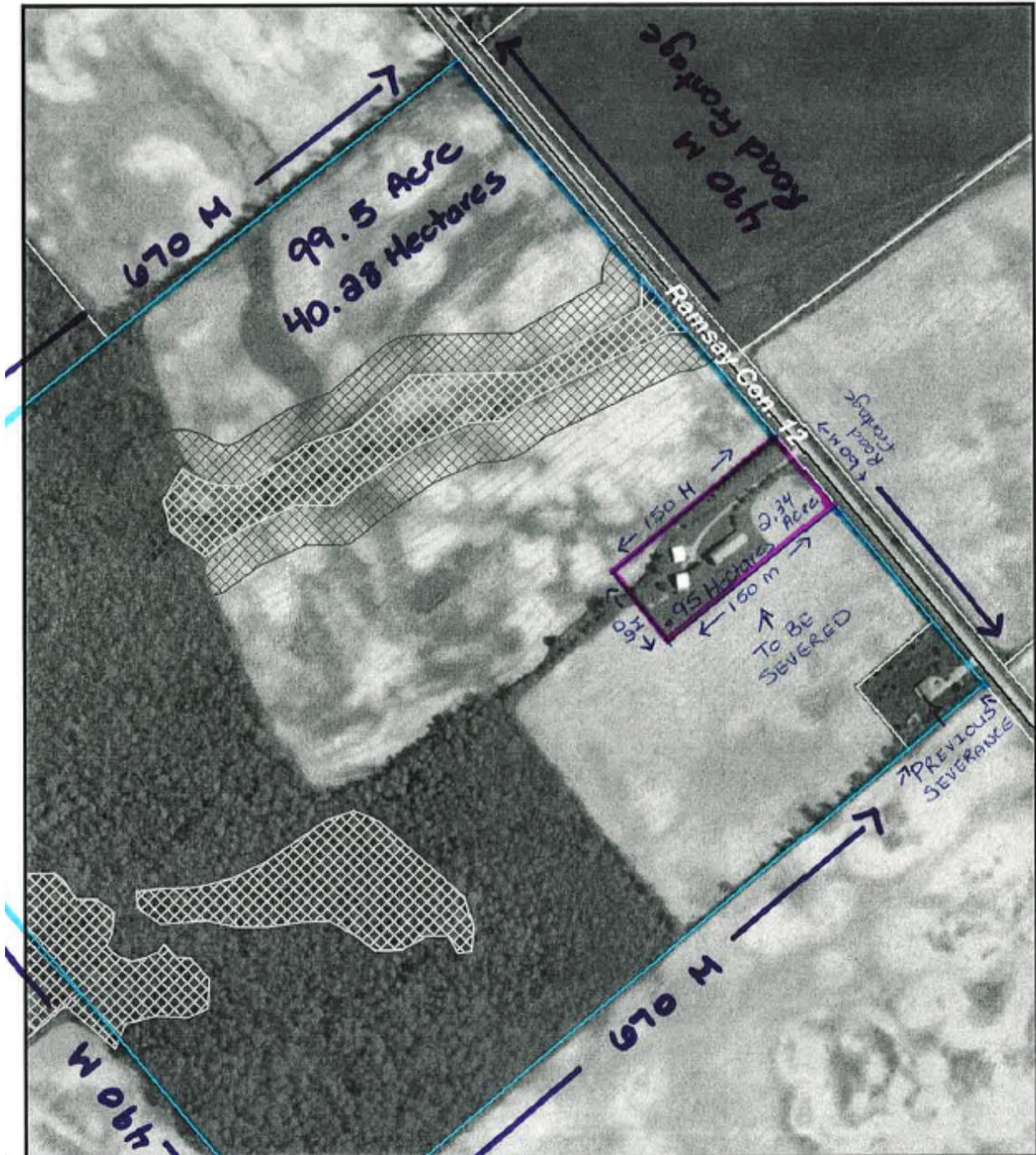
1019 RAMSAY CONC 2

Wetland Map

TO BE SEVERED

Wetland Mapping provided by the Mississippi Valley Conservation Authority (MVCA)

LAND INTENDED TO BE RETAINED



*The above dimensions are estimates and may not be accurate representations of the actual area within the Settlement boundary. A survey is the best indication of actual measurements.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS
CONSENT REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: FINANCIAL REPORT TO APRIL 30, 2019

RECOMMENDATION:

THAT the Financial Report to April 30, 2019 be received as information.

BACKGROUND:

A financial report is prepared to advise Council of financial activities up to the most recent month end including any areas of concern.

DISCUSSION:

The total levy for 2019 is estimated to be \$21,707,347. The following table represents the tax arrears at April 30, 2019:

	Taxes	Interest	Total	% of Total
3 Yrs & Prior	135,366	62,910	198,276	12.01
2 years	164,582	27,487	192,069	11.64
1 year	542,283	39,542	581,825	35.25
Current	453,795	8,556	462,351	28.01
NSF Charges	558		558	.04
O/S Invoices	66,518		66,518	4.03
Water Tsf to taxes	148,896		148,896	9.02
Total	1,511,998	138,495	1,650,493	100.00
% of Estimated Levy	6.97	.63	7.60	
Arrears at Mar 31/19	7.94	.65	8.59	

2019 interim tax bills were due February 27th. Following the due date, reminder notices were mailed and payment options continue to be promoted such as making payments online or signing up for the Municipality's pre-authorized payment plan.

Assets/Liabilities/Reserves

Assets:	Balance at April 30/19
Cash in Bank	7,496,653.82
Investments	7,795,393.50
Accounts Receivable	863,241.74
Taxes Receivable (above)	1,650,493.76
Due from MRPC	532,625.80
Inventories and Prepays	89,745.97
Liabilities:	
Accounts Payable	451,589.81
Taxes Paid in Advance	1,040,808.69
Accrued Landfill Closure Costs	831,179.00
Deferred Revenue	995,109.77
Bank Loans	16,796,982.90
Reserves/Equity:	
Reserves	9,228,846.09
Development Charges	2,291,376.83

Operating Expenditures

The following operational items will continue to be monitored:

- Winter control may be a concern later in the year as a result of the number of winter events experienced from January to the end of March. The Municipality has a winter control reserve if costs run over budget by year end.
- Flood control costs. To April 30th the unexpected costs to address flooding in the Municipality (sand, sand bags, etc.) is \$4,694.05. This cost is expected to increase in May as not all invoices have been received at the end of April. The overage will be covered by any year end surplus or from contingency reserves if required.
- Curling Club- some functional areas are at budget already however unexpected revenues were also received as a result of a rental of the facility for a movie production which should help offset any cost over runs.

Capital Expenditures

The capital program is just getting under way at the end of April with the exception for those items given pre-budget approval by Council. There are no issues or concerns to bring to Council's attention at this time.

Attached please find details of financial results to April 30, 2019.

FINANCIAL IMPLICATIONS:

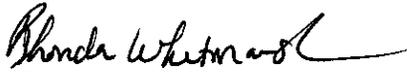
Unexpected expenditures/savings not included in the 2019 budget to date are as follows:

- OPP rebate for 2018 in the amount of \$12,407
- Sale of Business Park Lands for \$95,000 (By-law 19-20)
- Modernization Funding in the amount of \$625,994

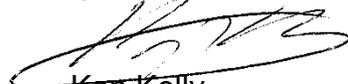
SUMMARY:

There are no items to bring to the Committee's attention at this time other than what is noted in this report.

Respectfully Submitted


Rhonda Whitmarsh,
Treasurer

Reviewed by


Ken Kelly,
Chief Administrative Officer

**Municipality of Mississippi Mills
Statement of Operations
For the four months ending April 30, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
GENERAL FUND					
REVENUE					
General Taxation	\$21,822,347.00	\$8,668,213.00	\$13,154,134.00	60.28%	\$8,438,916.00
Federal Government Grants	0.00	0.00	\$0.00	0.00%	0.00
Provincial Government Grants	912,938.00	1,081,497.00	(\$168,559.00)	(18.46%)	429,238.00
Municipal Grants	26,700.00	18,104.00	\$8,596.00	32.19%	17,836.00
Fees & Service Charges	1,828,290.00	73,471.00	\$1,754,819.00	95.98%	74,228.00
Grant In Lieu	265,975.00	5,085.00	\$260,890.00	98.09%	4,663.00
Other Revenue	893,994.00	284,004.00	\$609,990.00	68.23%	428,662.00
Total General Revenue	25,750,244.00	10,130,374.00	15,619,870.00	60.66%	9,393,543.00

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
EXPENDITURES					
Council	227,450.00	59,241.00	\$168,209.00	73.95%	82,631.00
General Administration	1,349,667.00	413,386.00	\$936,281.00	69.37%	397,687.00
General Admin. Buildings	461,929.00	143,473.00	\$318,456.00	68.94%	143,593.00
Fire Department	870,151.00	219,829.00	\$650,322.00	74.74%	232,541.00
Police	1,885,672.00	314,091.00	\$1,571,581.00	83.34%	312,475.00
Protection to Persons/Property	278,611.00	133,379.00	\$145,232.00	52.13%	128,367.00
Transportation	4,915,376.00	1,333,410.00	\$3,581,966.00	72.87%	1,016,466.00
Environmental Services	1,654,380.00	374,106.00	\$1,280,274.00	77.39%	308,150.00
Septage	27,000.00	0.00	\$27,000.00	100.00%	0.00
Day Care	60,757.00	2,586.00	\$58,171.00	95.74%	4,529.00
Recreation	1,334,650.00	391,282.00	\$943,368.00	70.68%	383,138.00
Library	627,102.00	197,034.00	\$430,068.00	68.58%	191,808.00
Heritage Committee	39,750.00	0.00	\$39,750.00	100.00%	75.00
Other Cultural	31,400.00	30,110.00	\$1,290.00	4.11%	27,000.00
Planning and Zoning	272,507.00	59,718.00	\$212,789.00	78.09%	120,971.00

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
Economic Development	293,827.00	50,739.00	\$243,088.00	82.73%	55,500.00
Agriculture & Drainage	19,710.00	8,288.00	\$11,422.00	57.95%	8,288.00
County & School Requisitions	11,400,305.00	2,807,985.00	\$8,592,320.00	75.37%	2,796,064.00
Total General Expense	25,750,244.00	6,538,657.00	19,211,587.00	74.61%	6,209,283.00
BUILDING DEPARTMENT					
Building Dept. Revenues	446,030.00	128,573.00	\$317,457.00	71.17%	123,535.00
Building Dept. Expenses	446,030.00	117,892.00	\$328,138.00	73.57%	109,589.00
Net Building Dept.	0.00	10,681.00	(10,681.00)	0.00%	13,946.00
WATER & SEWER					
Water & Sewer Revenues	3,543,282.00	1,101,020.00	\$2,442,262.00	68.93%	996,557.00
Water & Sewer Expenses	3,543,282.00	608,535.00	\$2,934,747.00	82.83%	617,775.00
Net Water & Sewer	0.00	492,485.00	(492,485.00)	0.00%	378,782.00
Net General Fund	0.00	4,947,267.00			3,191,613.00

**Municipality of Mississippi Mills
Statement of Operations
For the four months ending April 30, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
CAPITAL FUND					
Council	\$35,000.00	\$0.00	\$35,000.00	100.00%	\$2,569.00
Administration	90,000.00	3,473.00	\$86,527.00	96.14%	38,924.00
Administration Buildings	91,000.00	0.00	\$91,000.00	100.00%	2,254.00
Fire Department	33,220.00	15,009.00	\$18,211.00	54.82%	478,793.00
Building Department	0.00	0.00	\$0.00	0.00%	28,220.00
Protection to Persons/Property	0.00	0.00	\$0.00	0.00%	0.00
Transportation	3,461,235.00	10,450.00	\$3,450,785.00	99.70%	565,325.00
Septage	74,500.00	0.00	\$74,500.00	100.00%	0.00
Waste Management	117,100.00	1,842.00	\$115,258.00	98.43%	22,061.00
Daycare	280,000.00	2,951.00	\$277,049.00	98.95%	0.00
Recreation	1,775,600.00	29.00	\$1,775,571.00	100.00%	9,293.00
Library	130,500.00	18,674.00	\$111,826.00	85.69%	11,057.00
Planning and Zoning	0.00	0.00	\$0.00	0.00%	23,242.00
Community Economic Development	96,750.00	1,221.00	\$95,529.00	98.74%	3,943.00
Agricultural & Drainage	0.00	0.00	\$0.00	0.00%	0.00
Total Capital Fund	6,184,905.00	53,649.00	6,131,256.00	99.13%	1,185,681.00
WATER & SEWER CAPITAL					
Water & Sewer Capital	3,938,500.00	94,623.00	\$3,843,877.00	97.60%	75,209.00
Total Water & Sewer Capital	3,938,500.00	94,623.00	3,843,877.00	97.60%	75,209.00

**Municipality of Mississippi Mills
Statement of Operations
For the four months ending April 30, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
DAYCARE					
REVENUE					
Fees & Service Charges	\$2,138,617.00	\$577,131.00	\$1,561,486.00	73.01%	640,032.00
Municipal Grant	\$7,757.00	\$2,586.00	\$5,171.00	66.66%	4,529.00
TOTAL REVENUE	\$2,146,374.00	\$579,717.00	\$1,566,657.00	72.99%	644,561.00
EXPENDITURES					
Salaries & Benefits	1,935,294.00	505,898.00	\$1,429,396.00	73.86%	473,660.00
Supplies	131,750.00	27,705.00	\$104,045.00	78.97%	31,962.00
Service/Rent	79,330.00	13,394.00	\$65,936.00	83.12%	14,304.00
Total Daycare Expenses	2,146,374.00	546,997.00	1,599,377.00	74.52%	519,926.00
Net Daycare Fund	0.00	32,720.00	(32,720.00)	0.00%	124,635.00
LIBRARY					
REVENUE					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Provincial Gov't Grants	31,848.00	1,670.00	\$30,178.00	94.76%	1,202.00
Municipal Grants	626,502.00	197,034.00	\$429,468.00	68.55%	191,808.00
Fees & Service Charges	17,900.00	6,022.00	\$11,878.00	66.36%	5,946.00
Total Revenue	676,250.00	204,726.00	471,524.00	69.73%	198,956.00

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
EXPENDITURES					
Salaries & Benefits-Almonte	361,163.00	107,542.00	\$253,621.00	70.22%	113,132.00
Salaries & Benefits-Pakenham	107,701.00	28,752.00	\$78,949.00	73.30%	31,830.00
Administration-Almonte	24,245.00	10,001.00	\$14,244.00	58.75%	10,508.00
Administration-Pakenham	12,075.00	4,014.00	\$8,061.00	66.76%	3,898.00
Materials & Supplies-Almonte	47,300.00	14,764.00	\$32,536.00	68.79%	13,745.00
Materials & Supplies-Pakenham	19,633.00	7,049.00	\$12,584.00	64.10%	6,814.00
Building Operations-Almonte	21,800.00	6,750.00	\$15,050.00	69.04%	8,864.00
Building Operations-Pakenham	24,761.00	5,887.00	\$18,874.00	76.22%	3,789.00
Other Expenditures	57,572.00	0.00	\$57,572.00	100.00%	12,560.00
Total Library Expenses	676,250.00	184,759.00	491,491.00	72.68%	205,140.00
Net Library Fund	0.00	19,967.00	(19,967.00)	0.00%	(6,184.00)

**Municipality of Mississippi Mills
Statement of Operations
For the four months ending April 30, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$2,800.00	\$0.00	\$2,800.00	100.00%	\$0.00
Municipal Grants	1,175,647.00	391,282.00	\$784,365.00	66.72%	383,138.00
Fees & Service Charges	526,700.00	176,856.00	\$349,844.00	66.42%	187,891.00
Total Revenue	1,705,147.00	568,138.00	1,137,009.00	66.68%	571,029.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	167,000.00	49,273.00	\$117,727.00	70.50%	45,045.00
Other Payroll Expenses-F/T	214,700.00	60,662.00	\$154,038.00	71.75%	61,209.00
Other Payroll Expenses-P/T	25,000.00	4,819.00	\$20,181.00	80.72%	12,711.00
Total Expense	406,700.00	114,754.00	291,946.00	71.78%	118,965.00
GENERAL EXPENSES					
General Rec. Expenses	326,773.00	45,595.00	\$281,178.00	86.05%	52,294.00
Total General Expenses	326,773.00	45,595.00	281,178.00	86.05%	52,294.00
Almonte Arena Expenses	286,864.00	92,718.00	\$194,146.00	67.68%	110,506.00
SCC Arena Expenses	224,544.00	82,763.00	\$141,781.00	63.14%	85,627.00
Sports Fields & Parks	184,478.00	7,893.00	\$176,585.00	95.72%	11,160.00
Vehicles & Equipment	27,750.00	2,445.00	\$25,305.00	91.19%	3,419.00
Programs	23,025.00	1,503.00	\$21,522.00	93.47%	1,483.00
Events	59,050.00	4,217.00	\$54,833.00	92.86%	9,123.00
Other Recreation	150,223.00	128,078.00	\$22,145.00	14.74%	126,685.00
Total Expense	955,934.00	319,617.00	636,317.00	66.56%	348,003.00

Total Recreation Expense	1,689,407.00	479,966.00	1,209,441.00	71.59%	519,262.00
Net Recreation Fund	15,740.00	88,172.00	(72,432.00)	0.00%	51,767.00

**Municipality of Mississippi Mills
Statement of Operations
For the four months ending April 30, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
CURLING FUND					
FUNCTIONAL REVENUE					
Fees & Service Charges					
Beverage Sales	\$31,000.00	\$27,890.00	\$3,110.00	10.03%	\$27,368.00
Food Sales	3,500.00	0.00	\$3,500.00	100.00%	0.00
Curling Lounge Rental	2,500.00	335.00	\$2,165.00	86.60%	689.00
Curling Surface Rental	500.00	7,924.00	(\$7,424.00)	(1,484.80%)	0.00
Curling Surface Bar Proceeds	2,000.00	0.00	\$2,000.00	100.00%	0.00
Curling Ice Rental-Curling Club	32,254.00	16,127.00	\$16,127.00	50.00%	15,657.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	71,754.00	52,276.00	19,478.00	27.15%	43,714.00
EXPENDITURES					
Insurance	6,044.00	6,044.00	\$0.00	0.00%	5,242.00
Utilities	35,500.00	20,961.00	\$14,539.00	40.95%	18,086.00
Misc. Expense	500.00	116.00	\$384.00	76.80%	0.00
Ice Rental Lounge Maint.	8,500.00	8,467.00	\$33.00	0.39%	5,125.00
Ice Rental Locker Maint.	2,200.00	2,495.00	(\$295.00)	(13.41%)	1,764.00
Ice Rental Surface Maint.	4,250.00	250.00	\$4,000.00	94.12%	0.00
Equipment Maintenance- Ice Plant	5,100.00	378.00	\$4,722.00	92.59%	75.00
Equipment Maintenance-Ice Scraper	250.00	0.00	\$250.00	100.00%	0.00
Curling Bar	25,150.00	17,320.00	\$7,830.00	31.13%	19,742.00
Total Expense	87,494.00	56,031.00	31,463.00	35.96%	50,034.00
Net Curling Fund	(15,740.00)	(3,755.00)	(11,985.00)	76.14%	(6,320.00)

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Wednesday, May 15, 2019 at 3:00 p.m.** at the Municipal Office.

PRESENT:

Committee: Councillor Cynthia Guerard
Araina Clark
Betty Preston
Claire Marson
Jim Lowry
Kristen Cavanagh-Ray
Myrna Blair

Staff/Others: Jennifer Russell, Acting Deputy Clerk

Regrets: Paul Crozier

Chairperson Betty Preston called the meeting to order at 3:07 p.m.

A. APPROVAL OF AGENDA

Moved by Kristen Cavanagh-Ray
Seconded by Claire Marson
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS / TOURS

None

D. APPROVAL OF MINUTES

Moved by Araina Clark
Seconded by Kristen Cavanagh-Ray
THAT the minutes dated April 17, 2019 be approved as presented.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

F. ROUND TABLE

Araina – There is a free downloadable booklet called AT EASE, for caregivers of Parkinson's on the Parkinson's website.

- Councillor Guerard – Community Plan for Safety and Well-being posted on Municipal website and good information for the AAC to know <https://www.mississippimills.ca/en/live/resources/Community-Plan-for-Safety-and-Well-being.pdf>
- Lanark Transportation Association pilot project also good information to know and spread to residents who may find it useful.

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

1. National Access Awareness Week Proclamation

No discussion.

2. The Business of Accessibility Handbook

Members discussed including a link to this handbook on the Municipal website.

I. OTHER/NEW BUSINESS

1. National Access Awareness Week – Brochure

Committee members reviewed and determined the distribution of the brochures at Municipal locations and local businesses.

Information on National Access Awareness Week will be presented at the Business Breakfast on May 16, 2019 along with brochures and posters available to attendees.

2. National Access Awareness Week – Poster

Committee members reviewed and determined the distribution of the posters at Municipal locations and local businesses.

3. National Access Awareness Week – Tips

Committee members reviewed and discussed the Awareness week tips. Some suggestions include:

- A link to the Business of Accessibility Handbook should be included on website
- The links from the Making Accessibility Happen booklet to accessibility focused organizations should be included on website

J. MEETING ANNOUNCEMENTS

June 19, 2019 @ 3:00pm

K. ADJOURNMENT

**Moved by Araina Clark
Seconded by Claire Marson
THAT the meeting be adjourned.**

CARRIED

The meeting adjourned at 4:10 p.m.

Jennifer Russell, Acting Deputy Clerk
Recording Secretary

DRAFT

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

May 21, 2019
8:00 a.m.

Municipal Office - Council Chambers

PRESENT: Scott McLellan (Chairperson)
Deputy Mayor Minnille (late 8:40am)
Vic Bode
Sanjeev Sivarulrasa
Greg Smith
Ron MacMeekin
Mary Rozenberg
Helen Antebi

STAFF/OTHERS: Tiffany MacLaren, Community Economic & Cultural Coordinator
Bonnie Ostrom, Recording Secretary

REGRETS: Councillor Gerard

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

A. APPROVAL OF AGENDA

Moved by Mary Rozenberg

Seconded by Greg Smith

THAT the C&EDC May 21, 2019 agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS/PRESENTATIONS/TOURS

None

D. APPROVAL OF MINUTES: April 16, 2019

Errors; Almonte Fair Ladies Night was held on May 10 and Next business breakfast was May 16, 2019.

Moved by Ron MacMeekin

Seconded by Mary Rozenberg

THAT the April 16, 2019 minutes be accepted as amended.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

F. ROUND TABLE

- Bridges Restaurant: Closed as of May 19.
- Centennial Restaurant: will be opening a fruit & vegetable stand in Pakenham
- Volunteer Database: volunteer database created similar to the 211 database

G. REPORTS

1. Riverwalk Advisory Committee Meeting Notes:
 - The committee is looking to recruit more members.
 - The River Trivia fundraiser held Thursday May 16 earned about 1,100.00 towards the Riverwalk staircase installation.
 - The Riverwalk staircase design is currently being revised. An RFQ will be released once design confirmed. Mississippi River Power Corporation will be installing a portion of the stone dust path.
2. Beautification Committee Update (verbal)
 - Ron MacMeekin confirmed the committee is looking to recruit more members from the outlying areas (Appleton, Clayton, Blakeney, Pakenham)
 - Meeting notes will be sent to Tiffany.
 - The committee was asked to give feedback on projects for the summer students. Such as taking before and pictures of picking up litter to show the great results and post them to social media to encourage others to do the same.
3. Business Breakfast Report – May 16, 2019
 - The business breakfast had 77 people in attendance.

H. INFORMATION/CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

1. Committees Code of Conduct and Police Reference Checks
Committee members handed in their signed code of conduct forms. They are working on obtaining their police reference checks.
2. 2019 C&EDC Summer Students
The two Information & Tourism summer students will begin Tuesday May 21. They will be in the office Tuesday – Sunday. They will be helping with tourists visiting Mississippi Mills, attending festival/events, updating social media, working on the mini videos etc. It was suggested that the summer students work on a Mississippi Mills trail map (OVRT) identifying scenic lookouts. This could be produced on Google.

3. Filming Policy & Permit update

The working group met on Friday May 17. First discussions led them to work on a core purpose for the film policy, and will survey Mill St. merchants as well as a wider area. More updates to follow.

4. OVTR update

It was confirmed that Lanark County will be adding stone dust to the trail through Almonte within the next few weeks and the Lanark County Commercial Identification sign policy is in place. Businesses can link to the Lanark County website for an application, fees are applicable. Sanjeev and Vic will forward this information to the Destination Almonte and Pakenham Business & Tourism groups.

Deputy Mayor Minnille is in discussion with Lanark County for a printed pamphlet on the rules of the OVTR. More updates to come at future meetings.

5. Micro Grants

Patricia Wallinger; Carleton University student submitted the Mississippi Mills Neighbourhood Micro Grant Program document. Various recommendations were given, one was to clarify the rules should. Helen Antebi and the Community Economic & Cultural Coordinator will meet to discuss the criteria.

Moved by Mary Rozenberg

Seconded by Vic Bode

THAT the C&EDC committee approves continuing the Micro Grant program in 2019 to a sum of no more than \$2,500.00

CARRIED

6. Tourism Fam Tour

The next Mississippi Mills Tourism Fam Tour will take place on Monday, June 10. More details to follow at the next meeting.

7. Lanark County Tourism Association Sip and Savour

Lanark County Tourism Association is a member based association that has been growing in numbers over the years. Ontario Highlands Tourism Organization (OHTO) is funding the food based website Sip and Savour. The website helps visitors plan a self-guided tour of their own, choosing their own itinerary from food, sweets, craft breweries, trails etc.

J. MEETING ANNOUNCEMENTS

Next meeting: Tuesday, June 18 at 8:00AM.

Next Business Breakfast: Thursday, September 26 & Thursday November 21, 2019 at 7:00AM. Location TBD

K. ADJOURNMENT

Moved by Greg Smith

Seconded by Helen Antebi

THAT the April 16 C&EDC meeting be adjourned at 9:33 a.m.

CARRIED

Bonnie Ostrom, Recording Secretary

DRAFT

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
MINUTES

A regular meeting of the Library Board was held on April 24, 2019 at 2:30 p.m. at the Almonte Branch.

1. CALL TO ORDER

The meeting was called to order at 2:30 p.m.

2. ATTENDANCE

PRESENT:

Micheline Boucher
Barbara Button
Leanne Czerwinski, Acting Chair
Jeff Fraser
Councillor Jan Maydan
Warren Thorngate
Marie Traversy

ABSENT:

Cathy Peacock, Chair

Staff: Christine Row, CEO/Chief Librarian

3. APPROVAL OF AGENDA

Resolution No. 10-19

Moved by B. Button

Seconded by J. Fraser

THAT the agenda be approved.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

[None]

6. CONSENT ITEMS

- a) Approval of minutes from March 27th, 2019
- b) Correspondence- Tech outreach, SOLS funding
- c) Reports- April 2019 CEO Report
- d) Incidents- [None]
- e) Financials-March 31, 2019 Financial Statement

Resolution No. 11-19

Moved by J. Fraser

Seconded by M. Boucher

THAT the MMPLB accepts the consent items and approves the March 27, 2019 minutes as amended.

CARRIED

7. FOR DISCUSSION/DECISION

- a) Business arising from the minutes
Legacy Giving Plan
B. Button confirmed that lawyers and estate planners could not provide donor recommendations.
ACTION: C. Row will look into what the Library has done in the past in terms of a legacy-giving brochure.
- b) Strategic Plan update- timeline
ACTION: C. Row will present the MMPL Strategic Directions work plan at the next Board meeting.
- c) Board orientation- Strategic Directions #1, #2 & #3
L. Czerwinski presented an overview of the Strategic Directions.

Resolution No. 12-19

Moved by B. Button

Seconded by M. Boucher

THAT the MMPLB authorizes the establishment of a Space Needs Assessment (Almonte Branch) Ad Hoc Committee and further that the committee be comprised of Board Members J. Fraser, W. Thorngate, M. Traversy and CEO/Chief Librarian C. Row.

CARRIED

- d) Advocacy
B. Button will inquire about a library representative making a presentation at the Pakenham Community Outreach program.

C. Peacock has invited a member of the Elizabeth Kelly Library Foundation to attend an upcoming Board meeting.

- e) Closed meeting

Resolution No. 13-19

Moved by B. Button

Seconded by M. Boucher

THAT the MMPLB enter into an in camera session at 3:35 p.m. re: personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Resolution No. 14-19

Moved by J. Maydan

Seconded by J. Fraser

THAT the MMPLB return to regular session at 4:10 p.m.

CARRIED

8. OTHER/NEW BUSINESS

a) Friends of the Library update

J. Fraser provided an update on the Friends of the Library. At this point, the Friends will remain library volunteers without becoming a separate organization outside of the Library.

b) Annual report and newsletter

L. Czerwinski has agreed to help design the annual report and newsletter template.

9. NEXT MEETING

May 22nd, 2019 at 2:30 at the Almonte Branch

10. ADJOURNMENT

Resolution No. 15-19

Moved by W. Thorngate

Seconded by B. Button

THAT the meeting be adjourned at 4:35.

CARRIED

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

A regular meeting of the Public Works Advisory Committee was held on May 27, 2019 at 3:30 p.m. at the Municipal Office, Council Chambers.

Present: Deputy Mayor Rickey Minnille
Councillor Denzil Ferguson
William Boal
Larry O'Keefe, Chair
Ken Vallier
Heather Baird
Scott Douglas

Absent:
Jeff Robertson
Harold McPhail

Staff: Cindy Hartwick, Recording Secretary
Jeanne Harfield, Acting Clerk

The Chair called the meeting to order at 3:38 p.m.

A. APPROVAL OF AGENDA:

**Moved by Councillor Ferguson
Seconded by Scott Douglas**

THAT the agenda be approved as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None

C. DELEGATIONS/PRESENTATIONS/TOURS:

None

D. APPROVAL OF MINUTES:

**Moved by Deputy Mayor Minnille
Seconded by Scott Douglas**

THAT the Public Works Advisory Committee minutes dated May 6, 2019 be approved as presented.

Motion to amend:

**Moved by Heather Baird
Seconded by William Boal**
Strike out: all comments.

CARRIED

**Moved by Ken Vallier
Seconded by William Boal**

THAT the Public Works Advisory Committee approves the minutes as amended.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES:

None

F. REPORTS:

None

G. INFORMATION/CORRESPONDENCE:

None

H. OTHER/NEW BUSINESS:

1. Notice of Motion – Paterson Street

Reconsideration of Motion from April 20, 2019

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

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

Moved by Heather Baird

Seconded Ken Vallier

THAT the presentation regarding the Paterson Street Crosswalk be included for discussion in the June 24, 2019 agenda.

CARRIED

I. MEETING ANNOUNCEMENTS:

Monday, June 24, 2019, at 3:30 p.m. Municipal Office, Council Chambers

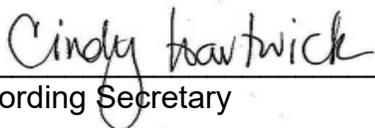
J. ADJOURNMENT:

Moved by Deputy Mayor Minnille

Seconded by Scott Douglas

THE meeting adjourned at 4:12 p.m.

CARRIED



Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Robert Kennedy, Facilities/Health and Safety Coordinator
SUBJECT: **Health and Safety Policy Manual**

RECOMMENDATION:

THAT Council approve the Municipal Health and Safety Policy Manual as presented;

AND THAT Staff be directed to review and draft a volunteer policy for future implementation.

BACKGROUND:

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

DISCUSSION:

The employer, typically represented by senior management, has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The present health and safety policy and procedures have been in place for several years and while reviewed annually required updating and approval by Council in 2019 due to changes of a Ministry of Labour (MOL) initiative "Ergonomics in the workplace". In April 2018, the MOL sent out a letter informing Municipalities of an initiative that the Ministry of Labour and its health and safety partner, Public Services Health and Safety Association (PSHSA), were working on. The initiative is stretched over two years, first year 2018 - 2019 focused on education on ergonomics in the workplace the second part 2019-2020 will focus on random site inspections of Municipalities.

Joint Health and Safety Committee members attended two webinars in May. The topic covered musculoskeletal disorders in the workplace (MSD). Public Services Health and Safety Association held a meeting with Local Municipalities and Lanark County which the Facilities Health and Safety Coordinator attended and from that three training sessions were set up through Lanark County to assist municipalities in setting up an ergonomics policy and procedure. This new policy with workplace assessment tool has been included in the updated Health and Safety Policy Manual on page 47 and new Industrial safety form ISF 025 on page 112. The assessment tool will assist supervisors and staff to assess and identify risks in the day to day operations, be it an office work station or a job function in public works, parks and recreation or daycare operations that may cause musculoskeletal disorders and put control measures in place to protect the workers.

Staff received comments from Council at the May 21st, 2019, meeting regarding the applicability of the policy to volunteers. The Joint Health and Safety Committee discussed the issue at the May 28th, 2019, meeting. Based on the Occupational Health and Safety Act definition, a worker is defined in part as being “person who performs work or supplies services for monetary compensation”. Although this definition does not include volunteers, employers still have some responsibility for the health and safety of people visiting or helping out in their workplaces. It is recommended that a volunteer policy be developed which would require volunteers to read and abide by the Municipal Health and Safety Policy Manual.

FINANCIAL IMPLICATIONS:

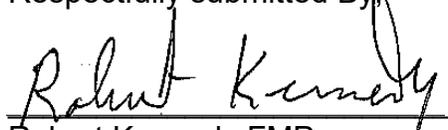
There are no financial implications at this time.

SUMMARY:

Having a strong internal response system can only be accomplished by having proper updated policy and procedures in place that everyone understands and follows to ensure a safe and healthy workplace. Councillors, senior management, supervisors and workers have a duty to ensure the Municipal workplace is in compliance with the statutory requirements set out under the Occupational Health and Safety Act. The updated Corporate Health and Safety Policy Manual assist staff in carrying out this duty. Therefore it is staff’s recommendation that Council approve the Corporate Health and Safety Policy as presented with the understanding that staff will undertake to draft a volunteer policy and procedure in 2019.

All workplace parties have a role to play and responsibility for promoting health and safety in the workplace. Together we can ensure everyone goes home safe at the end of the work day.

Respectfully submitted By,



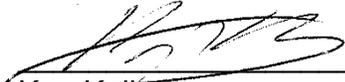
Robert Kennedy FMP
Facilities Health and Safety Coordinator

Reviewed by,



Guy Bourgon
Director of Public Works

Approved by,



Ken Kelly
Chief Administrative Officer

Attachments:

- a) MOL Letter
- b) Municipal Health and Safety Policy and Procedures

Ministry of Labour

Director's Office

Occupational Health and Safety Branch

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

Ministère du Travail

Bureau du Directeur

Direction de la santé et de la sécurité
au travail

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



April 6, 2018

Dear Stakeholder,

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

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

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

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

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

[May 10 from 11:00 am – 12:00 pm](#)

[May 28 from 11:00 am – 12:00 pm](#)

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

Sincerely,

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

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

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



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

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Administrative Health and Safety Policies (AHS) Listing

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o Supervisor Duties		
o Employee Duties		
o Employee Health and Safety Representatives		
Joint Health and Safety Committee Function and Role	AHS-002	Page 13
Contractor/ Subcontractor Safety Policy	AHS-003	Page 16
Ministry of Labour Visit	AHS-004	Page 17
Workplace Inspections and Audits	AHS-005	Page 18
Accident/Injury Reporting Procedures	AHS-006	Page 20
Accident Investigation Standards and Procedures	AHS-007	Page 23
WSIB Claims Management	AHS-008	Page 26
Early and Safe Return to Work	AHS-009	Page 27
Hazard Reporting Policy and Procedure	AHS-010	Page 30
The Municipality of Mississippi Mills Mandatory Training	AHS-011	Page 32
Orientation of New/Transferred/Promoted Employees	AHS-012	Page 33
Employee Use of Personal Protective Equipment	AHS-013	Page 34
Visitor Safety	AHS-014	Page 35
Violence/Harassment of Any Kind	AHS-015	Page 36
Safety Communication Systems	AHS-016	Page 37
Office Safety	AHS-017	Page 38
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Worker Discipline Policy	AHS-019	Page 41
Health and Safety Trends Review	AHS-020	Page 42
Work Refusal Conditions and Process	AHS-021	Page 43
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Operational Health and Safety Policies (OHS) Listing

Safe Operating Policies and Procedures	OHS-001	Page 50
Health and Safety Guidelines	OHS-002	Page 51
Pre-Use Equipment Inspections	OHS-003	Page 56
Preventative Maintenance	OHS-004	Page 58
Lock-Out/Tag-Out	OHS-005	Page 59
Hot Work	OHS-006	Page 61
Process and Equipment Purchase and/or Modifications	OHS-007	Page 63

Industrial Safety Forms (ISF) Listing

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Work Representative Nomination for Joint Health and Safety Committee	ISF-005	Page 71
Voting Ballot	ISF-006	Page 72
Joint Health and Safety Committee Meeting Agenda	ISF-007	Page 73
Joint Health and Safety Committee Meeting Minutes	ISF-008	Page 74
Joint Health and Safety Committee Formal Recommendation to Management	ISF-009A	Page 75
Management Response to Formal Recommendation	ISF-009B	Page 76
Workplace Inspection Report	ISF-010	Page 77
First Aid Log	ISF-011	Page 92
Declaration of Modified Work	ISF-012	Page 96
Critical Injury Report	ISF-013	Page 97
Modified Work Weekly Progress Report	ISF-014	Page 99
Annual Training Review Document	ISF-015	Page 100
New Employee Orientation Checklist	ISF-016	Page 101
Accident Report Form	ISF-017	Page 103
Accident Investigation Report	ISF-018	Page 105
Continuous Improvement Plan	ISF-019	Page 106
Emergency Telephone Numbers	ISF-020	Page 107
Evacuation Procedure	ISF-021	Page 108
Request for Safety Training Form	ISF-022	Page 109
Hot Work Permit	ISF-023	Page 110
Contractor Safety Practices Acknowledgement	ISF-024	Page 111
Ergonomics Analysis to Determine Musculoskeletal Disorders (MSD) in the workplace	ISF-025	Page 112

Safety Policy Statement

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

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

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

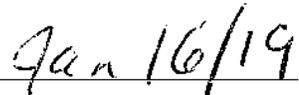
Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures that have been established.

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

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



Mayor of Mississippi Mills



Date

Municipality of Mississippi Mills Facilities Listing and Contact

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

Introduction

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

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

Before starting any job, ask yourself the following:

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

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

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

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

Associated ISF Forms: Not applicable.

Policy

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

Safety Policy Overview

Employer

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

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

An employer must also:

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

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

Management

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

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

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

Supervisors

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

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

A supervisor shall also:

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

Employees

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

The Right to Participate

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

The Right to Know

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

The Right to Refuse Unsafe Work

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

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

The Right to Stop Dangerous Work

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

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

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

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

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

Policy

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

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

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

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

Safety Policy Overview

Composition of Committee

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

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

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

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

Selection of Committee Members and Health and Safety Representatives

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

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

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

Positions of a Committee

Co-Chair Persons

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

Secretary

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

Functions and Powers of the Committee

A committee and safety representative has the power to:

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

Notification of Meetings/Agendas

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

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

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

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

Minutes of Meetings

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

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

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

Recommendation to Management

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

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

Formal recommendations will be necessary when dealing with:

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

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

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

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

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

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

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

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

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

Associated ISF Forms: ISF-024

Policy

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

All Contractors shall;

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

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

Safety Policy Overview

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

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

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

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

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

Associated ISF Forms: Not applicable.

Policy

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

Safety Policy Overview

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

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

Associated ISF Forms: ISF-004 and ISF-010

Policy

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

Safety Policy Overview

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

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

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

Hazard Classification

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

Class A

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

Class B

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

Class C

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

Workplace Inspection Procedure

Establish a procedure and schedule

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

Preparing for the inspection

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

Conducting the Inspection

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

Reporting of Inspection

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

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

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

Follow-Up of Inspection

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

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

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

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

Safety Policy Overview

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

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

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

Workplace Incident (First Aid Treatment Only)

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

Follow-Up

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

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

Payroll Administrator will file a Form 7.

Workplace Accident Requiring Medical Treatment

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

Follow-Up

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

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

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

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

Workplace Accident (critical injury) Requiring Medical Aid

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

Critical Injury Defined

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

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

Notice of Death or Injury

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

Preservation of Wreckage

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

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

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

Associated ISF Forms: ISF-013 and ISF-018

Policy

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

Safety Policy Overview

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

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

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

Goals of an Accident Investigation

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

Purpose of Accident Investigations

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

Roles and Responsibilities

Worker

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

Supervisor

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

Joint Health and Safety Committee Members and Health and Safety Representative

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

Procedure for Accident Investigation

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

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

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

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

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

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

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

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

Associated ISF Forms: ISF-012 and ISF-014

Policy

The Municipality of Mississippi Mills encourages early intervention and rehabilitation of all injured or ill employees in compliance with the Workplace Safety and Insurance Board (WSIB)/Worker's Compensation Board (WCB) requirements. The Municipality of Mississippi Mills will provide modified work

and work transitioning whenever possible to accommodate the restrictions and limitations of each employee during their rehabilitation and recovery period.

Safety Policy Overview

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

Program Definition

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

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

Principles of Modified Work

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

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

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

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

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

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

Roles and Responsibilities

Payroll Administrator

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

Employee

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

Health Care Provider

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

Workplace Safety and Insurance Board

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

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

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

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

Safety Policy Overview

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

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

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

Reporting Procedure

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

Role and Responsibilities

Employees

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

Supervisor

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

Health and Safety Representative

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

Employer

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

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

Associated ISF Forms: ISF-015 and ISF-022

Policy

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

Safety Policy Overview

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

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

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

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

General Training and Prevention Courses

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

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

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

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

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

Associated ISF Forms: ISF-016

Policy

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

Safety Policy Overview

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

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

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

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

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

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

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

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

Associated ISF Forms: Not applicable

Policy

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

Specific Applications

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

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

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

Instruction

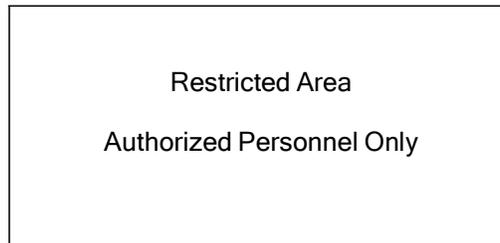
All staff will be instructed in the use, maintenance and storage of all personal protective equipment. Training sessions will be held for all equipment requiring formal training sessions. The records of training will be maintained following the completion of the training.

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

Associated ISF Forms: ISF-002

Policy

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



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

Associated ISF Forms: Not applicable.

Policy

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

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

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

Safety Policy Overview

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

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

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

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

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

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

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

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

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

Associated ISF Forms: ISF-021

Policy

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

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

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

Safety Policy Overview

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

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

Safety Plan

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

The plan will include:

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

Roles and Responsibilities

Supervisor

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

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

Workers

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

Training

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

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

Associated ISF Forms: ISF-001

Policy

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

Safety Policy Overview

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

This procedure has the following steps:

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

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

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

4. Termination

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

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

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

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

Trends Review Process; Trends review will follow this process:

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

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

Associated ISF Forms: ISF-004

Policy

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

Safety Policy Overview

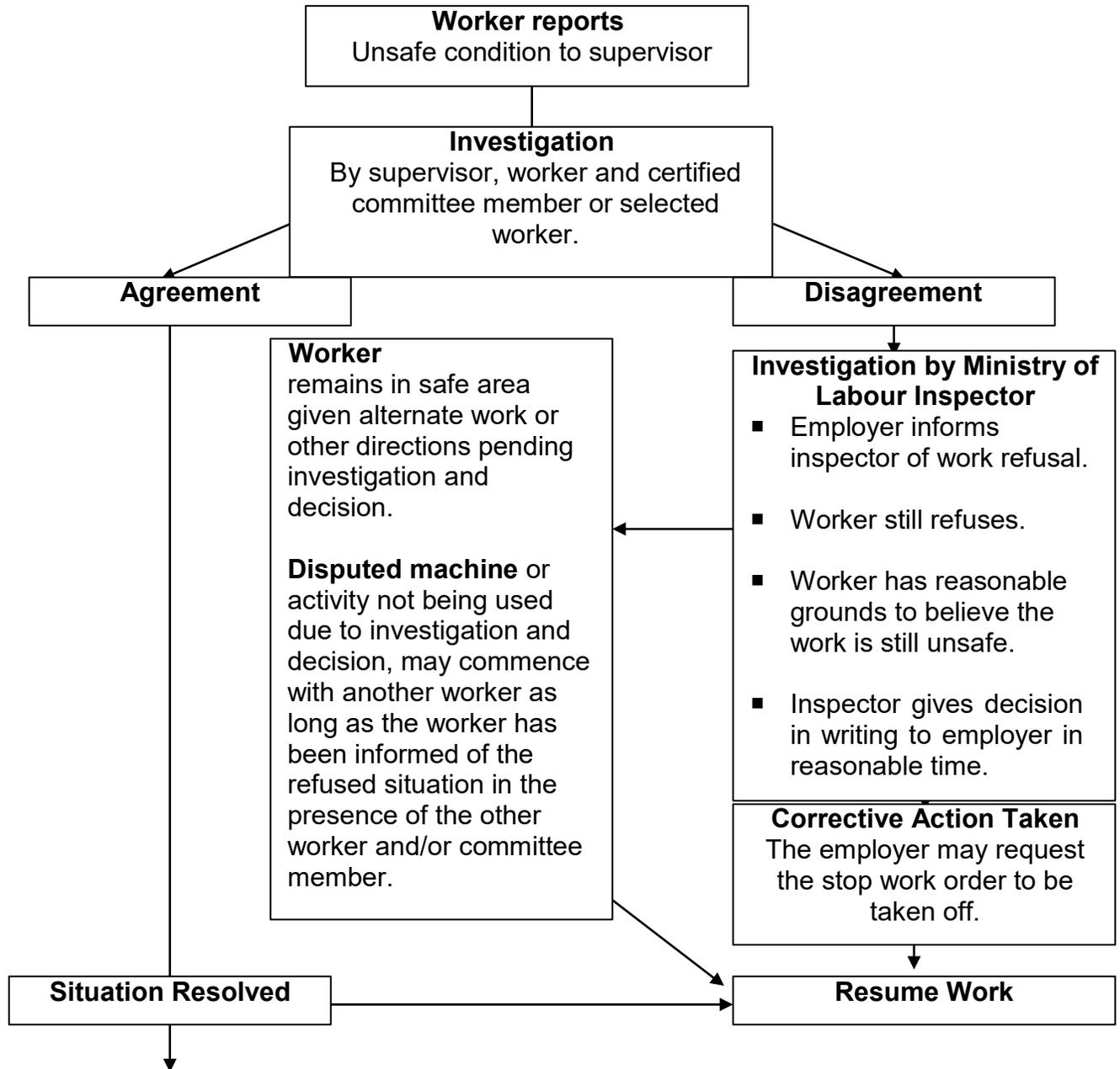
A worker may refuse to do a particular job where he/she has reason to believe that, any equipment, physical condition, or contravention of the Occupational Health and Safety Act, is likely to endanger oneself or any other worker. The work refusal does not apply when the danger is inherent in the work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

Steps to Follow for a Work Refusal for Unsafe Work Conditions

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

Ministry of Labour inspector Will

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



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

Associated ISF Forms: ISF-004

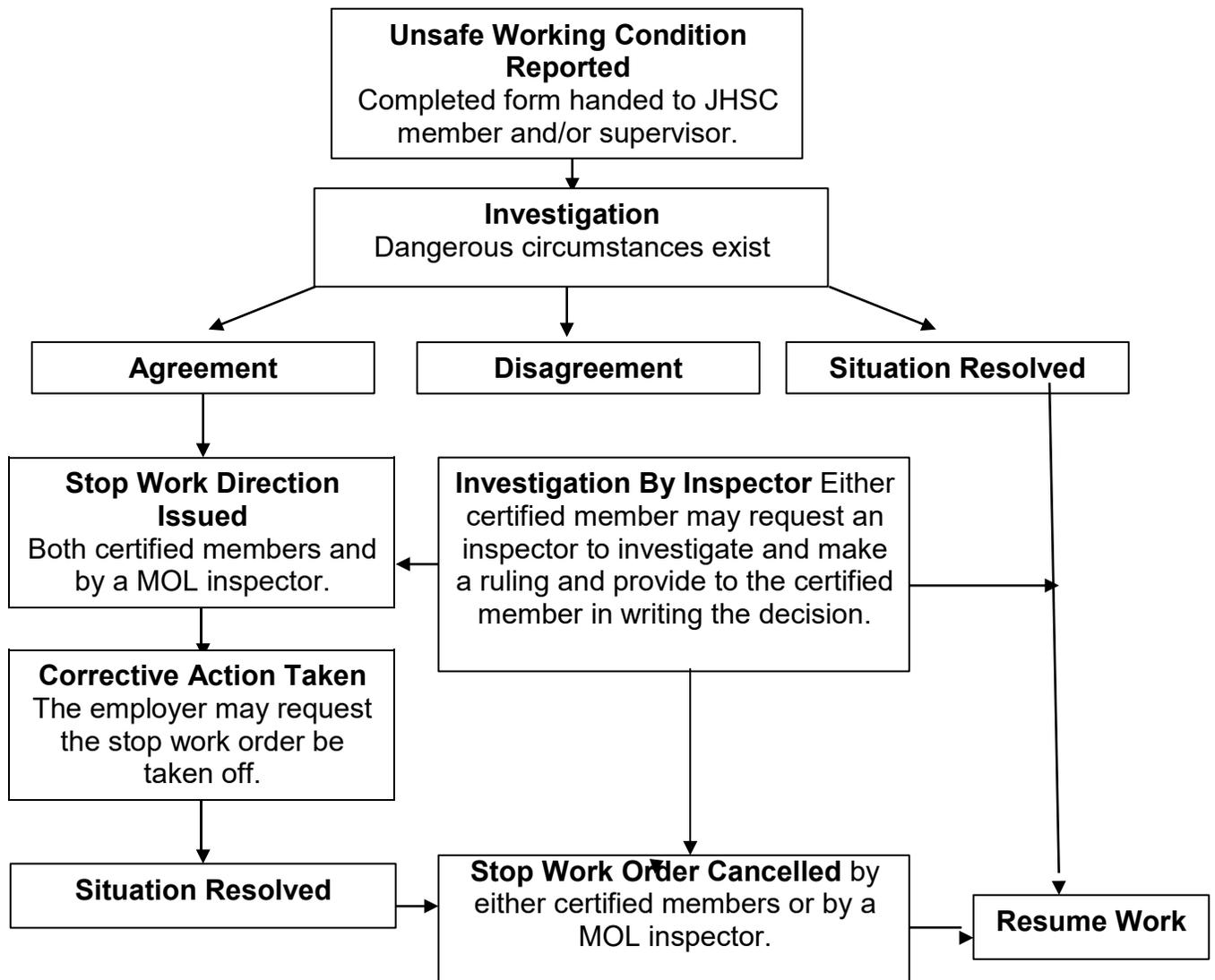
Policy

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

Safety Policy Overview

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

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



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

Associated ISF Forms: ISF 025

Policy

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

Purpose

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

Scope

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

Responsibility

Employees shall:

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

Supervisors / Department heads shall:

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

The ergonomics team / Joint Health & Safety Committee shall:

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

Employer

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

PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

Risk Factors

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

Work postures

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

COMMUNICATION

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

TRAINING

General Employee Awareness Training

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

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

Ergonomic Risk Factor Training

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

MEASURE / EVALUATE

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

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

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

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

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

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

Policy

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

Safety Policy Overview

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

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

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

Associated ISF Forms: ISF-004

Policy

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

Safety Policy Overview

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

Health/Hygiene

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

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

First aid for employees must be readily available.

Electrical Equipment

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

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

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

Lighting

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

Personal Protective Equipment

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

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

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

Ladders

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

Guardrails / Handrails

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

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

WHMIS (Workplace Hazardous Material Information System)

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

The key elements are:

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

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

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

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

Tools

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

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

Compressed Gas Cylinders

The following rules apply when working with compressed gas cylinders:

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

Vehicles and Equipment

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

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

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

General Housekeeping

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

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

Fire Prevention

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

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

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

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

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

Process

The following steps will be done to complete the inspection:

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

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

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

Associated ISF Forms: Not applicable

Policy

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

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

Associated ISF Forms: Please see departmental lock out procedure
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Policy

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

Safety Policy Overview

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

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

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

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

Potential Hazards

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

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

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

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

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

Associated ISF Forms: ISF-023

Policy

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

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

Safety Policy Overview

Physical Hazards

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

Personal Protective Equipment Required

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

Procedure

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

Required Training

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

The training will include but is not limited to:

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

Personnel Required

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

Determination for a Fire Watch

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

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

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

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

Associated ISF Forms: Not applicable

Policy

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

Safety Policy Overview

The Joint Health and Safety Committee will:

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

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

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

A manager/supervisor will:

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

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

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

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

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

Date: _____

Employee Name: _____

Employee Signature: _____

Manager/Supervisor: _____

Witness: _____

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

Stage of Warning

- Verbal Warning
- Written Warning
- Suspension
- Termination

Employee Name: _____ **Date:** _____

Reason for Discipline

Action Taken

Employee Comments

The above situation has been reviewed with:

Employee

Supervisor

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

Previous Disciplinary Action No yes, if yes please explain:

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

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

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

Visitors must:

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

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

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

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

Risk Assessment

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

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

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

Risk Assessment Calculation

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

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

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

Reported by (Employee): _____

Reported to (Manager): _____

Date of report: _____

Report of Hazard

Location of hazard concern:

Please describe hazard concern:

Please describe safety issue:

Rate hazard class using the criteria listed below: _____

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

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

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

To Be Completed by Manager

Actions taken/response given: _____

Date: _____ Signature _____

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

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

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

The posting will run from

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

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

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

Voting Ballot

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

Please print the nominees name here

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

Voting Ballot

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

Please print the nominees name here

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

Voting Ballot

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

Please print the nominees name here

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

Voting Ballot

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

Please print the nominees name here

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

Date:

Time:

Chair:

Members in Attendance:

Members NOT in Attendance:

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

Meeting Ended:

Next Meeting:

Date:

Time:

Location:

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

Date Submitted to Manager: _____

Area of Concern/Problem:

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

Recommended Solutions to Concern/Problem:
1) _____

2) _____

Verification of Recommendation

Co-Chair Member Signature

Management Signature

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

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

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

Date Received: _____

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

Management

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

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

Management Signature

Date

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

Location: _____ **Date:** _____

Inspected By: _____

1) Offices, Hallways/Arena/Stands /Washrooms

Section Not Applicable

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

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

Section Not Applicable

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

3) Change Rooms/Curling Lounge/Locker Rooms

Section Not Applicable

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

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

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

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

5) Health and Safety Communication Board

Section Not Applicable

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

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

6) First Aid Equipment

Section Not Applicable

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

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

7) WHMIS

Section Not Applicable

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

8) Fire Extinguisher Inspection Report

Section Not Applicable

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

9) Exterior of building

Exterior	Comments/Recommendation	Hazard Class	Completion Date
GENERAL COMMENTS			

Hazard Classes

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

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

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

Additional Comments:

Worker(s) Interviewed During Inspection:

Assessor (Print Name) _____

Assessor (Signature) _____

Date: _____

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

Location: _____ **Date:** _____

Inspected By: _____

1) Offices/Washroom/Foyer areas

Section Not Applicable

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

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

Section Not Applicable

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

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

3) Mechanical/Storage/Closet areas

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

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

4) Health and Safety Communication Board

Section Not Applicable

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

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

5) First Aid Equipment

Section Not Applicable

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

6) WHMIS

Section Not Applicable

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

7) Fire Extinguisher Inspection Report

Section Not Applicable

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

8) Exterior of building

Exterior	Comments/Recommendation	Hazard Class	Completion Date
GENERAL COMMENTS			

Hazard Classes

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

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

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

Additional Comments:

Worker(s) Interviewed During Inspection:

Assessor (Print Name)

Assessor (Signature)

Date: _____

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

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

The worker must:

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

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

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

The employer must:

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

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

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

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

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

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

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

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

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

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

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

9. Cooperate in the work reintegration process.

First aid Kits will contain at a minimum:

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

Vehicle first Aid Kits:

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

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

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

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

First Aid Log Sheet

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

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

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

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

The Health and Safety Coordinator will collect the forms monthly

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

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

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

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

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

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

Worker Signature

Date

Manager Signature

Date

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

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

Date: _____

1. Employee(s) Name and Address

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Name: _____

Address: _____

Phone #: (_____) _____ - _____

2. Date of Injury/Accident

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

3. Employer Information (Complete address and telephone numbers)

Location: _____

Address: _____

Contact: _____

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

4. Nature of Critical Injury

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

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

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

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Name: _____

Address: _____

Phone Number: (_____) _____ - _____

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

Name: _____

Address: _____

Phone #: (_____) _____ - _____

8. Additional Information

Worker Representative Signature

Date

Management Representative Signature

Date

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

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

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

Date: _____

Employee Name: _____ Job Title: _____

Duration: _____ Supervisor: _____

Scale Rating

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

Scale: 1 2 3 4 5

Quantity of Work: _____

Quality of Work: _____

Attitude to Fellow Workers: _____

Absenteeism/Punctuality: _____

Comments: _____

Manager Signature: _____ Employee Signature: _____

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

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

Review Course: _____ **Date:** _____

Objective: Ensure relevance of Training Program

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

Training Methods

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

Comments for Review Committee

Review Training Evaluation Records

Review Committee Decision

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

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

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

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

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

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

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

Employee

Date

Manager

Date

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

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

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

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

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

Please fax form to the human resources department upon completion.

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

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

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

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

Management approval: _____

Approval Date: _____

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

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

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

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

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

Responsibilities

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

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

Duties

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

Act quickly:

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

If you see or discover smoke:

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

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

Employee Name: _____

Training Session

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Please hand copy to supervisor.

Employee signature: _____

Supervisor signature: _____

Date: _____

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

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

Hot work being completed by: Employee Contractor

Name: _____ **Date:** _____

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

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

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

Required Precautions Checklist

- | | |
|--|--|
| <input type="checkbox"/> Extinguishers are serviced/operable and conveniently available. | <input type="checkbox"/> Flammable liquids, dust, lint and oil deposits have been removed. |
| <input type="checkbox"/> Hot work equipment is in good condition. | <input type="checkbox"/> Explosive atmosphere in area eliminated. |
| <input type="checkbox"/> Floors are swept or vacuumed clean. | <input type="checkbox"/> Wall and floor openings covered. |
| <input type="checkbox"/> Combustible floor wet down, covered with damp sand or fire-resistive shields. | <input type="checkbox"/> Wear appropriate personal protective clothing. |
| <input type="checkbox"/> Enclosed equipment/containers cleaned of all combustibles. | <input type="checkbox"/> Remove other combustibles where possible or protect with fire-resistive materials or shields. |
| <input type="checkbox"/> Containers purged of flammable liquids/vapours. | |

Other precautions taken: _____

Work area was monitored for at least 30 minutes following hot work and found fire safe.

Authorized worker signature: _____ **Date:** _____

After completing and signing all areas please return permit to supervisor.

Contractor Safety Practices Acknowledgment	ISF-024
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All locations	Completion of Project:

Contract Number: _____

Scope of Work: _____

Contractor Contact:
 Name: _____
 Phone: _____
 Address: _____
 E-mail: _____

Number of Employees: _____

Contractor's WSIB #: _____ WSIB Clearance Certificate Attached
(Updated Certificate to be provided every 60 days)

Contractor's Health and Safety Policy Attached Provided Electronically N/A

Contractor _____ hereby commits to ensuring that all work shall be completed in a safe manner conforming to all applicable legislation and our firm's Health and Safety Policy. All workers will be aware of potential hazards and be properly trained for the tasks they are assigned and wear appropriate personal protective equipment as may be required.

Furthermore, any accident or workplace injury which occurs while working for the municipality shall be immediately reported to the Municipality of Mississippi Mills.

Upon request, the Contractor _____, will provide documentation confirming compliance with the Health and Safety Policy and that workers are properly trained.

 Signature

 Date

To be completed by Municipal Staff

I, _____, have reviewed documents submitted by this Contractor and
 (Name)
 They appear to have appropriate Health and Safety policies related to the scope of work.

Ergonomics Analysis to Determine Musculoskeletal Disorders (MSD) in the workplace	ISF-025
Approved By: CAO	Review/Revision Date: May, 2019
Areas Involved: All Locations	

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

A – Work Process, Work Area or Job <i>List a process, a work area or a job.</i>	B – Potential Hazard Description <i>Ask yourself what could happen while doing this job.</i>	Risk Evaluation					G Priority High, Med, Low	H - Comments
		C Posture *	D Repetition	E Force	F Time			
E.g. driving	Sitting	22	✓			✓	HIGH	Assess quality of seating, more breaks

Musculoskeletal Disorders (MSD) Inspection Checklist

The MSD Inspection Checklist above is to be used in conjunction with the diagrams below. JHSC members, management, MSD committees, health & safety and ergonomic specialists to identify musculoskeletal disorder (MSD) risk factors through an enhanced inspection process of the workplace. This checklist looks at 4 primary risk factors for MSD: (C) Awkward Posture (D) High Repetition (E) High Force (F) Time- duration of static posture. However, there are potentially secondary risk factors to MSD that you should consider e.g. high/low temperature, vibration, pre-existing health condition, noise, fatigue, stress etc.

Completed by: _____ Date: _____ Location: _____

Step 1. Observe work and talk to workers to determine if any of the awkward postures or tasks are present. If an awkward posture or task is observed (a risk factor), identify the other appropriate “risk factors” beside its picture:

“R” – Repetition: same awkward posture performed repeatedly

“F” – Force: high force is applied while in the identified posture/picture

“T” – Time: static posture performed for long period of time without a change in posture/activity

Step 2. In the inspection checklist above, in Column A write the task or Job, when you observe a hazard from column A, then in column B add the hazard name. In column C write the posture/task # from the chart below and add a checkmark in the relevant columns if the other risk factors are present (columns D-F). Using the priority list below, identify the priority for further MSD risk assessment as High, Medium or Low (column G).

High Priority= 2, 3 or 4 risk factors

Medium Priority= 2 risk factors

Low Priority= 1 risk factor

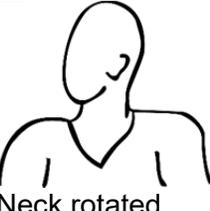
*Note: Depending on the nature of the work and the degree of risk factors, even 2 risk factors could be “high” priority for conducting an MSD risk assessment. E.g. twisting of the back and high repetition, deep forward bend to floor and high force (e.g. lifting heavy box or prolonged sitting in vehicle.)

In determining priority, consider whether workers on the job:

- Make comments about the job being very demanding, painful or tiring
- Make their own modifications to tools or workstations
- Wear splints or supports
- Massage muscles or joints or shake their limbs because of discomfort
- Avoid certain tasks or jobs because of task-related discomfort or pain
- Skip regularly scheduled breaks
- Have lack of control for pace of the work (if worker cannot control work pace, it may have high repetition)
- Work shifts greater than 12 hours or work consecutive shifts
- Lose time from work due to aches and pains that may be work-related
- Workers perform work beyond their physical abilities or physical restrictions

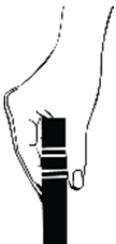
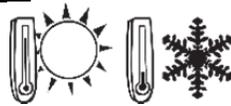
* Note: Under columns B-H, add horizontal lines for each Job/task that has the identified hazard.

Awkward/Static Postures

<p>1. R F T</p>  <p>Forward bend</p>	<p>2. R F T</p>  <p>Backward bend</p>	<p>3. R F T</p>  <p>Bent to side</p>	<p>4. R F T</p>  <p>Twisting</p>	<p>5. R F T</p>  <p>Neck bent forward</p>
<p>6. R F T</p>  <p>Neck backwards</p>	<p>7. R F T</p>  <p>Neck rotated</p>	<p>8. R F T</p>  <p>Neck side bend</p>	<p>9. R F T</p>  <p>Hands or elbows above shoulders</p>	<p>10. R F T</p> <p>Arms out to side</p> 
<p>11. R F T</p>  <p>Wrist bent up/down</p>	<p>12. R F T</p>  <p>Wrist bent to either side</p>	<p>13. R F T</p>  <p>Palm up/down</p>	<p>14. R F T</p>  <p>Kneeling</p>	<p>15. R F T</p> <p>Squatting</p> 

Manual Materials Handling

<p>16. R F T</p>  <p>Lifting</p>	<p>17. R F T</p>  <p>Pushing/Pulling</p>	<p>18. R F T</p>  <p>Carrying</p>
---	---	--

Gripping			
<p>19. R F T</p>  <p>Pinch Grip</p>	<p>20. R F T</p>  <p>Wide-finger or Power Grip</p>	<p>21. R F T</p>  <p>Contact Stress</p>	
Other			
<p>22. R F T</p>  <p>Sitting</p>	<p>23. R F T</p>  <p>Standing</p>	<p>24. R F T</p>  <p>Use of controls</p>	<p>25. R F T</p>  <p>Using knee or hand as a hammer</p>
<p>26. R F T</p>  <p>Hand-arm vibration</p>	<p>27. R F T</p>  <p>Whole body vibration</p>	<p>28. R F T</p>  <p>Hot/Cold temperatures</p>	<p>29. R F T</p> <p>(Any other relevant posture/activity/task)</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: Costing of PWAC Pakenham Crossover Options

RECOMMENDATION:

THAT Council receive the report prepared by the Director of Roads and Public Works dated June 4, 2019, relating to the costing associated with the PWAC Pakenham crossover options.

BACKGROUND:

During 2019 budget deliberations, Council referred the designs of the Pakenham pedestrian crossovers to the Public Works Advisory Committee (PWAC) for comment. These designs prepared by professional engineering consultants and approved by both the former Council of Mississippi Mills and the current Council of the County of Lanark featured curb extensions (bump-outs) to improve pedestrian safety and visibility, reduce crossing distance and provide traffic calming, which were all identified as concerns through the public consultation held in advance of the design assignment.

At the PWAC meeting held on May 6th, 2019, the PWAC did not support the staff recommendation and instead recommended the elimination of the proposed curb extensions in favour of 4 lane pedestrian crossovers with additional overhead LED flashing lights. At the Council meeting of May 21st, 2019, Council requested the costs of the overhead flashing lights and the modifications to the concrete sidewalks necessary to accommodate the 4 lane crossovers as these costs would be the responsibility of the Municipality.

DISCUSSION:

Partham Engineering were the successful bidder for the pedestrian crossover installations in the County of Lanark's tender. Staff contacted Partham Engineering and obtained a quotation of \$8,400 plus HST for the installation of flashing LED lights on the signage overhanging the roadway.

Staff subsequently met with Capital Structures who were successfully awarded the three year contract for our concrete works within the Municipality in 2017. Staff obtained a quotation of \$20,010 plus HST for the removal of the existing sidewalk panels and reinstatement to include curb depressions complete with Tactile Warning Surface Indicators (TWSI).

Please note that no engineering designs have been undertaken to verify that this installation can be accommodated. Of particular concern are the overhead hydro lines on the east side of the roadway which may interfere with the ability to install the necessary poles and arms for the pedestrian crossovers at either location. Additional staff concerns include a reduction in pedestrian safety from the approved design, increased crossing distance and delays to traffic, and the elimination of traffic calming measures.

FINANCIAL IMPLICATIONS:

The costs associated with the additional flashing lights and concrete work identified in the PWAC option are summarized below:

Item	Cost
Additional LED Flashing Lights	\$8,400.00
Concrete Work CR29 at Waba Road	\$10,450.00
Concrete Work CR29 at Jeanie	\$9,560.00
Net HST	\$500.02
Total	\$28,910.02

SUMMARY:

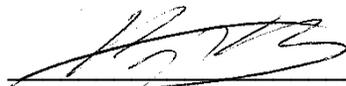
In response to the Council request at the May 21st, 2019, meeting, this information report provides costing for the additional lighting and the concrete work associated with the PWAC recommendation.

Respectfully submitted,

Reviewed by,



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



 Ken Kelly,
 Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Interim Fire Chief, Stephen Giberson
SUBJECT: Revised Emergency Response By-Law

RECOMMENDATION:

THAT Council approve the revised Emergency Response By-law as presented and repeal By-law 15-35.

BACKGROUND:

This by-law is an update of By-law 15-35 a result of the Mississippi Mills Fire Department's (MMFD) expanding responsibilities in fire prevention and education, as well as a desire to implement a youth outreach initiative in the form of a cadet fire fighter program.

DISCUSSION:

The context of emergency response services provided by the MMFD remains unchanged from By-law 15-35 in this amendment. The focus of this submission is Appendix B – MMFD Organizational Chart, if approved will have budget implications for the 2020 fiscal year.

Since the last ascent, the MMFD has experienced significant changes in staffing and operational focus. The Department has transitioned from being primarily focused on emergency response to actively engaging in public education and fire prevention programs. In addition to this, the MMFD has been awarded the status of Regional Training Center (RTC) by the Ontario Fire College (OFC). This will allow for significant increased training opportunities for the Department and reduced costs, as well as potentially generating funds to deliver training to outside departments.

The leadership of the MMFD have proposed an additional community engagement program for youth in that the Department would be willing to sponsor a Cadet Fire Fighter program for teens to become directly involved with safety initiatives relating to such subjects as fire, ice, swift water, narcotics and motor vehicle operations.

Given this expanded range of responsibilities and community engagement, I am seeking authority to reinstate a full time Deputy Fire Chief in concert with 2020 budget year.

Should Council not approve a full-time Deputy Fire Chief position, the MMFD would consider options to have a part-time or volunteer position, but would result in a decreased ability to engage in some of the key initiatives above.

FINANCIAL IMPLICATIONS:

The Deputy Chief salary would be included in the 2020 Budget, if approved, in concert with publication of the Fire Master Plan.

SUMMARY:

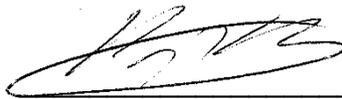
It is recommended that Council approve the revised Emergency Response By-law as presented.

Respectfully submitted,



Stephen Giberson
Interim Fire Chief

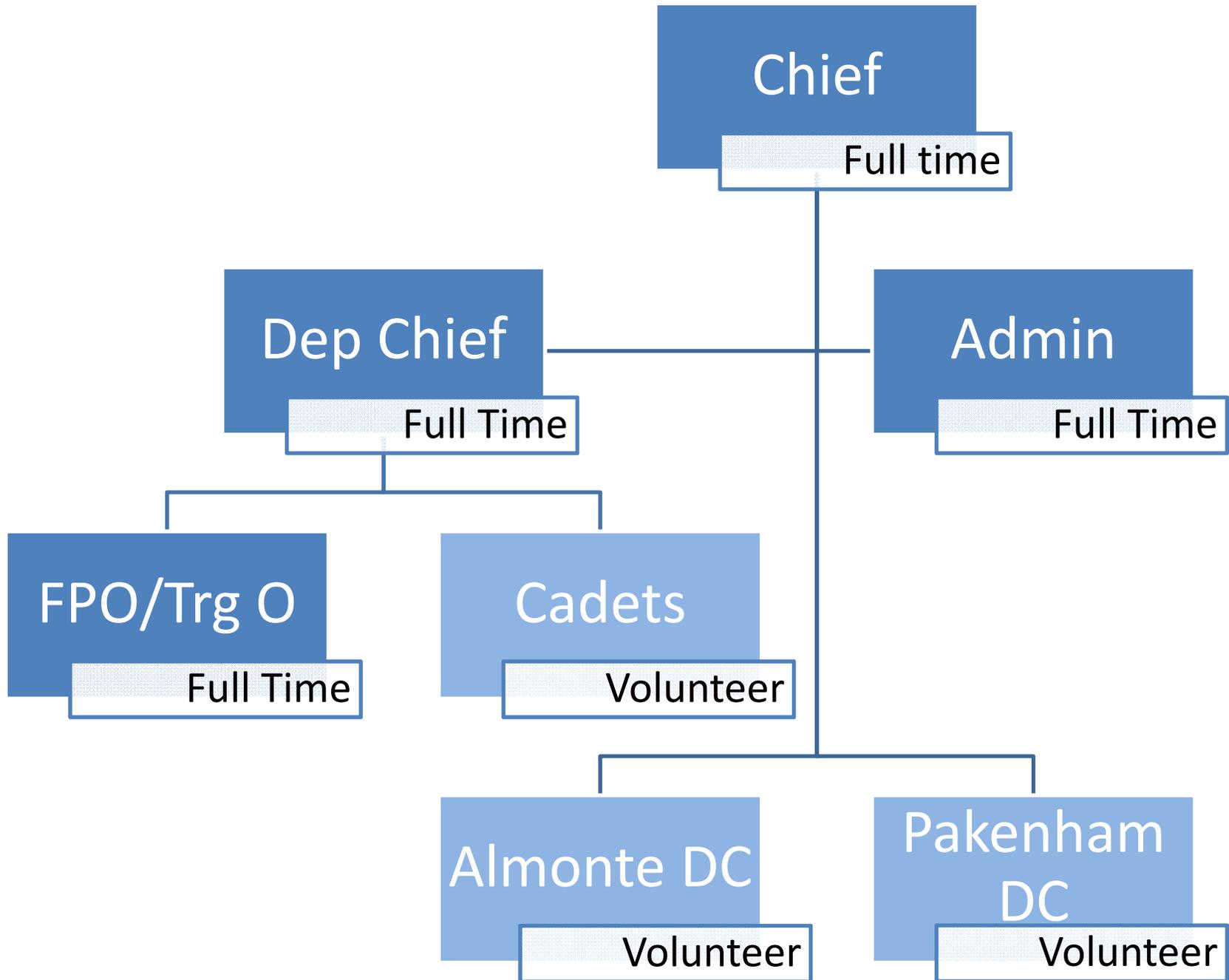
Reviewed by:



Ken Kelly,
Chief Administrative Officer

Attachments:

1. Proposed MMFD HQ Organizational Chart
2. Draft Emergency Response By-law



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-59

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

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

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

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

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

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

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

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

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

DEFINITIONS

1. In this by-law, unless the context otherwise requires:
 - a) **Approved** means approved by Council.

- b) **Automatic Aid** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **Auxiliary Member** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration approved by the Fire Chief.
- d) **Cadet Fire Fighters** means persons between the age of 15-18 who are participating in the Cadet Fire Fighter program.
- e) **Corporation** means The Corporation of the Municipality of Mississippi Mills.
- f) **Council** means the Council of the Municipality of Mississippi Mills.
- g) **Chief Designate** means a person appointed by the Fire Chief to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief. This will primarily be the function of the Deputy Chief but may be appointed to other senior departmental officers as circumstances dictate.
- h) **Deputy Fire Chief** means a person appointed by the Fire Chief to oversee department planning for both operations and training. This person will be assigned the role of Community Emergency Management Co-ordinator (CEMC) on behalf of the Town.
- i) **Emergency Management and Civil Protection Act** means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- j) **Fire Chief** means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- k) **Fire Department** means the fire department for the Municipality of Mississippi Mills.
- l) **Fire Code** means Ontario Regulation 213/07, as amended, and any successor regulation.
- m) **Fire Protection and Prevention Act** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- n) **Fire Protection Services** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- o) **Limited Service** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and

drives, obstructions, or extraordinary hazards or unsafe conditions.

- p) **Member** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- q) **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- r) **Mutual Aid** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- s) **Officer** means Fire Chief, Deputy Fire Chief, Chief Designate, District Chiefs, Captains, Lieutenants and or any person designated by the Fire Chief to supervise Firefighters.
- t) **Town** means The Corporation of the Municipality of Mississippi Mills.
- u) **Volunteer Firefighter** means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

Fire Department Establishment

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

Structure

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

Approved Services and Programs

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

Limited Service

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

Responses Outside the Limits of the Municipality

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

Fire Chief Responsibilities and Authority

11. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act 1997 for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
12. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and

shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. Further, the Fire Chief shall have the authority to delegate duties relating to operational activities.

13. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:

- a) Performing all statutory duties of the Fire Protection and Prevention Act 1997, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
- b) Reporting to Council as required by the Fire Protection and Prevention Act 1997 and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
- c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
- d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
- f) Developing, establishing, and implementing policies, operating procedures and or guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
- g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
- i) The proper care and protection of all Fire Department property.
- j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Town and other municipalities.
- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
- l) Appointment, subject to Approved hiring practices as laid out by the Fire Chief, of any qualified person as a Member of the Fire Department.

- m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
 - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
 - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act 1997.
 - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act 1997, or other applicable regulation or statute.
 - q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief and any other specific reports as directed by Council.
 - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
14. The Fire Chief shall be responsible for coordinating the Municipality of Mississippi Mills Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

Powers

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 1997, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c) Any necessary action to guard against fire or other danger, risk, or accident, which may

include boarding up or barricading of buildings or property, when unable to contact the owner of the property.

- d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997.
 - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act 1997.
18. As set out in the Fire Protection and Prevention Act 1997, the Fire Chief may delegate any of his/her powers or duties to the Chief Designate or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

Recovery of Costs

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

Volunteer Firefighter Employment

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

Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

Cadet Firefighter Program

25. The Fire Chief may establish a Cadet Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.
26. To be eligible for appointment as a Cadet Firefighter, candidates shall:
 - a) Be between the ages of 15 and 18;
 - b) Be attending high school and able to meet and maintain the academic and attendance expectations mutually agreed upon by the Cadet Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief;
 - c) Provide written permission and a signed waiver that indemnifies and releases the Corporation from liability from a parent or legal guardian to participate in the Cadet Firefighter Program.
27. Acceptance as a Cadet Firefighter shall be subject to the discretion of the Fire Chief. Cadet Firefighter status may be revoked at any time at the discretion of the Fire Chief. Cadet Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.
28. Cadet Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.
29. Cadet Firefighters are not eligible for remuneration.
30. Cadet Firefighters shall comply with all terms and conditions of the Cadet Firefighter Program as established by the Fire Chief, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.
31. Cadet Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Cadet Firefighter Program.
32. Cadet Firefighters shall not be permitted to enter any immediately Dangerous to Life or Health (IDLH) area or environment at any time.
33. Cadet Firefighters shall not operate any Fire Department vehicle

Obstruction

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

Offences

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

Severability

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

Legal

37. By-law No. 15-35, as amended, of the Corporation of the Municipality of Mississippi Mills be and is hereby repealed.

38. Notwithstanding Section 29, the appointments of the Fire Chief, the Chief Designate, and all other Members of the Fire Department who were appointed under the provisions of By-Law No. 15-35, that existed and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

BY-LAW READ, passed, signed and sealed in open Council this 4th day of June, 2019.

Christa Lowry, Mayor

Shawna Stone, Clerk

**Schedule “A”
By-Law No. 19-59**

FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

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

A.1 Emergency Response

A.1.1 Basic Firefighting Services:

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

A.1.2 Structural Firefighting Services:

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

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

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

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

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;

- iii. Sufficiently Trained Firefighting staffing is deployed at the fireground;
- iv. Reliable water supply with adequate flow can be sustained;
- v. Adequate fireground supervision and support is provided

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

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

A.1.3 Rural Firefighting Operations:

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

A.1.4 Vehicle Firefighting Services:

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

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

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

A.1.6 Marine Firefighting Services:

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

A.1.7 Automatic Aid Response Services:

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

A.1.8 Mutual Aid Response Services:

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

A.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Lanark Emergency Medical Services and the Municipality of Mississippi Mills.

A.1.10 Ambulance Assistance Services:

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

A.1.11 Police Assistance Services:

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

A.1.12 Public Assistance Services:

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

A.1.13 Public Hazard Assistance Services:

a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.

b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:

- i. Electrical utility emergencies;
- ii. Natural gas utility emergencies.

A.1.14 Vehicle Accident Services:

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

A.1.15 Vehicle Extrication Services:

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

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

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

A.1.17 Highway Incident Services:

- Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

A.1.18 Hazardous Materials Response Services:

- Service shall be provided at the Operations Level in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.

- Hazardous materials response services at the NFPA 472 Technician Level shall not be provided by the Fire Department.
- Notwithstanding the foregoing, the Fire Chief shall be authorized to designate one or more Firefighters to participate in the County of Lanark Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response Team, and to train to and to operate at the NFPA 472 Technician Level while deployed to CBRNE incidents in conjunction with the regional response team under the provisions of an Approved mutual aid or fire services agreement.

A.1.19 Water and Ice Rescue Services:

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

A.1.20 Urban Search and Rescue Services:

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

A.1.21 Rope Rescue Services:

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

A.1.22 Confined Space Rescue Services:

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

A.1.23 Trench Rescue Services:

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

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

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

A.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services shall not be provided by the Fire Department.

A.1.26 Industrial and Machinery Rescue Services:

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

A.1.27 Community Emergency Plan Response Services:

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

A.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

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

A.2 Operations Division

A.2.1 Fire Inspection Services:

- Conducting complaints inspections.
- Conducting vulnerable occupancy inspections.
- Conducting requested inspections.
- Conducting routine inspections.
- Conducting licensing inspections.
- Systems checking, testing and approval.
- Enforcing code compliance.
- Enforcing municipal by-laws.
- Issuing permits.
- Preparing reports and issuing written responses to requests.

A.2.2 Public Education Services:

- Providing fire and life safety public education programs.
- Facilitating smoke alarm and carbon monoxide alarm initiatives.
- Distributing public safety messaging to the media.
- Delivery of specialized programs.

A.2.3 Fire Investigation Services:

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

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

A.2.5 Risk Assessment Services:

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

A.2.6 Plans Examination Services:

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

A.2.7 Consultation Services:

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

A.2.8 Assistant to the Fire Marshal Services – Fire Prevention:

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

A.3 Emergency Planning

A.3.1 Pre-Incident Planning Services:

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

A.3.2 Community Emergency Management Planning Services:

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

A.4 Fire Administration Division

A.4.1 Planning and Development Services:

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

A.4.2 Financial Services:

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

A.4.3 Records Management Services:

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

A.4.4 Department Human Resources Services:

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.
- d) Job classifications.
- e) Discipline.

A.4.5 Customer Relations Services:

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.

- c) Developing and maintaining inter-agency relationships.

A.4.6 Health and Safety Services:

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

A.4.7 Legal Services:

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

A.5 Communications

A.5.1 Dispatch Services:

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

A.5.2 Technology Services:

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- c) Arranging for interface capabilities with other data systems.

A.5.3 Fleet and Equipment Maintenance Services:

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.

- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

A.5.4 Facilities Maintenance Services:

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

A.6 Division of Training and Education

A.6.1 Training Program Standards:

- a) Providing a training program for Firefighters that conforms to NFPA 1001 II, *Standard for Fire Fighter Professional Qualifications*.

- b) Providing a training program for firefighters that conforms to NFPA 472/1072, *Standard for Competence of Responders to hazardous materials/weapons of mass destruction incidents, Awareness and or Operations*
- c) Providing a training program for apparatus drivers and operators that conform to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- d) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- e) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- f) Providing a training program for fire inspectors that conform to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- g) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- h) Providing a training program for fire and life safety educators that conform to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.
- i) Providing a training program for fire service instructors and training officers that conform to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- j) Providing a training program for incident safety officers that conform to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- k) *Providing a training program for firefighters that conforms to NFPA 1061, Standard for Public Safety Telecommunications*
- l) Providing a training program for fire investigations that conforms to Incident Command System/Incident Management System.
- m) *Volunteer firefighter recruitment process*

n) *Oversees execution of all training activities*

A.6.2 Providing Access to Training Facilities:

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

A.6.3 Providing Station Training:

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

A.6.4 Program Development Services:

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: **Federal Gas Tax Funding Options #2**
(Deferred from May 21, 2019)

RECOMMENDATION:

THAT Council approve Option 2 - allocate one-time Federal Gas Tax funding of \$394,474.08 as follows:

- 1) \$58,000 to pulverize Concession 11A Ramsay from the urban limits to termination**
- 2) \$40,000 to complete patch work on Ramsay Concession 12**
- 3) \$296,474.08 to the Victoria Street project in the 2019 Water and Sewer budget to reduce the estimated long term financing for this project.**

BACKGROUND:

In 2019, the Federal Government announced that municipalities would be receiving a one-time lump sum gas tax allocation equal to the amount received in 2018 contingent upon the Federal budget being passed. For Mississippi Mills, the amount is \$394,474.08. The funding has not yet been received; however, the Association of Municipalities of Ontario (AMO) has advised that it should come in June. This announcement came after the Municipality's 2019 budget deliberations had been completed and was therefore not included in the document. Historically, gas tax funding has been allocated to road projects within the capital budget.

DISCUSSION:

The Federal Gas Tax agreement was signed on May 7, 2014 and remains in effect for 2019. From Section 4 of the agreement, Eligible Project Categories include investments in infrastructure for its construction, renewal, or material enhancement in the categories of public transit, local roads and bridges, wastewater, water, solid waste, community energy systems, capacity building, local and regional airports, short-line rail, short-sea shipping, disaster mitigation, broadband connectivity, brownfield redevelopment, cultural, tourism, sport and recreational infrastructure, which are more specifically described in Schedules B and C of the agreement.

When considering projects that are eligible for funding, the Municipality should also give thought to the following:

- 1) Projects that benefit all taxpayers equally. Gas tax funding has been provided in the past to capital projects (roads) in the municipal budget rather than to water and sewer projects because it benefits all residents rather than just the users of the water and sewer system. An exception however would be a joint project that is included in both budgets.
- 2) Projects that would otherwise be debt financed. Any opportunity to avoid long term debt costs (interest) should be given a higher priority as often these projects cost approximately 1 ½ times more after factoring in the interest charges.
- 3) Projects that should be completed but have been put off because funding is not yet available. This one-time allocation offers the Municipality the opportunity to expedite a project that may have been removed from the 2019 budget because funding was not available or for a project that should be addressed now because of its declining condition.

There are options as to how this one-time funding allocation could be utilized:

Option 1- Invest the funds once they are received to earn interest and then consider how best to use the funding plus the earned interest during 2020 budget deliberations. This option would give Council more time to evaluate the best use of the funds. One suggested project is the Levi Bridge that was removed from the 2019 budget but is slated to proceed in 2020. The estimated cost is \$753,000.

Option 2 - Amend the 2019 budget to add or amend a project or projects that meet the eligibility requirements of the program. A suggestion is to apply the funding to Victoria Street to avoid long term debt charges. Council should also consider the timing of any projects that may be added to the 2019 program to determine whether they can be completed this year in addition to the already approved capital projects.

Option 3 - A combination of Options 1 and 2. Amend the 2019 budget for a project or projects that utilize some of the funding and invest the balance to be used in 2020. Council will need time to consider what the project or projects should be done.

At the May 21, 2019 Committee of the Whole meeting, a report recommending Option 2 was discussed by Council. Subsequent to the original report being written, Council conducted a road tour and determined that there were some roads requiring immediate attention. Following the road tour the Director of Roads and Public Works provided Council with a listing of required road works and costs. Since this was new information that was not included in the original report, a decision as to how best to utilize this funding was deferred.

The list of possible road work provided to Council is as follows:

Option	Road	From	To	Length (km)	Asphalt	Surface Treatment	Microsurface	Pulverize/Return to Gravel
1	Conc 11A Ramsay (2019)	Urban Limits	Termination	1.10		\$190,000		
2a	Conc 11A Ramsay (2019)	Urban Limits	Termination	1.10				\$58,000
2b	Conc 11A Ramsay (2020)	Urban Limits	Termination	1.10		\$150,000		
3	Conc 12 Ramsay	Patchwork in worse locations			\$40,000			
4	Conc 12 Ramsay	March Road	Termination	1.9				\$95,000
5	Conc 5A Ramsay	Hwy 7	Quarry Road	2.95			\$134,000	
6	Concession 4A Ramsay	Hwy 7	Asphalt Limits	1.20			\$57,000	
7	Five Arches Drive	Waba Road	Asphalt Limits	0.3	\$65,000			

Taking Council's comments from the May 21st meeting, and the results of the road tour into consideration, a revised Option 2 over the one presented on May 21st is being proposed as follows:

- That Concession 11A be pulverized in 2019 and the future surfacing of the road be considered later. This road is in very bad condition where it is almost impassable and requires immediate remediation. The cost of keeping the road in its present condition is high as a large amount of cold patch and labour is required on a weekly basis to address the excessive number of potholes which continue to form. Council still needs to determine whether any additional work is required beyond pulverization. Historically the Municipality has pulverized a road one year and completed re-surfacing the following year. In this case, this approach would give Council more time to consider how to proceed with regard to surfacing. Furthermore, the price quoted in the table above may be low as the Municipality would have to tender this work and generally receives more favourable pricing when tenders are issued in the spring when grouped with other surface treatment projects which may be undertaken. The Municipality has no other surface treatment projects in 2019 so this road could not proceed until tender results are received. As a result, tendering for resurfacing in 2020 may be more cost effective. Pulverization could proceed immediately as the Municipality has already secured a contract for 2019.
- That Concession 12 be patched as this would extend the life of the road by 3 to 5 years. The Municipality could then plan to include the required upgrades in a future budget. This road requires significant investment in drainage improvements. Patch work could proceed immediately as the Municipality has already secured a contract for 2019.
- That the balance of the funds be applied to reduce the long term financing costs on Victoria St. as recommended in the original report.

FINANCIAL IMPACT:

Any option chosen will allow the Municipality to invest in infrastructure without having to increase the tax burden or water and sewer rates to do so and could potentially avoid long term debt charges into the future.

SUMMARY:

The options presented will have positive financial implications for the community. A revised Option 2 is being recommended; to pulverize Concession 11A, to patch Concession 12 and to use the remaining funds to reduce the debt costs on Victoria St. in the 2019 Water and Sewer budget.

Respectfully submitted,


Rhonda Whitmarsh, Treasurer

Reviewed by,


Ken Kelly, CAO


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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: STRATEGIC ASSET MANAGEMENT POLICY

RECOMMENDATION:

THAT Council approve the Strategic Asset Management Policy as presented.

BACKGROUND:

The Province has approved an Asset Management Regulation (O. Reg. 588.17) that regulates the contents of an Asset Management Plan (AMP) including the development of a Strategic Asset Management Policy by July 1, 2019. There are other timelines included in the regulation with regard to asset management that also must be met.

In 2018, Watson and Associates Economists Ltd. were retained to develop the Strategic Asset Management policy for the Municipality. On April 30, 2019 a meeting was held with the newly elected Council, at which the Consultant provided an overview of asset management, the specifics of the regulation and its potential impacts to the Municipality in the future. On May 21, 2019 the Consultant presented to Council the draft asset management policy required by the regulation to obtain their input and comments.

DISCUSSION:

The Strategic Asset Management Policy was developed to comply with O. Reg. 588/17 incorporating all of the elements required in the regulation, such as climate change, disaster planning, risk assessments, etc. The policy is very broad recognizing that the details of asset management for the Municipality will be included in the plan itself. It also allows for changes to the documents referred to in the policy (financial plans, strategic plans, etc.) without requiring an amendment to the policy.

The only suggested changes to the policy from the draft presented on May 21st are the inclusion of the CAO as the Executive Lead and the Treasurer as the Project Manager. The amended policy is attached for your reference. It is recommended that the policy be approved in order to meet the required deadline of July 1, 2019.

.FINANCIAL IMPLICATIONS:

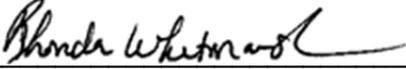
There are no financial implications.

SUMMARY:

It is recommended that the Strategic Asset Management Policy be approved as presented.

Respectfully submitted,

Reviewed by,


Rhonda Whitmarsh, Treasurer


Ken Kelly, Chief Administrative Officer

Strategic Asset Management Policy

1. Background

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

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

2. Terms and Definitions

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

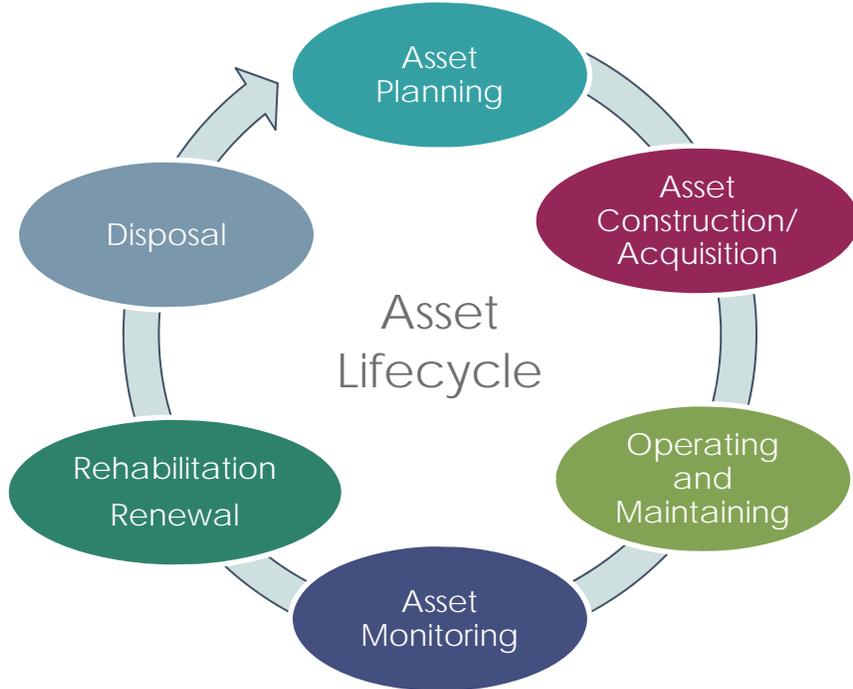
Asset: A tangible item, thing or entity that has potential or actual value to an organization.

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

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

Lifecycle: Stages involved in the management of an asset.

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



3. Scope

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

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

4. Asset Management Goals and Objectives

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

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

5. Principles

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

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

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

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

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

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

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



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

6. Strategic Alignment & Integration

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

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

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

7. Roles & Responsibilities

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



Stakeholder Group	Responsibilities
Stakeholders	

8. Review Period

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Maggie Yet, Planner I
SUBJECT: **Site Plan Control – Anita Diack (D11-DIA-19)
Part Lot 16 and Lot 17 Plan 6262, Being Part 2 on Plan
27R-6105
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 0931-010-010-12501-0000**
OWNER/APPLICANT: Anita Diack

RECOMMENDATION:

THAT Council approve the site plans for the property described as 0931-010-010-12501-0000 subject to the provision of revised Grading and Drainage plans to the satisfaction of the Director of Roads and Public Works;

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

BACKGROUND

The applicant has filed a Site Plan Control application for the construction of a single detached dwelling on the vacant lot known municipally as 0931-010-010-12501-0000 on Union Street. The proposed construction will be subject to the development provisions of the Residential First Density (R1) Zone with the exception of a rear yard setback which was subject to a minor variance application approved by the Committee of Adjustment on May 15, 2019.

LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The lands subject to the application are located on the west side of Union Street, north of Stephen Street in the Town of Almonte. The lands are legally described as Part 2 on Reference Plan 27R-6105, being part of lot 16 and lot 17 in Rosamond Section on Plan 6262. The lot is 535.8m² (6767.3ft²) in area with frontage on Union Street of 24.4m (80.18ft). The Community Official Plan designates the lands as “Residential”.

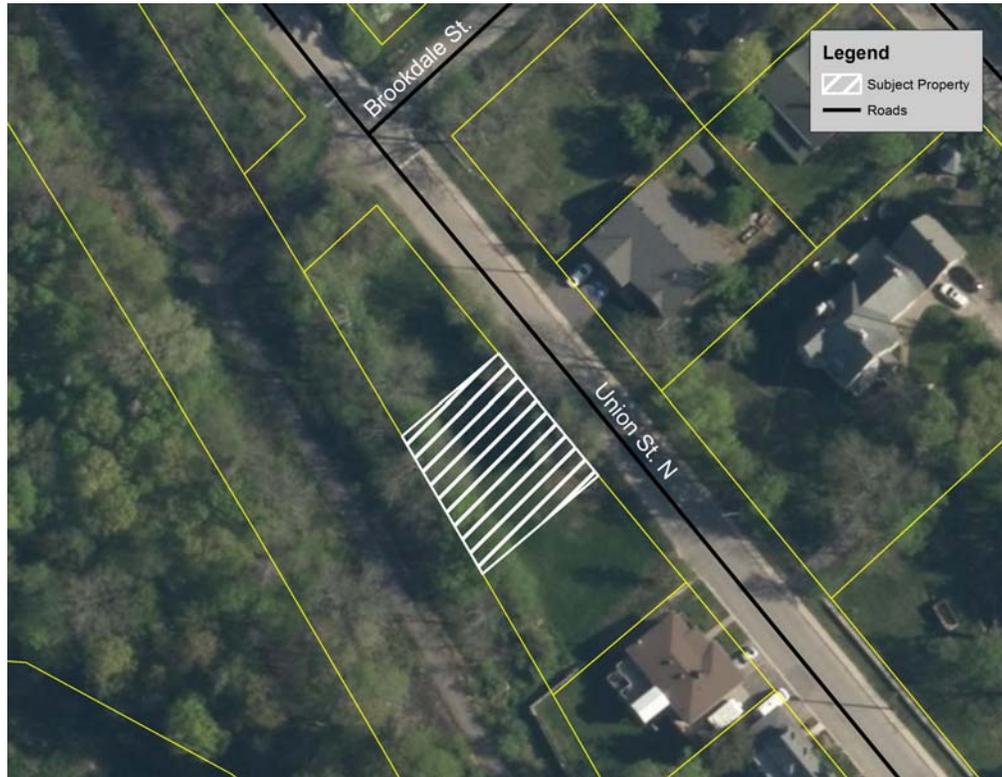
Notable characteristics of the property and surrounding area are as follows:

- The property backs onto the Ottawa Recreational Valley Trail (OVRT), a former railway which has been repurposed as an intercommunity recreational trail.
- The property is located in a residential neighbourhood, largely dominated by pre-war single detached dwellings. The characteristics of the lot and dwellings in the

neighbourhood vary dramatically, from quaint workers cottages to larger estate homes on large lots.

- The property is one of three severances taken off of the original Rosamund property, which subdivided the parcel from the corner lot at Brookdale Avenue and Union Street. The three lots are currently vacant.

Figure 1 – Site Location



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Residential” in the local Community Official Plan, which aims to direct development to provide for a broader range of housing options in terms of housing types and rental opportunities. The goal of residential land use policies is to “*promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*” The development would fulfill the following objectives of Policy 3.6.1:

Objectives

1. *Promote and support development which provides for affordable, rental, and/or increased density of housing types.*
4. *Direct the majority of new residential development to areas where municipal sewer and water services are/will be available and which can support new development.*

5. *Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

The development is occurring in an area that is predominantly occupied by single-detached dwellings. Although the form of development would not substantially increase the density of the area nor provide a more affordable housing form, the dwelling type conforms to the character and design of the neighbourhood, which is limited by its zoning as “Residential First Density (R1)”.

The neighbourhood has a variety of single-detached dwelling designs, with no strictly defined character (see Schedule C for site photos). Homes along and near the subject lot vary in height and size. As such, Staff believe the development to be generally compatible with the surrounding area.

3.6.5 Range of Housing Types

1. *The [Municipality] shall support a wide range of housing types, zoning standards and subdivision design standards.*
2. *The [Municipality] has established the following housing mix targets:*
 - Low density - 70%*
 - Medium density - 30%*
3. *Low-density residential development shall include single-detached, semi-detached, duplex, converted dwellings, and triplex housing. In general, the gross density for low-density residential development shall be 15 units per hectare (6 units per acre).*

The addition of a single-detached dwelling contributes to the Municipality’s total low-density housing stock and the composition of the general neighbourhood falls well within the low-density target of 15 units per hectare.

ZONING BY-LAW

The subject property is zoned “Residential First Density (R1)” within the Municipality’s Zoning By-law #11-83. The R1 Zone allows for single-detached dwellings, as well as related accessory uses. The R1 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications.

Development Standard	R1 Provisions	Proposed
Lot Area, min. (m ²)	450	535.8
Lot Frontage, min. (m)	18	24.4
Front Yard, min. (m)	6	3.61
Side Yard, min. (m)	1.2	6
Rear Yard, min. (m)	7.5	7.33 (Note A)
Building Height, max. (m)	9	Satisfied

Lot Coverage, max. (%)	40	24%
Dwelling Unit Area, min. (m ²)	75	130

Note A: The Committee of Adjustment approved Minor Variance A-02-19 to reduce the required rear yard setback minimum from 7.5m to 3.03m.

Note B: The front yard minimum has been reduced to 3.61m in accordance with the provisions of “Established Building Lines in Built-Up Areas” of Section 8.6 of the Zoning Bylaw.

Staff believe the development to be generally compatible with the R1 Zone requirements; thus, meet the Municipality’s development expectations of the R1 Zone and ensuring adequate living and amenity space for future homeowners.

REVIEW

Comments received based on the circulation of this application have been summarized below:

INTERNAL CIRCULATION

Acting CAO: No concerns or objections.

Chief Building Official: No concerns or objections

Director of Roads and Public Works: No concerns or objections.

Fire Chief : No comments received.

Recreation Coordinator: No concerns or objections.

EXTERNAL AGENCY CIRCULATION:

Enbridge: Please advise owner to contact the utility company at time of connection.

LGL Health Unit: No objection or concern.

Mississippi Valley Conservation Authority: No Comments

Parking

The Zoning By-law requires one (1) parking space per dwelling unit. Adequate parking has been provided in the surface driveway and garage for a vehicle. As such, the application meets the minimum parking requirements of the Zoning Bylaw.

Projections

An uncovered deck is attached to the rear of the dwelling. Under Table 6.19 of the Zoning Bylaw, an uncovered deck may project up to 2m into a required rear yard setback. Due to the uneven depth of the lot, the proposed dwelling and deck encroached into the required minimum rear yard setback. Subsequently, the applicant applied for a Minor Variance and received relief from the Committee of Adjustment to reduce the minimum rear yard setback to 3.03m. As such, the projection meets municipal requirements.

Servicing and Grading

The proposal would use municipal water and sewer and is thus subject to an assessment by the Department of Roads & Public Works. As such, the applicant submitted a grading and servicing plan for review. The proposed dwelling will house small tank and pump in the basement that will connect to an existing municipal sewage line.

After comments from Staff and subsequent amendments, it was determined that the Grading & Drainage is satisfactory to proceed to the Site Plan Control approval phase. Minor amendments to the drawings to identify terracing of the slope across the site and confirm grading information along the lot lines is required; however these additions can be satisfied prior to building permit stage.

Landscaping

Currently, the back of the property houses a line of trees that extend the length of the rear lot line. At the time of pre-consultation, staff requested that the owner confirm that the trees were not Butternuts, a heavily protected species at risk. Further investigation determined the trees to actually be black walnut, and while not a protected species, the site plans suggest the existing trees will be maintained on the property.

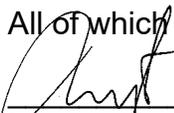
Building Configuration/Façade

The elevation drawings for the proposed dwelling, depicts a one-story building with a basement walk-out. The building façade will consist of engineered wood siding on all sides with asphalt roof shingles. The front profile depicts a large covered porch at the front of the dwelling. The rear profile of the proposed dwelling depicts an unenclosed deck with approximately 17.8m². The deck is attached to the dwelling flush with the first floor, which subsequently results in the elevation of the deck at the rear of the lot due to the receding gradient of the yard. An attached set of stairs will provide direct access from the deck to the yard space below.

CONCLUSION

The proposed site plans satisfy the provisions of the Zoning By-Law #11-83 and is consistent with relevant planning policies of the Community Official Plan and staff recommend the approval of the application for the single detached dwelling subject to the execution of the Site Plan Control Agreement.

All of which is respectfully submitted,



Maggie Yet
Planner I

Reviewed By:



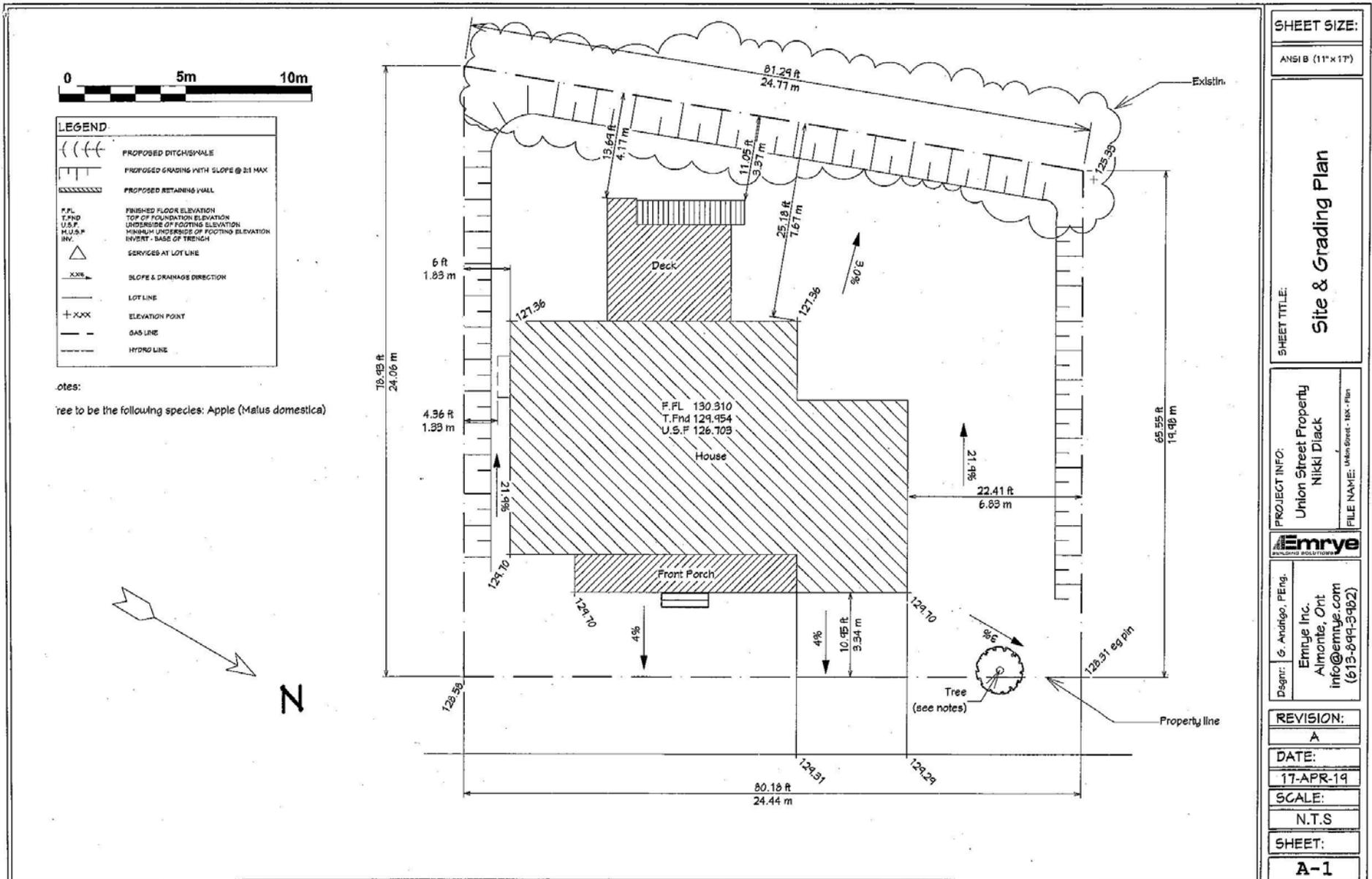
Niki Dwyer, MCIP RPP
Director of Planning

Approved for the agenda:



Ken Kelly
Chief Administrative Officer

SCHEDULE A – Site, Servicing, & Grading/Drainage Plan



SHEET SIZE:	ANSI B (11"x17")
SHEET TITLE:	Site & Grading Plan
PROJECT INFO:	Union Street Property Nikki Diack FILE NAME: Union Street - 10x - Plan
Design:	G. Andigo, P.Eng. Emrye Inc. Almonte, Ont info@emrye.com (613-891-3182)
REVISION:	A
DATE:	17-APR-19
SCALE:	N.T.S
SHEET:	A-1

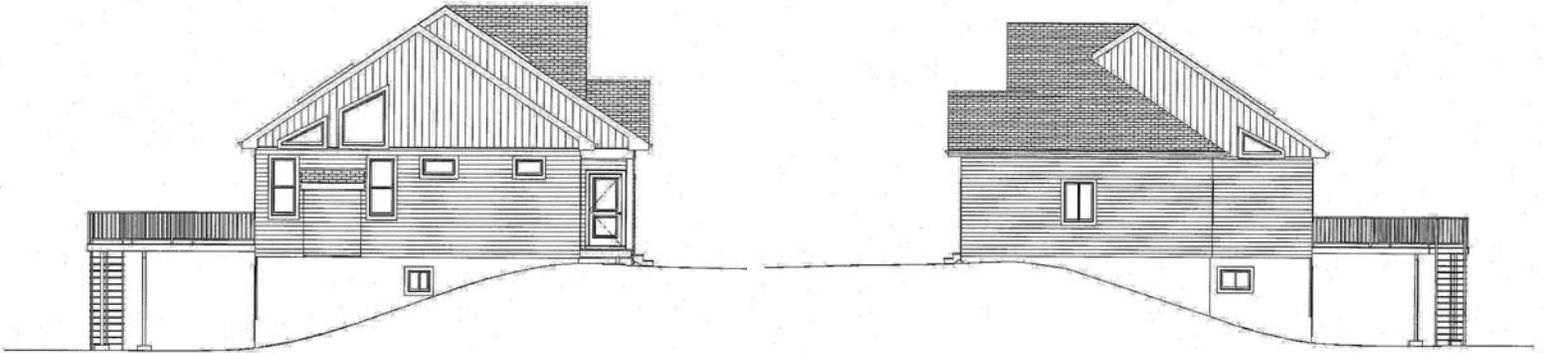
SCHEDULE B – Elevations

Front Elevation – Union Street



Left Side Elevation –

Right Side Elevation –



Rear Elevation –



SCHEDULE C – Site Photos



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Maggie Yet, Planner 1
SUBJECT: **Site Plan Control – Dewey (D11-DEW-19)
Part Lot 16 and Lot 17 Plan 6262, Being Part 3 on Plan 27R6105
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 0931-010-010-12502-10000**
OWNER: Angela and Kristopher Dewey
APPLICANT: Anita Diack

RECOMMENDATION:

THAT Council approve the site plans for the property described as 0931-010-010-12502-0000 subject to the provision of revised Grading and Drainage Plans to the satisfaction of the Director of Roads and Public Works;

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

BACKGROUND

The applicant has filed a Site Plan Control application for the construction of a single detached dwelling on the vacant lot known municipally as 0931-010-010-12502-0000 on Union Street. The proposed construction will be subject to the development provisions of the Residential First Density (R1) Zone and would be serviced by municipal sewer and water.

LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The lands subject to the application are located on the east side of Union Street, north of Stephen Street in the Town of Almonte. The lands are legally described as Part 3 on Reference Plan 27R-6105, being part of lot 16 and lot 17 in Rosamond Section on Plan 6262. The lot is 556.58m² (5991ft²) in area with frontage on Union Street of 21.48m (70.49ft). The Community Official Plan designates the lands as “Residential”.

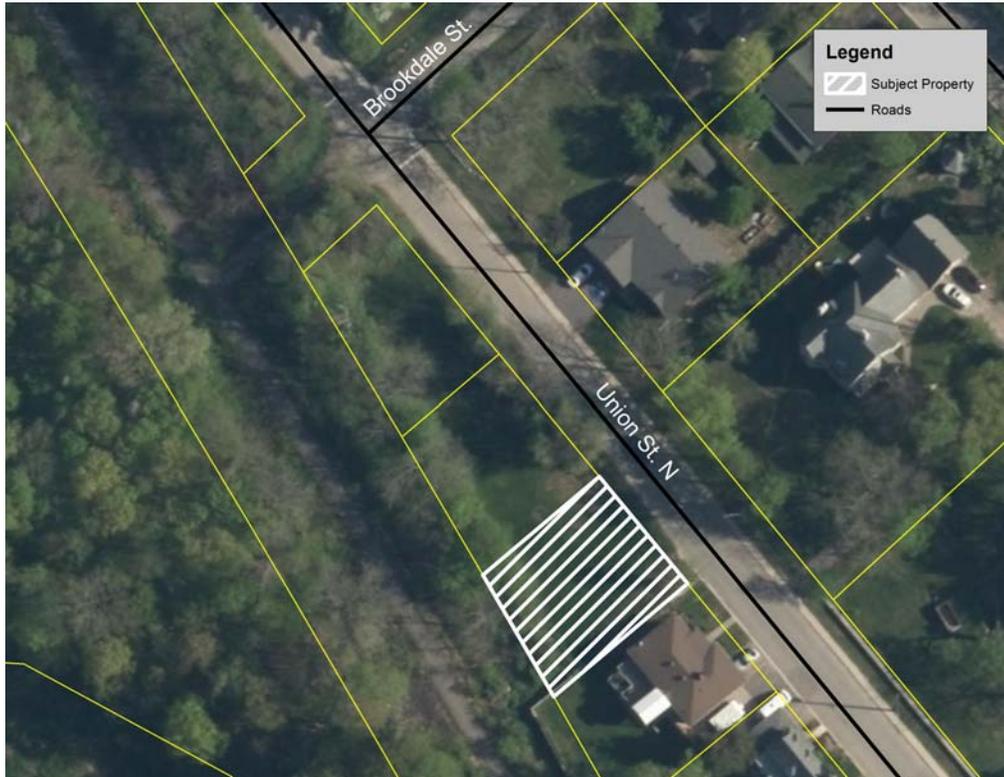
Notable characteristics of the property and surrounding area include:

- The property backs onto the Ottawa Recreational Valley Trail (OVRT), a former railway which has been repurposed as an intercommunity recreational trail.
- The property is located in a residential neighbourhood, largely dominated by pre-war single detached dwellings. The characteristics of the lot and dwellings in the

neighbourhood vary dramatically, from quaint workers cottages to larger estate homes on large lots.

- The property is one of three severances taken off of the original Rosamund property, which subdivided the parcel from the corner lot at Brookdale Avenue and Union Street. The three lots are currently vacant.

Figure 1 – Site Location



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Residential” in the local Community Official Plan, which aims to direct development to provide for a broader range of housing options in terms of housing types and rental opportunities. The goal of residential land use policies is to “*promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*” The development would fulfill the following objectives of Policy 3.6.1:

Objectives

1. *Promote and support development which provides for affordable, rental, and/or increased density of housing types.*
4. *Direct the majority of new residential development to areas where municipal sewer and water services are/will be available and which can support new development.*

5. *Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

The development is occurring in an area that is predominantly occupied by single-detached dwellings. Although the form of development would not substantially increase the density of the area nor provide a more affordable housing form, the dwelling type conforms to the character and design of the neighbourhood, which is limited by its zoning as “Residential First Density (R1)”.

The neighbourhood has a variety of single-detached dwelling designs, with no strictly defined character (see Schedule C for site photos). Homes along and near the subject lot vary in height and size. As such, Staff believe the development to be generally compatible with the surrounding area.

3.6.5 Range of Housing Types

1. *The [Municipality] shall support a wide range of housing types, zoning standards and subdivision design standards.*
2. *The [Municipality] has established the following housing mix targets:*

<i>Low density</i>	-	<i>70%</i>
<i>Medium density</i>	-	<i>30%</i>
3. *Low-density residential development shall include single-detached, semi-detached, duplex, converted dwellings, and triplex housing. In general, the gross density for low-density residential development shall be 15 units per hectare (6 units per acre).*

The addition of a single-detached dwelling contributes to the Municipality’s total low-density housing stock and the composition of the general neighbourhood falls well within the low-density target of 15 units per hectare.

ZONING BY-LAW

The subject property is zoned “Residential First Density (R1)” within the Municipality’s Zoning By-law #11-83. The R1 Zone allows for single-detached dwellings, as well as related accessory uses. The R1 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications.

Development Standard	R1 Provisions	Proposed
Lot Area, min. (m ²)	450	556.6
Lot Frontage, min. (m)	18	21.5
Front Yard, min. (m)	6	3.34
Side Yard, min. (m)	1.2	2.4
Rear Yard, min. (m)	7.5	10.55
Building Height, max. (m)	9	Satisfied

Lot Coverage, max. (%)	40	23%
Dwelling Unit Area, min. (m ²)	75	130

Note A: The front yard minimum has been reduced to 3.34m in accordance with the provisions of “Established Building Lines in Built-Up Areas” of Section 8.6 of the Zoning Bylaw.

Staff believe the development to be generally compatible with the R1 Zone requirements; thus, meet the Municipality’s development expectations of the R1 Zone and ensuring adequate living and amenity space for future homeowners.

REVIEW

Comments received based on the circulation of this application have been summarized below:

INTERNAL CIRCULATION

Acting CAO: No concerns or objections.

Chief Building Official: No concerns or objections

Director of Roads and Public Works: No concerns or objections.

Fire Chief : No comments received.

Recreation Coordinator: No concerns or objections.

EXTERNAL AGENCY CIRCULATION:

Enbridge: Please advise owner to contact the utility company at time of connection.

LGL Health Unit: No objection or concern.

Mississippi Valley Conservation Authority: No Comments

Parking

The Zoning By-law requires one (1) parking space per dwelling unit. Adequate parking has been provided in the surface driveway and garage for a vehicle. As such, the application meets the minimum parking requirements of the Zoning Bylaw.

Projections

An uncovered deck is attached to the rear of the dwelling. Under Table 6.19 of the Zoning Bylaw, an uncovered deck may project up to 2m into a required rear yard setback. The proposed deck does not encroach beyond the 2m allowance. As such, the projection meets municipal requirements.

Servicing and Grading

The proposal would use municipal water and sewer and is thus subject to an assessment by the Department of Roads & Public Works. As such, the applicant submitted a grading and servicing plan for review. The proposed dwelling will house small tank and pump in the basement that will connect to an existing municipal sewage line.

After comments from Staff and subsequent amendments, it was determined that the Grading & Drainage is satisfactory to proceed to the Site Plan Control approval phase. Minor amendments to the drawings to identify terracing of the slope across the site and confirm grading information along the lot lines is required; however these additions can be satisfied prior to building permit stage.

Landscaping

Currently, the back of the property houses a line of trees that extend the length of the rear lot line. At the time of pre-consultation, staff requested that the owner confirm that the trees were not Butternuts, a heavily protected species at risk. Further investigation determined the trees to actually be black walnut, and while not a protected species, the site plans suggest the existing trees will be maintained on the property.

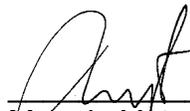
Building Configuration/Façade

The elevation drawings for the proposed dwelling depicts a one-story building with a walkout basement. The building façade will consist of engineered wood siding on all sides with asphalt roof shingles. The front profile depicts a large covered porch at the front of the dwelling. The rear profile of the proposed dwelling depicts an unenclosed deck with approximately 17.8m². The deck is attached to the dwelling flush with the first floor, which subsequently results in the elevation of the deck at the rear of the lot due to the receding gradient of the yard. An attached set of stairs will provide direct access from the deck to the yard space below.

CONCLUSION

The proposed site plans satisfy the provisions of the Zoning By-Law #11-83 and is consistent with relevant planning policies of the Community Official Plan and staff recommend the approval of the application for the single detached dwelling subject to the execution of the Site Plan Control Agreement.

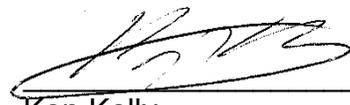
All of which is respectfully submitted,


Maggie Yet
Planner I

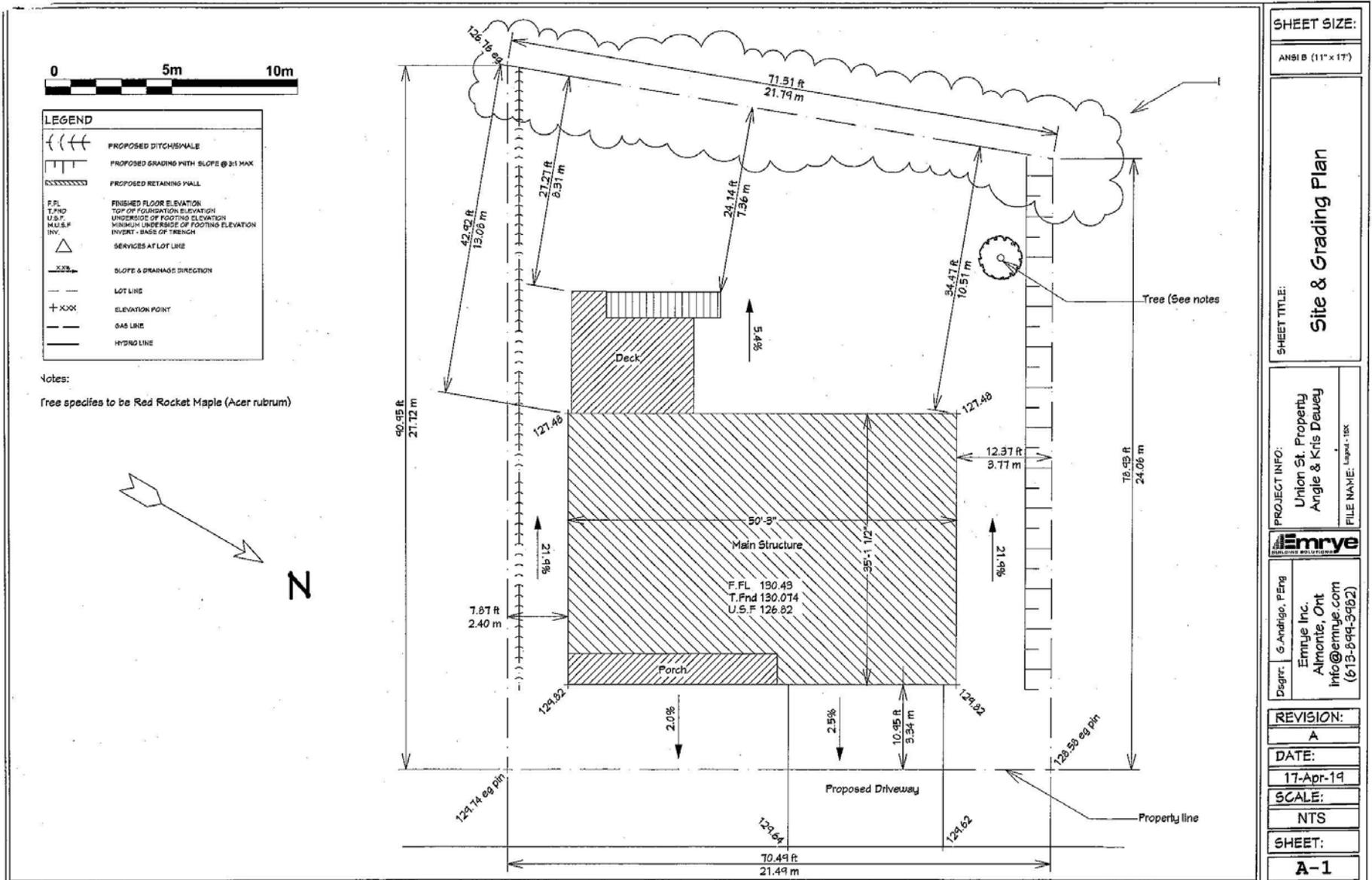
Reviewed By:


Niki Dwyer, MCIP RPP
Director of Planning

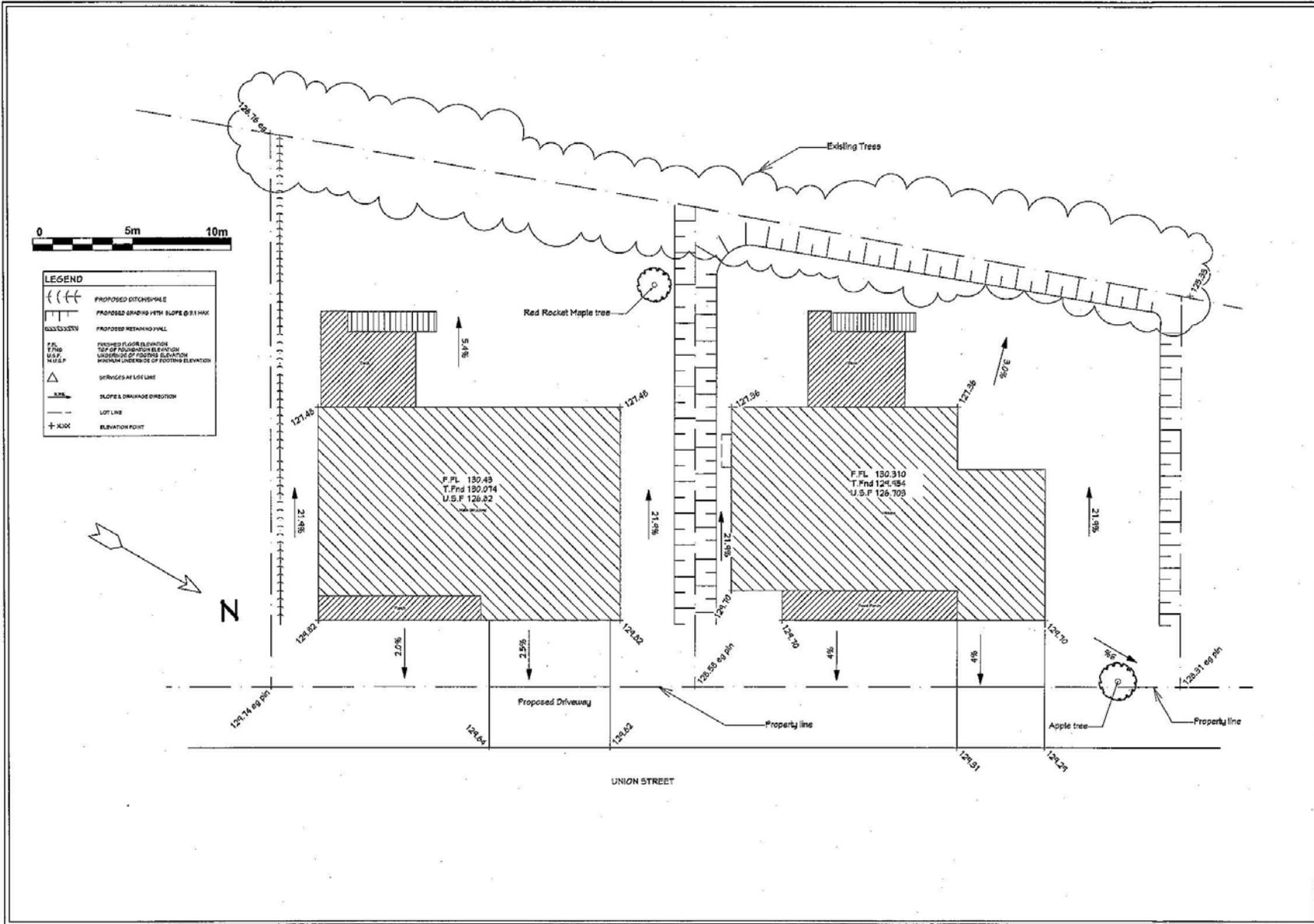
Approved for the agenda:


Ken Kelly
Chief Administrative Officer

SCHEDULE A – Site, Servicing, & Grading/Drainage Plan



SHEET SIZE:	ANSI B (11" x 17")
SHEET TITLE:	Site & Grading Plan
PROJECT INFO:	Union St. Property Angle & Kris Dauey FILE NAME: Layout - 10X
Emrye	Emrye Inc. Almonte, Ont info@emrye.com (613-899-3952)
REVISION:	A
DATE:	17-Apr-19
SCALE:	NTS
SHEET:	A-1

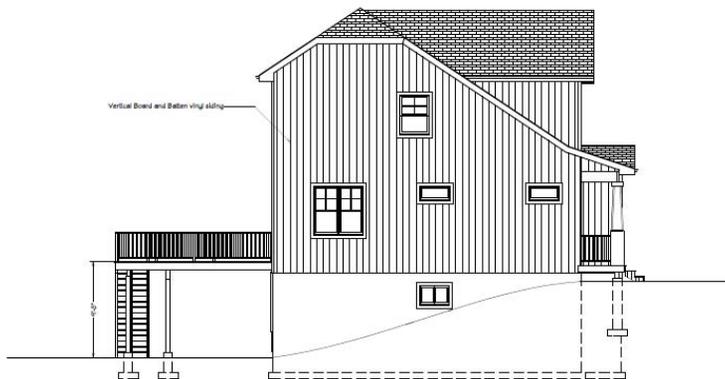


SHEET SIZE:	
ANSI B (11" x 17")	
SHEET TITLE:	
Grading Plan - Combined	
PROJECT INFO:	
Union Street Property (Combined)	
FILE NAME: Union Street - Stepan (Combined)	
Emrye	
DESIGN:	
G. Andriago P.Eng. Emrye Inc. Almonte, Ont. info@emrye.com (613-899-3982)	
REVISION:	
A	
DATE:	
17-APR-19	
SCALE:	
1/8 Inch = 1 ft	
SHEET:	
A-1	

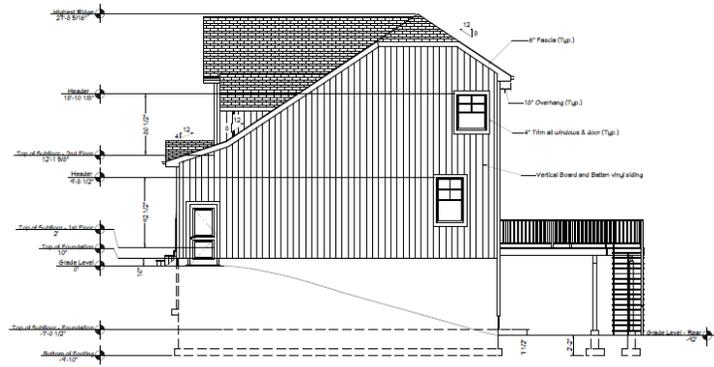
SCHEDULE B – Elevations



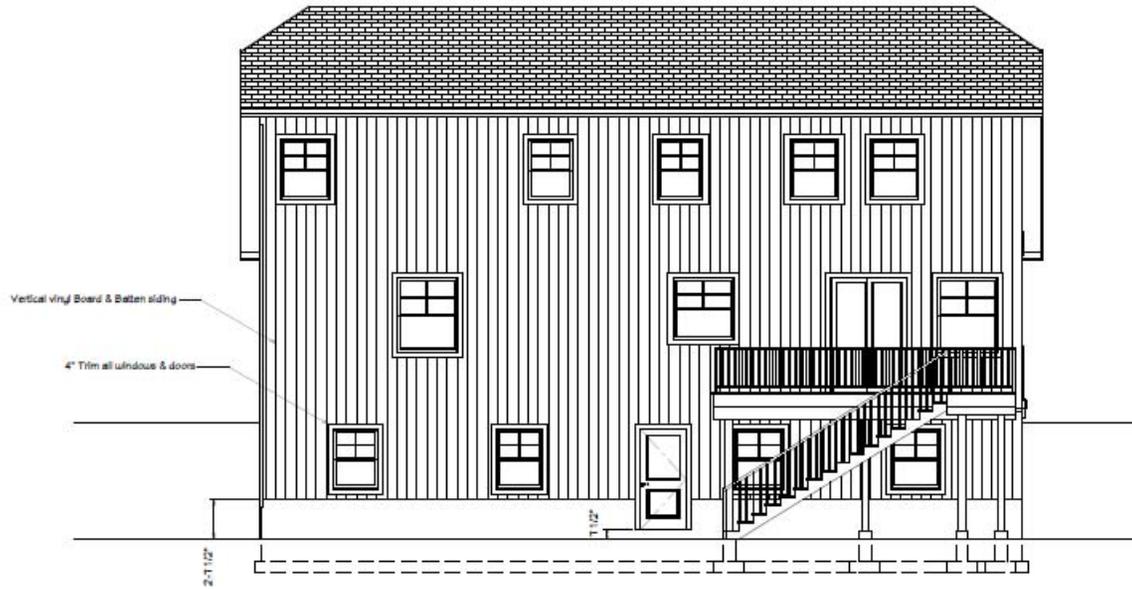
Front Elevation – Union Street



Left Side Elevation –



Right Side Elevation –



Rear Elevation -

SCHEDULE C – Site Photos



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 4, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: More Homes More Choice – Bill 108

RECOMMENDATION:

THAT Council authorize staff to provide the following recommendations on the proposed More Homes More Choice Action Plan (Bill 108):

THAT Bill 108 be amended to require any builder, more broadly defined, be registered as a Tarion Builder to ensure that all construction will adhere to Tarion regulations and coverage;

AND THAT while the Municipality supports the increase of affordable housing options, that Bill 108 should be amended to provide general provisions to permit Municipalities to self-regulate where and when accessory units (particularly in ancillary structures) are appropriate and can be accommodated within the community;

AND THAT Bill 108 be amended to retract the proposal to limit the use of Inclusionary Zoning to Major Transit Centres and continue to allow Municipality's to determine where inclusionary zoning is appropriate to use within local contexts;

AND THAT that Council endorses the proposal to recruit additional Tribunal members in an effort to expedite hearing scheduling and decisions;

AND THAT Bill 108 be amended to retain the Tribunals authority to refer decisions back to Council for reconsideration and remove the permissive former de novo hearing process;

AND THAT the Municipality of Mississippi Mills strongly encourages the Province to halt the legislative advancement of Bill 108 pending fulsome and comprehensive stakeholder consultation.

BACKGROUND:

On May 2nd, the Province of Ontario opened the public consultation process for the More Homes More Choice Action Plan (also known as Bill 108). The intention of the Bill is to ensure that “All Ontarians can find a home that meets their needs and their budget”. The Province has indicated that the action plan will meet this vision by:

- *Cutting red tape to make it easier to build the right types of housing in the right places*
- *Make housing more affordable*
- *Help taxpayers keep more of their hard-earned dollars*

The Bill proposes amendments to 13 different Acts including:

- *Development Charges Act*
- *The Ontario Building Code Act*
- *Planning Act*
- *Local Planning Appeal Tribunal Act, 2017*
- *Environmental Assessment Act, Conservation Authorities Act and Environmental Protection Act*
- *Ontario Heritage Act*
- *Endangered Species Act, 2007*

Council may choose to offer comments through the Environmental Registry of Ontario (ERO) before midnight on June 4th, 2019. The intent of this report is to provide context on the potential impacts that the amendments will have on the implementation of policy and governance in the Municipality.

DISCUSSION:

Bill 108 is an omnibus Bill that presents changes that have impacts on a multiple number of functions within the municipality. As a result, this report is the culmination of input from the Director of Planning, Treasurer, Chief Building Official and Building Inspectors. Feedback and recommended comments to provide to the Province as part of the ERO commenting window are summarized below:

Development Changes Act:

The following comments with respect to the proposed changes to the DCA have been provided by Watson and Associates:

1) Eligible Services

The Bill will remove “soft services” from the DCA and create a new Community Benefit Charge under the Planning Act which must be done by by-law.

The municipality will have to prepare a community benefits strategy that identifies the facilities, services and matters that will be funded from the charge and complies with any prescribed requirements. The amount of the charge can't

exceed an amount equal to the prescribed percentage of the value of the land as of the valuation date which is the day before building permit issuance. Valuations are to be based on the appraised value of land. Any funds received must be paid into a special account. In each calendar year the Municipality has to spend or allocate at least 60% of the funds in the account. Annual reporting will be required but has not yet been prescribed and transitional provisions between the DC fund and this charge will be coming.

Concerns/Comments:

- a. *Full implications are not yet known.*
- b. *More information is needed as to what items can be included in the community benefit charge and what percentage of the value of land is to be eligible for collection. If the same percentage is used across the Province, this may yield nominal funds for Municipalities outside the GTA.*
- c. *It is also unknown as to the process required to adopt the strategy and by-law or how this charge will be applied in a two tier system or how land will be valued in a two tier system.*
- d. *Land appraisals and the ability of the applicant to challenge the appraisal could make a system based on land values cumbersome and expensive. It is also unclear how appraisal costs are to be recovered.*

2) Waste Diversion

The Bill will remove the mandatory 10% deduction for these services. No concerns as this is a positive change.

Payment of the DC over six (6) years-The Bill proposes that rental housing, non-profit housing and commercial/industrial/institutional developments pay their development charges in 6 equal annual payments commencing the date of issuance of an occupancy permit or occupancy of the building whichever is earlier. The Municipality can charge interest from the date of the first payment. If not paid, interest can continue to be charged and added to the tax roll.

Concerns/Comments:

- a. *The delay in collection will impact the DC cash flow. Because services will be constructed in advance of collection, there is the possibility that a Municipality may require financing and incur interest costs on that financing.*
- b. *It is unclear why commercial/industrial and institutional development is included*
- c. *The management of these payment schedules over time will put a burden on Municipalities to administer perhaps translating to higher fees in building/planning departments*

3) Date the DC amount is determined

The Bill proposes that the DC amount for all developments proceeding by site plan or requiring a zoning amendment shall be determined based on the DC charge in effect on the day of the application for site plan or zoning amendment.

Concerns/Comments:

- a. *Will result in a DC revenue shortfall as the chargeable rates will not reflect the current rate at the time development proceeds*
- b. *There should be a time limit on how long the development takes to move from site plan approval or zoning change to the issuance of a building permit. There is no financial incentive for builders to move quickly.*

4) Second dwellings or dwelling units

The bill will exempt these developments from DCs.

Concerns/Comments:

No concerns as our present by-law exempts these developments already.

Ontario Building Code Act:

1) Tarion Home Warranty Program

The Bill proposes that the Tarion Home Warranty program will now include a three stage consumer protection process through the introduction of the following:

- a. The publication of the Ontario Builder Directory, which allows home buyers to check out a developer's track record;
- b. Proactive risk-based inspections by Tarion during construction;
- c. A new "easy to use process" to help resolve disputes between new home owners and builders.

Concerns/Comments:

Presently, only professional builders are required to register for a new home with Tarion. There are builders who circumvent the rules by calling themselves "Project Managers" and thereby are not required to register as a builder. The home owner makes the application and signs off on the plans, and as a result waives the right to pursue any coverage through Tarion, often unknowingly. When issues arise post construction, the Municipal Building Department is often the first party to receive the call regarding incomplete work. The result is a series of Orders to Comply, which can only be levied on the property owner as the permit holder, and cannot require the "Project Manager" to complete the work.

Staff recommend that the Province require any builder, more broadly defined, be registered as a Tarion Builder to ensure that construction will adhere to Tarion regulations and coverage.

The Planning Act:

1) Shortening Decision timelines on Major Planning Applications

The Bill proposes to shorten decisions timelines on most planning applications to half from the current legislated timelines. Decisions on Official Plan

Amendments: 120 days; Zoning Amendments 90 days; and Plans of Subdivision: 120 days.

Concerns/Comments:

In a review of planning applications processed in the past two years, the Municipality averages 2.5 months (or about 75 days) from the initial deposit of an application to the passing of a bylaw for Official Plan and Zoning Amendments. The proposed shortened deadlines are not anticipated to have a dramatic impact to operating levels on the department but may result in an emphasis on the importance of pre-consultation prior to submission to ensure that applications can quickly be deemed to be complete at time of filing.

2) Introduction of Secondary Dwellings In or Accessory to Residential Uses

This policy becomes the crux of the “More Houses” proposal. The legislation seeks to recognize the potential to build an accessory unit/secondary unit (“Granny Flat”) within the primary dwelling unit and an ancillary building or structure. This policy will require municipalities to recognize the conversion of existing out buildings (garages, storage buildings, barns etc) or the addition of a new structure (Coach houses, Tiny Homes, Loft suits above a garage) on any lot which is zoned to have a single detached, semi-detached, or townhome (row) dwelling as well as a secondary unit interior to the dwelling house.

Concerns/Comments:

The legislation presents the potential to effectively triple the density of residential neighbourhoods in all zones. While the introduction of an additional unit on private services (well and septic) would spark the need for additional upsizing of septic systems or well permits; in the case of urban municipally serviced lots, there is no opportunity to review the impact of the sudden increased capacity of the water and sanitary services. Other concerns, particularly in the urban area, related to increased units include the ability to provide adequate landscaped space onsite to facilitate parking for tenants and owners, privacy and amenity areas and grading and drainage of stormwater.

Staff recommend that while the Municipality supports the increase of affordable housing options, that the legislation should provide general enough provisions to permit Municipalities to self-regulate where and when accessory units (particularly in ancillary structures) are appropriate and can be accommodated within the community.

3) Inclusionary Zoning to be used for Transit Oriented Development

The use of Inclusionary Zoning provisions would be reserved for use around designated “Major Transit Centres” and could not be applied widely across the Municipality, or in a municipality where transit is not in service.

Concerns/Comments:

As part of the Affordable Housing Strategy that staff have committed to undertaking following the approval of the Community Official Plan Amendment, the option of making use of Inclusionary Zoning provisions to encourage mixed housing types, densities and income thresholds would no longer be applicable in Mississippi Mills.

Staff recommend that Council suggest that the Bill be amended to retract this proposal and continue to allow Municipality's to determine where inclusionary zoning is appropriate to use within local contexts.

4) Grounds for Appeal to No Longer Be Limited to “Consistency and Conformity”

As part of the introduction of LPAT, the Planning Act was amended to limit appeals to planning arguments that demonstrated that a decision of Council did not “Consist with and conform to the PPS and OP”. The Bill proposes to return to the former OMB appeal rights, wherein a participating party may appeal with a planning rationale based on “good planning” merits.

Concerns/Comments:

The intent of the “Consistency and Conformity” rule was to expedite approval timelines when a development demonstrates that it meets the intention of the PPS and Community Official Plan. As the implementation of this previous amended has only been in effect for less than 12 months, it is hard to assess if it is indeed effective and meeting its desired objectives.

The impact of returning to the “good planning” argument may result in an increased number of appeals (back to OMB statistics) and an increased timeline for approvals, however given the limited observation time it is hard to draw a meaningful conclusion. Staff do not have a recommendation for comment on this proposal.

Land Planning Appeals Tribunal:

1) Return Decision Making Status to the Tribunal

When initially established, the role of LPAT was to evaluate applications and refer decisions back to Council for reconsideration where warranted. This was a dramatic departure from the OMB, where a Board member could overrule the local council and implement conditions of approval as they deem appropriate. The argument for LPAT was to establish local councils as autonomous decision makers who understand and can implement development oversights within their local context more appropriately than a third-party judicial body.

Concerns/Comments:

As LPAT has been in place for less than 12 months, it is hard to distinguish if the tribunal is indeed meeting its new mandate effectively. However, staff strongly object to the opportunity to return to de novo hearings as they present the

opportunity for the presentation of an entirely new proposal without due consultation with public stakeholders or Council directly.

Staff recommend that Council endorse the proposal to recruit additional Tribunal members in an effort to expedite hearing scheduling and decisions, but voice concern relating to the reversal of Council autonomy in decision making by restore decision making authority to the Tribunal and returning to de novo hearings.

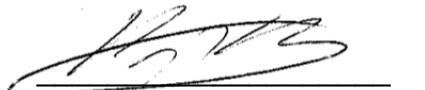
SUMMARY:

Given the breadth of scope proposed by Bill 108, staff would also highly encourage Council to recommend that the Province halt the legislative advancement of Bill 108 to allow for a robust public and stakeholder engagement process, with implementation of the bill in 2020. The staff report only includes an analysis of the amendments to four of the 13 amended Acts, and staff have been unable to receive formal comments from stakeholder groups (ie the Municipal Heritage Committee) regarding the proposed amendments given the limited commenting window.

All of which is respectfully submitted by,

Reviewed by,


Niki Dwyer MCIP RPP
Director of Planning


Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

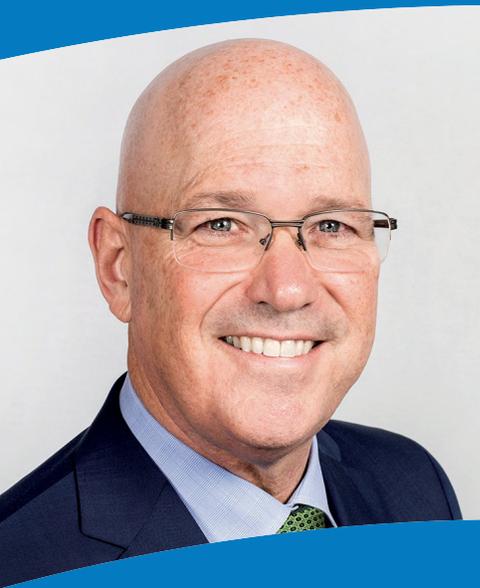
Attachment 1 – More Homes More Choice Action Plan (MMAH Publication)



More Homes, More Choice:

Ontario's Housing Supply Action Plan

May 2019



Steve Clark

Minister of
Municipal Affairs
and Housing

Minister's Message

Every town, city and community in Ontario is unique. But no matter where you go, one thing is the same – people are looking for housing that meets their needs and their budget.

Young families are searching for their first home, close to schools, where they can build a life and raise children. Seniors are thinking about down-sizing and want homes that meet their needs as they age, staying in neighbourhoods they love. College and university students need a place to live close to school while they study. So many people want to live where they can commute to their jobs easily, and get home to family and friends faster, so that they can enjoy their down-time.

Everyone is looking for something different, and each person has a budget. The cost of buying a home is becoming out of reach for many and affordable rentals are too hard to find. Plus, the cost of housing is hurting Ontario's economy, making it harder to attract investment and create jobs.

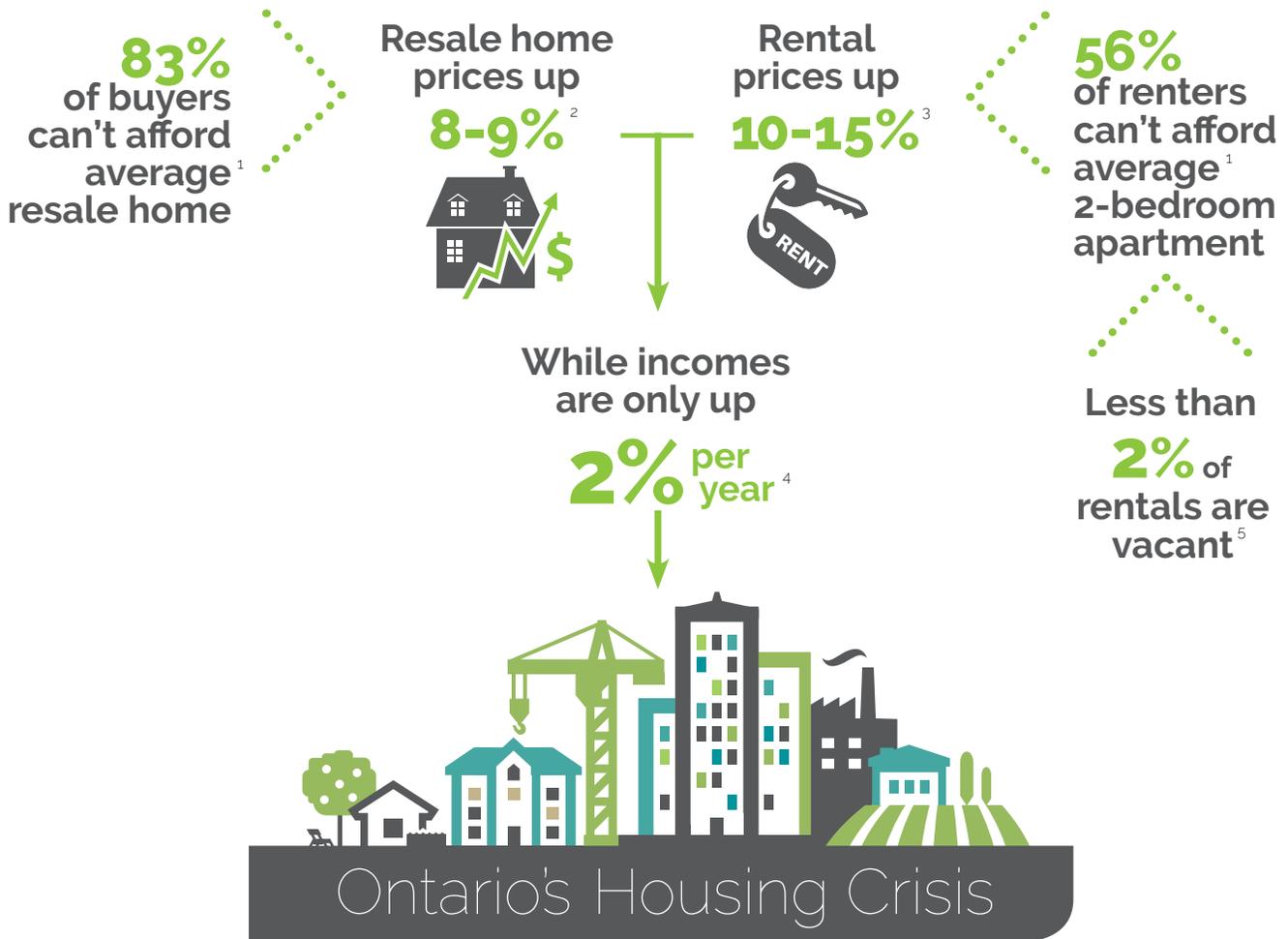
Ontario needs more housing, and we need it now. It's time for our government to take action.

We must build smart and we must be flexible. Housing must be built in the right places, so we can maintain Ontario's vibrant agricultural sector and employment lands, protect sensitive areas like the Greenbelt and preserve cultural heritage. Every community should build in response to local interests and demand, building a mix of housing to accommodate diverse needs.

Government cannot address the housing crisis on its own. We can make it easier for municipalities, non-profits and private firms to build housing. We can help to boost supply and give people more choice.

More Homes, More Choice outlines our government's plan to tackle Ontario's housing crisis and encourages our partners to do their part by starting now, to build more housing that meets the needs of people in every part of Ontario.

Home prices and rents in many large and mid-sized cities have risen faster than incomes.



Less than **7%** of new housing built in the past 20 years was intended for rentals

10 years to build apartments in the GTA

It takes **2+ years** for site plan approvals for new buildings and major renovations

Lengthy approvals and high costs have slowed down the building of new housing and rentals.

Sources: based on data from Statistics Canada, Canadian Real Estate Association, PadMapper, Canada Mortgage and Housing Corporation, RESCON: Streamlining the Development and Building Approvals Process in Ontario, July 2018 and BILD: Build for Growth in Toronto. 1. Estimates based on Statistics Canada (household incomes), Bank of Canada (mortgage rate), Canada Mortgage and Housing Corporation (apartment rents and mortgage insurance rate) and Canadian Real Estate Association (resale home prices). 2. Ontario and the Greater Toronto Area on average 2014-18. 3. Asking (median) rents for two-bedroom apartments as of February 2019. 4. After-tax (median) household incomes 2008-17. 5. Canada Mortgage and Housing Corporation 2018 Rental Market Survey



Ontario's Housing Crisis

This infographic details the realities of Ontario's housing crisis. But how did we get here? To start, building housing takes too long and costs too much. There is red tape, unexpected changes and government fees that add years of paperwork and can also contribute tens of thousands of dollars to the cost of an average home. These layers of regulation and "not-in-my-backyard" attitudes make it hard to build different kinds of homes – the townhomes, mid-rises and family-sized apartments that the people need. Meanwhile, rents skyrocket because it is difficult and costly to build new rentals and to be a landlord.

The Province doesn't build housing, but we can cut red tape to create conditions that make it easier to build housing and introduce policies that encourage densification. We can also make the most of infrastructure investments and encourage more density around major transit stations. We can do all these things while maintaining important protections for existing residents of stable communities, a vibrant agricultural sector, employment lands, the Greenbelt, our cultural heritage and the environment.

VISION

All Ontarians can find a home that meets their needs and their budget.

Our plan will:

Cut red tape to make it easier to build the right types of housing in the right places.

Make housing more affordable.

Help taxpayers keep more of their hard-earned dollars.



Housing innovation isn't just about new designs and materials, it's about creative partnerships too. By working together, non-profits, co-ops and the private sector can help solve Ontario's housing crisis.

Housing For All Ontarians

When individuals find a home, they are healthier and more productive. This benefits not only the individual, but also the province, as each person has the opportunity to contribute to our economy.

More housing that meets people's needs and budgets boosts Ontario's economy by helping us keep jobs and support job creation. Businesses – from manufacturers to high tech firms – need employees, and those employees need affordable places to live. By making housing more affordable, businesses large and small will invest in Ontario again.

More Homes, More Choice is about unlocking the development of all kinds of housing. From ownership to rental housing, whether built by private developers or non-profits, our action plan will help give people more choice and help bring costs down.

This plan is complemented by our **Community Housing Renewal Strategy**, which helps people with low and moderate incomes who can't afford today's high rents to find affordable housing. It will transform a fragmented and inefficient system into one that is more streamlined, sustainable and ready to help people who need it most. It also includes early steps to improve community housing across the province:

- Helping tenants become economically self-sufficient;
- Making it easier to predict and calculate rent;
- Shortening waiting lists;
- Helping people in greatest need; and
- Making community housing safer.

We will work with municipalities and non-profits to sustain, repair and grow our community housing system.

Together, these plans respond to the diverse housing needs of all Ontarians.

What We Heard

We asked the people of Ontario to share their ideas on how to build more housing and make housing more affordable. We received **more than 2,000 submissions**.

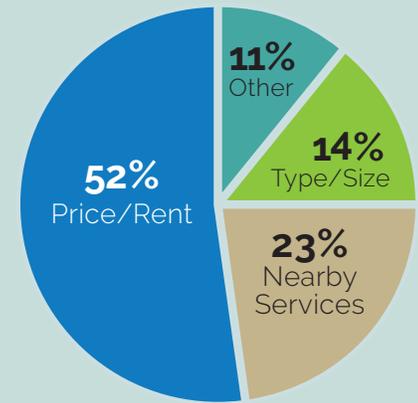
Over 85 per cent of the submissions came from the public and more than half said affordability was their top criteria when looking for a home, followed by having transit, schools and services nearby.

As well as the online consultation, we held dozens of meetings with stakeholders from across the province and hosted a forum with more than 200 experts to discuss innovation.

While we heard loud and clear that finding a home is important, Ontarians said that we must protect our environmentally sensitive areas, including the Greenbelt, cultural heritage assets and key employment and agricultural lands.

We heard that the government should focus development in areas with existing services, transit and infrastructure.

Ontarians' priorities when looking for a home



Source: Ontario housing supply consultation, 2019

We heard that housing rules need to be easier to understand, for example when homeowners want to build and rent out a basement apartment. As we act to help build more rentals, we heard that protecting tenants from unlawful evictions and making sure buildings are well maintained were top priorities.

More Homes, More Choice proposes a range of solutions – early steps and longer-term approaches – to address Ontario's housing crisis. There is no quick fix for such a complex and wide-ranging issue as housing and our plan lays the foundation for the future.



“We are not touching the Greenbelt. We will protect it and all its beauty.”

– Premier Ford
(Twitter, December 7, 2018)

Housing Supply: Ontario's Five-Point Plan

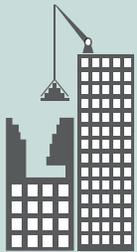
- 1. Speed:** Red tape and paperwork can add years to a construction project. We will maintain Ontario's strong environmental protections, while making the development approvals process faster.
- 2. Cost:** Layers of permits, government approvals and charges by municipalities add to the cost of building new homes. We will make costs more predictable, to encourage developers to build more housing.
- 3. Mix:** We'll make it easier to build different types of housing – from detached houses and townhomes to mid-rise rental apartments, second units and family-sized condos. We need a variety.
- 4. Rent:** There are more people looking for homes than there are places to rent. We will protect tenants and make it easier to build rental housing.
- 5. Innovation:** This means everything from new housing designs and materials to creative approaches to home-ownership and more. We'll encourage more innovation and creativity in Ontario's housing sector and make sure government isn't standing in the way.

What We Have Already Done

We inherited Ontario's housing crisis, and we are taking action to fix it.

Skilled Workforce To Build Ontario's Homes

For the people of Ontario, we need to build more housing and build it faster, which means home builders need construction tradespeople, including carpenters, plumbers and electricians. Our plan to build a skilled workforce,¹ including reforming apprenticeships and supporting the skilled trades, will help more people learn these critical skills and get these great jobs.



In the last six months we've freed up land to build new housing in communities across Ontario – from London to Quinte to Hornepayne.

Land To Build Ontario's Homes

We will sell the hundreds of unused properties across the province that

the government owns, and wastes millions of taxpayer dollars every year to maintain, to build more homes, long-term care facilities and affordable housing.

More Choice For Renters

Rent control made finding a rental unit harder for renters and discouraged landlords and developers from creating more apartments. We've exempted new rental units from rent control to encourage new rental construction so that there can be more choice for tenants. An increase in supply should help bring rents down..

Cost-effective Building

Wood is a renewable resource as well as an innovative, cost-effective and modern building material that supports 150,000 jobs in Ontario's forestry sector. In our Made-in-Ontario Environment Plan we committed to increase the use of timber in the home building industry, and this includes training architects, engineers and skilled trades to work with wood and encouraging mass timber demonstration projects.



Spending too much time in your car? We can cut commute times by building more mid-rise housing in existing neighbourhoods, close to work, school and services.

¹ In fall 2018, the government introduced the Making Ontario Open for Business Act, 2018, which reduced journey-person-to-apprenticeship ratios where they apply, placed a moratorium on trade classifications and reclassifications, and enabled the winddown of the Ontario College of Trades. The government's vision for a modernized, client-focused apprenticeship and skilled trades system will be implemented through the following initiatives:

- Establishing a new governance framework through proposed new legislation to replace the Ontario College of Trades and Apprenticeship Act, 2009;
- Encouraging employer participation in the apprenticeship system through a new financial incentive program to support employers to come together and train apprentices;
- Modernizing service delivery in apprenticeship by developing a new client-facing digital system, including a one-window digital portal for apprentices; and
- Promoting apprenticeship and the skilled trades as a pathway choice for all students from kindergarten to Grade 12.

2019 Ontario Budget: Reforming Apprenticeships and Supporting the Skilled Trades.
<http://budget.ontario.ca/2019/chapter-1d.html#s-10>

Investing In Infrastructure

Our action plan to boost the supply of housing means Ontario will need more infrastructure, in good repair. Our ten-year, \$30 billion cost-shared federal, provincial and municipal infrastructure program will help ensure Ontario has the roads and bridges, transit, green infrastructure, and community, culture and recreation facilities needed.

Improving Transportation Networks

The Province has also invested in transit across the province – including improved service for transit users and commuters as well as the reveal of our government's transit vision. We're also making it easier to transform commuter parking lots at transit stations into places with homes and businesses. We have already revealed plans for transit-oriented development at Mimico and Woodbine, and this is just the start.

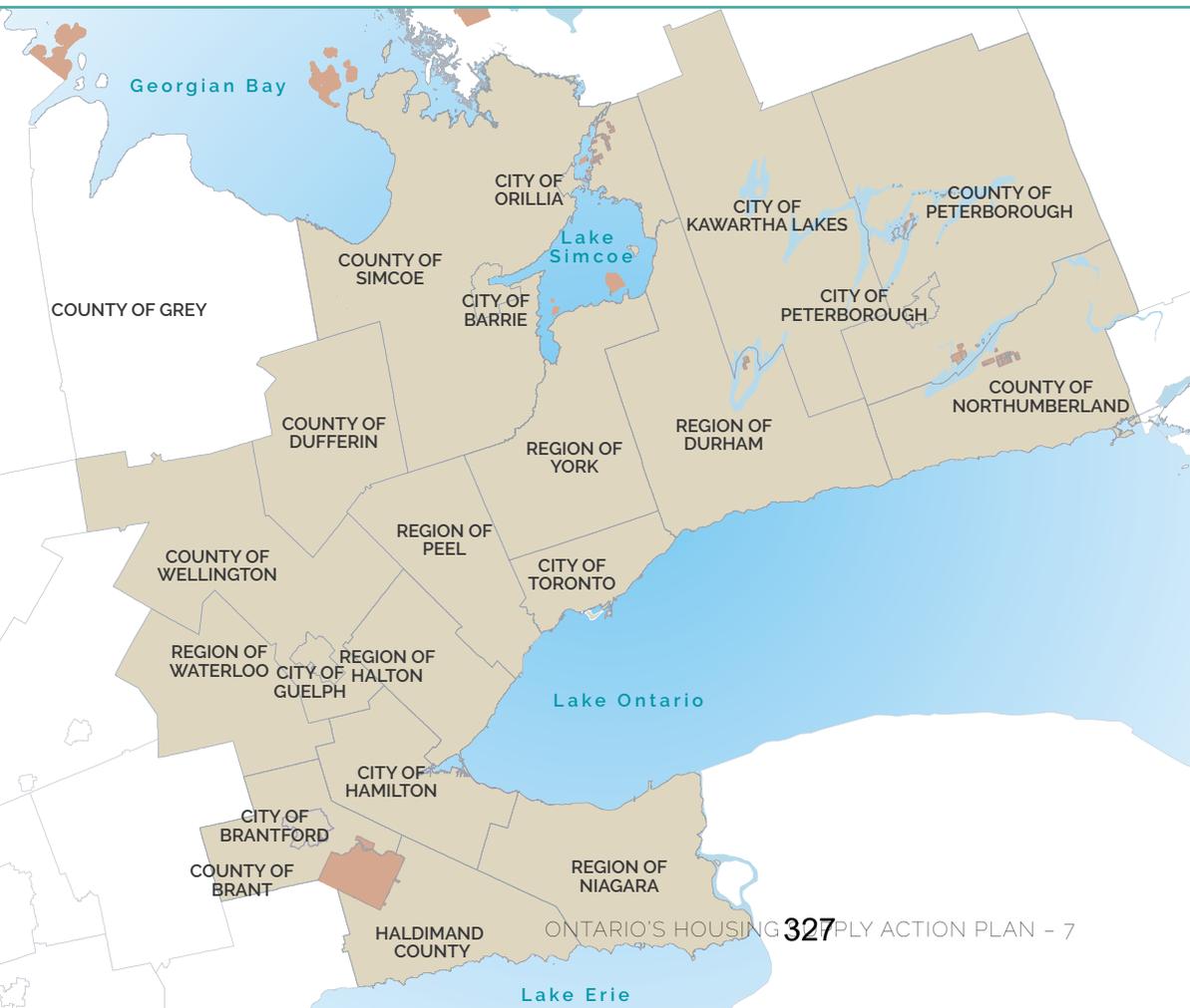
Greater Golden Horseshoe

The Greater Golden Horseshoe is the economic engine of our province, generating more than 25 per cent of Canada's Gross Domestic Product.

Right now, approximately 9.2 million people, or **25 per cent of Canada's population**, live in this area and that number keeps growing – fast.

To make sure that our policies put people first, we are updating A Place to Grow: Growth Plan for the Greater Golden Horseshoe. It is the product of a broad consultation where we heard from more than 1,100 people and received more than 650 submissions. We heard the government should facilitate the building of affordable housing options near transit to prevent sprawl and protect agricultural lands. The plan will help manage growth so communities in the region develop in ways that expand economic opportunity, while maintaining protections for our environmentally sensitive areas, including the Greenbelt, cultural heritage assets, and key employment and agricultural lands.

We need to build more housing that people can afford so people have places to live near stable, reliable employment. That's why we're creating provincially significant employment zones to make sure that businesses – from manufacturers and industrial parks to high-tech offices – have room to grow.



By 2041,
the Greater
Golden
Horseshoe
is expected
to house
**13.5 million
people.**



What We Are Doing

It can take years of paperwork before a shovel ever breaks ground on a new housing project. Some government policies and processes are duplicated and can create delays for no reason, which drives up costs for home buyers.

That's why we're reviewing every step of the development process and every policy, regulation and piece of legislation to eliminate unnecessary steps, duplication and barriers. We are cutting red tape and as we do, we are holding firm to our commitment to ensure the health and safety of Ontarians, and protect the environment, agricultural lands and our rich natural heritage.

Making It Easier To Build New Housing

Land use planning helps municipalities manage land and resources and guides decisions about where to build homes and factories, where to put parks and schools, and where roads, sewers and other essential services are needed. We're proposing changes to the **Planning Act** to:

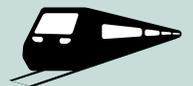
- Bring housing to market faster by speeding up local planning decisions and making the appeals process more efficient;²
- Make it easier for homeowners to create residential units above garages, in basements and in laneways;³



We are making it easier and faster to build more housing near transit.

For example, areas around bus and light rail stations could see

2,100 to 5,500 new homes.



Across Ontario, there are empty-nesters who want to downsize, but they can't find or afford the home they need near family and friends. If they could, it might free up a larger home for a young couple looking for a house with more space for their growing family, close to a park and a great school. Instead, everyone feels stuck.

- Help build housing, including affordable housing, near transit;⁴
- Help municipalities implement community planning permit systems (e.g. in major transit station areas and provincially significant employment zones), which will streamline planning approvals to 45 days;⁵

2 The proposed planning decision timelines are 120 days for official plans, 90 days for zoning by-laws and 120 days for plans of subdivision. The Local Planning Appeal Tribunal's authority is also proposed to be broadened to allow the tribunal to make decisions based on the best planning outcome for appeals of major planning matters. This Planning Act change would be supported by changes that are being proposed to the Local Planning Appeal Tribunal.

3 Changes are proposed that would authorize additional residential units for detached, semi-detached and row houses in both the primary dwelling and ancillary building or structure.

4 Changes are proposed that would focus the use of inclusionary zoning to areas that are generally high-growth and are near higher order transit. This includes protected major transit station areas and areas where a community planning permit system has been required by the Minister of Municipal Affairs and Housing.

5 Changes are proposed that would enable the Minister to require the use of the community planning permit system in specified areas, such as major transit station areas and provincially significant employment zones, and remove appeals associated with its implementing planning documents.

- Simplify how funds are collected for community benefits such as parks and daycares;⁶
- Make upfront development costs easier to predict;⁷ and
- Give communities and developers more certainty on what they can build, and where they can build it.⁸

An item sent to the Local Planning Appeal Tribunal is still waiting for a decision, seven years later. That's thousands of homes stuck in the pipeline, waiting to be built, and seven years of rising costs. Getting rid of that backlog will bring new housing to market, today.

Conflicts can arise during the process of land use planning. The **Local Planning Appeal Tribunal** hears these disputes, but there is a backlog of Ontario Municipal Board legacy cases – approximately 100,000 units are tied up in Toronto alone. There are also too many complex processes standing in the way of creating new housing. We're proposing changes to:

- Hire more adjudicators to help address the backlog of legacy cases by investing \$1.4 million in 2019-20;

- Ensure the tribunal has the powers and resources needed to make more timely decisions;
- Allow the tribunal to make the best planning decisions in the place of Council;⁹ and
- Charge different fees and move towards a cost recovery model, while allowing community groups and residents to maintain affordable access to the appeals process.

As more housing is built, we want to create strong, healthy communities. That means balancing environmental, economic and social factors, protecting health and safety, and managing resources wisely. We're considering changes to the Provincial Policy Statement to:

- Encourage the development of more and different types of housing;
- Reduce barriers and costs for developers and provide greater predictability;
- Update planning and development policies to reflect Ontario's changing needs; and
- Recognize local decision-making in support of new housing and economic development.



Large homes and tiny condos only work for some people. We need a mix of housing types – such as multiplexes, low- and mid-rise apartments – and sizes, like condos that are large enough for families.

6 A new authority is proposed to be created under the Planning Act that would allow municipalities to charge for community benefits, like libraries and daycare facilities.

7 The proposed new community benefits authority would make upfront development costs more predictable by replacing the existing density bonus provisions in the Planning Act, development charges for discounted services (i.e., soft services), and in some cases, parkland dedication.

8 In addition to the proposed changes to help municipalities implement the community planning permit system and focus the use of inclusionary zoning, changes are also being proposed that would limit third party appeals of plans of subdivision and approval authority non-decisions on official plans and official plan amendments. Third party appeals are generally appeals made by someone other than the person who made the application or the municipality.

9 Through proposed changes to the Planning Act and the Local Planning Appeal Tribunal Act, 2017, the Local Planning Appeal Tribunal would be able to make decisions based on the best planning outcome by giving the tribunal the authority to make a final determination on appeals of major land use planning matters and removing existing restrictions on a party's ability to introduce evidence and call and examine witnesses at hearings.



Development charges help pay for infrastructure such as roads, transit, water/sewers and fire and police facilities. We believe that growth must pay for growth and it's important that municipalities have the resources to support complete communities. Municipalities collect development charges following processes set out in the **Development Charges Act**. We're proposing changes to:

- Reduce the costs to build priority housing types, like second units;¹⁰
- Fully cover municipalities' waste diversion costs;¹¹ and
- Make the costs of development clear from the outset. This will protect new home buyers, as development charges are often passed directly on to the consumer.¹²

Exempting secondary suites in new homes from development charges may make the homes **more affordable** and **create more rental housing**.

Ontario's Building Code sets standards for safe, healthy and accessible buildings. We're proposing to:

- Remove the requirement that all new homes include the infrastructure for an electric vehicle charging station – whether the purchaser owns an electric vehicle or not – reducing unnecessary costs; and
- Harmonize our Code with National Codes to open new markets for manufacturers and bring building costs down.

When a board has more students than it has school space to accommodate them, it can levy education development charges on new development. These fees are used to acquire sites to help accommodate children from new developments, so they can learn close to home. After consulting with stakeholders, we're proposing changes to the **Education Development Charge framework** to:

- Allow only modest increases in education development charges to help make housing more affordable; and
- Allow for innovative and lower-cost alternatives to site acquisition.

10 Under the proposed amendments, subsection 2(3.1) of the Development Charges Act would provide that the creation of one second dwelling unit in prescribed classes of new residential buildings (and ancillary structures) would be exempt from development charges. The classes of residential buildings would be prescribed in regulation.

11 Currently capital costs for waste diversion must be reduced by 10 per cent when determining development charges. Under the proposed amendments, paragraph 10 of subsection 2(4) of the Development Charges Act would provide for no percentage reduction in costs for waste diversion services, as defined in the legislation.

12 Today, development charge rates are generally determined at the point that the first building permit is issued. To increase certainty of development charge costs, the proposed new section 26.2 of the Development Charges Act would provide for development charge rates to be frozen at an earlier point in time (i.e. if/when an application is made for the later of site plan or zoning approvals) and would continue to be paid at the usual time (generally building permit issuance).



What if we re-think what we already have? Can we convert old, vacant buildings into new, modern homes? We need to add different types of housing to existing neighbourhoods, while protecting their character.

We all want Ontario's workplaces to be safe and healthy, including construction companies. We're proposing changes to the **Occupational Health and Safety Act** to:

- Reduce employers' training costs and unnecessary paperwork; and
- Make it easier to certify employer Joint Health and Safety Committee representatives.

Reducing **Workplace Safety and Insurance Board** premiums for construction company employees who don't work in the field will help reduce construction costs – especially for smaller firms.

Protecting What Matters

Ontario's natural and historic resources are protected in legislation – in some cases, different and overlapping laws, enforced by multiple agencies. We will maintain important protections, while reducing duplication and making it easier for people to understand what the law means.

Ontario values and protects its heritage properties while working with property owners and communities to manage change and compatible development. We're proposing changes to the **Ontario Heritage Act** to:

A non-profit housing project in Hamilton requested a minor change and waited almost two years for approvals. In that time, construction and material costs increased by **20-25%**.

Our plan would help reduce official plan approvals timelines by three months, subdivision plans by two months, and zoning by-law changes by two months to cut red tape and help build housing faster.



- Maintain local control over heritage conservation decisions, while providing clear direction and timelines for local decision-makers, heritage professionals and development proponents about protecting heritage properties;¹³ and
- Create a consistent appeals process.¹⁴

¹³ Creating new mandatory standards for designation by-laws and establishing new time limits to confirm a complete application for alteration and demolition, and for designation decisions. This will help ensure that timelines are not extended inappropriately to hinder development.

¹⁴ Ensuring municipal decisions on designation and alterations to heritage properties can be appealed to the Local Planning Appeal Tribunal, whose decisions are binding. The body that currently reviews those appeals is the Conservation Review Board, whose recommendations are non-binding.

Before they start a project, the province, municipalities, private firms and public bodies must consider the effects on the environment. These complex, administrative steps can slow down projects – like transit, flood protection or roads – that affect housing development, even if they pose little risk to the environment. We will streamline processes and identify efficiencies while protecting the environment and human health. We're proposing changes to the **Environmental Assessment Act**, the **Environmental Protection Act** and regulations to:

- Address duplication and streamline processes for projects that pose little risk to the environment;
- Provide clarity to proponents from the outset by better recognizing other planning processes;
- Reduce the amount of soil sent to landfill from construction sites, by making it easier and safer to reuse soil and penalizing those who illegally dump excess soil;
- Clarify the rules and remove unnecessary barriers to building on vacant land, to put prime land back to good use while protecting the environment and human health; and
- Improve service standards to reduce delays.

Conservation authorities protect people, property and natural resources from the threats and impacts of extreme weather and flooding. We're proposing changes to the **Conservation Authorities Act** to:

- Clearly define conservation authorities' core programs and services, such as flood protection, and only require municipalities to pay for these services, not frivolous additional expenses;
- Give municipalities more say over non-core programs and services and how municipalities pay for them;
- Streamline and standardize conservation authorities' role in municipal planning to reduce overlap, making approvals faster and less expensive; and
- Improve governance and accountability.

We can improve the effectiveness of our environmental protections and ensure a balanced approach between a healthy environment and a healthy economy. Under the guiding principles of clear rules paired with strong enforcement, streamlining and eliminating duplication and making transparency a priority, we're proposing changes to the **Endangered Species Act** to:

- Make it easier to harmonize the Endangered Species Act with other equivalent legislation;
- Establish Canada's first Species at Risk Conservation Trust so project proponents can support strategic, coordinated and large scale actions instead of completing piecemeal requirements for permits, agreements and regulatory exemptions;
- Offer more certainty by improving processes;
- Provide clarity on how protected species are identified and transparent rules on how to protect habitat; and
- Support a modern ecosystem-wide approach to species protection, one that balances competing interests, that is effective and efficient.

To bolster our commitment to make Ontario open for business, open for jobs, our government will consult on the provincial natural heritage system policies to improve current access to mineral aggregate resources strictly within the Growth Plan area. Our goal is to foster an environment for growth while maintaining our commitment to conservation by cutting red tape and reducing regulations that currently stand in the way.



What We're Doing for Renters

In today's market, finding an affordable rental apartment can feel like winning the lottery. People are renting longer and more people are looking for a place to rent, but new construction has focused on condominiums rather than rental apartments.

Many of the changes in **More Homes, More Choice** will make it easier to build rental housing. For example, right now, home builders pay development charges up-front. A developer who builds a house and/or condominium builders can offset these development charges by preselling units. A developer who builds a rental unit can't. By postponing development charges until the buildings are rented, developers will be encouraged to start building rental housing again. **More Homes, More Choice** will also work to cut red tape around development approvals so new homes will be available to rent sooner.

We're encouraging small landlords to create new rental units too, by making it easier to build second suites (like basement apartments) and helping them navigate the complicated building code approvals process. We are also expanding development charge exemptions to include second units in new homes.

As more rental units are built, tenants will have more choices and rents will decrease.

Creating more rental units is an essential part of our action plan. But once they have a place to live, renters shouldn't have to worry about being treated unfairly or being unlawfully evicted. Ontario has strong protections for renters and we will do more to help tenants and landlords know their rights and how to resolve disputes.

Many people prefer to rent. But high home prices mean those who want to buy are also renting, or renting longer, which drives rents up. We need more housing – to own and to rent – to bring the market back to balance.

Making it easier for landlords to navigate the complex building code approvals process will help create more rental housing. In Ontario, roughly **30,000 to 35,000** new homes are built each year, and many of them could include secondary suites, like basement apartments.



Helping renters and landlords resolve disputes is the role of the Landlord and Tenant Board, but a shortage of adjudicators has created delays – average wait times are more than two months! The government is working with Tribunals Ontario on addressing shortages of adjudicators at the Landlord and Tenant Board. There have been a number of recent appointments and recruitment is underway to fill other adjudicator vacancies.

Our government is also providing more than one billion dollars in 2019-20 to help sustain, repair and grow community housing and help end homelessness. Hundreds of organizations across Ontario have long-standing agreements to provide community housing to Ontario's most vulnerable, and as many of these agreements approach their end, our government's Community Housing Renewal Strategy will help them become more sustainable.

What are the rules for creating a basement apartment or converting another space in the house to rent it out? We will give homeowners a user-friendly checklist to help them build legal second units.



As we age, our circumstances change. We're independent, but don't necessarily want to live alone. We need to unlock the equity we've built up in our homes and we're looking for modern, accessible options.

What We Will Do

While we've started comprehensive legislative changes, there is more work to do to make it easier to build homes across the province.

Different parts of Ontario need different solutions. In the North, construction is more expensive and the season is short, but the planning approvals process doesn't take that into account. Some municipalities – especially in Northern and rural Ontario – have faced excessive red tape and administrative burdens that make no sense in the local context or market. That needs to change.

Whether you're building a few homes a year, or hundreds of homes every month, large parts of the planning process are the same. To remove red tape and make sure the approval process fits the project, we are working with municipalities and developers to understand what works, and what doesn't. These specific changes save local communities time and money.

We also need more data about Ontario's housing system so everyone can understand what is working and what isn't. We'll work with our municipal and federal partners to gather the information needed to drive informed decisions and make a difference for the people.

Employers need housing solutions too. Particularly seasonal industries like tourism and agriculture, or in rural areas where housing

is in short supply. Companies struggle to fill these jobs because employees have no place to live. We'll work with municipalities and businesses to find housing solutions that help communities across Ontario attract investment and good jobs.

To solve new problems, you need new ideas. By working together, the private, public and non-profit sectors can achieve far more than they can on their own.

The City of Ottawa is encouraging tiny houses – small units that have environmental and economic benefit. We are working with municipalities and creating DIY guides for consumers, to encourage innovative ideas like Ottawa's tiny houses.

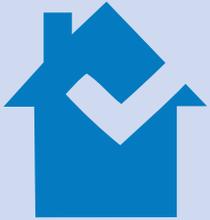
Innovative designs, construction techniques and materials can bring costs down and give consumers more choices, including making homes more accessible as we age and for people with disabilities. Our upcoming Forest Sector Strategy will help Ontario's forest industry innovate and build homes with advanced technologies, such as engineered wood products and prefabrication – housing that is manufactured off-site, in sections that can simply be shipped and assembled.

Fresh approaches to housing and home-ownership also give people more choices – like a “life lease” that allows a senior to age in place, without having to own their home. Or if seniors who want to co-own a house instead of living alone or moving into a retirement home. We’re developing guides to make it easier for people who want to live differently.

By clarifying rules and helping people understand how to take advantage of creative solutions, we will make it easier to innovate. We will continue to review our legislation and regulations to make sure they spur – not restrict – flexibility, creativity and new solutions.



Consumer Protection



Buying a home is the biggest investment most people make and the lack of housing supply has made the dream of home ownership out of reach for many Ontarians.

We’re looking at all stages of the new home building and buying process, to protect consumers:

- **Before they buy a home:** making it easier for new home buyers to check out a developer’s track record in the Ontario Builder Directory
- **During construction:** adding more proactive, risk-based inspections by Tarion during construction to make sure homes are built properly
- **After they move in:** when new home buyers have problems, creating an easy-to-use process to help them resolve disputes quickly and fairly

We’re transforming the broken Tarion Warranty Corporation – which protects new home buyers against shoddy construction and delays – so home builders aren’t regulating themselves. We’re strengthening protections for new home buyers and helping people who have bought condominiums, only to have the project cancelled.

We believe people right across Ontario and in every stage of life should be able to find a home that meets their needs and their budget.

Conclusion

We inherited a confusing and broken housing development system that's impossible for people and home builders to navigate and this has led to a housing shortage and skyrocketing housing prices and rents.

The people of Ontario deserve better.

We cannot fix the housing shortage on our own, but we can cut red tape to make it easier to build new housing for people to rent or own. We will give the people of Ontario more choice and make housing more affordable.

More Homes, More Choice outlines how we will cut red tape and reduce regulation, so it is easier to build homes – including different types of homes – so that the people of Ontario can find something that suits their needs. Our plan will spur innovation while protecting tenants, health and safety, our cultural heritage and the environment. This plan encourages developers, municipalities and communities to work together to ensure the hard-working people of Ontario will have homes that meet their needs and their budgets.

Ministry of Municipal Affairs and Housing
ontario.ca/morehomes

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Disponible en français

Here are the highlights from the regular Lanark County Council meeting held Wednesday, May 22.

- **Children's Services Five-Year Plan:** Council has adopted the Children's Services Five-Year Service Plan following a presentation by Children's Services Manager Tammy Kealey-Donaldson earlier this month. She explained the county is the system manager for children's services and is responsible for planning, administration and operation of licensed child-care programs. It also coordinates and administers delivery of Ontario's Child Care Fee Subsidy; develops local service plans in coordination with school boards and local providers; oversees local EarlyON Child and Family Centres; supports local service providers in terms of governance, finance, operations and service planning; provides oversight to ensure provincial standards for quality; and writes the service plan. The five-year plan exercise sought information about community needs; identifies strategic priorities, outcomes and steps for implementation; identifies and addresses service gaps and opportunities; supports service coordination; aligns with municipal interests and provincial direction; and demonstrates consultation and accountability in the plan. Ms. Kealey-Donaldson outlined the provincial direction for child care and the new approaches in terms of affordability, flexibility (choice and availability) and maintaining high standards of care. The service plan included an extensive consultation process. Ms. Kealey-Donaldson noted the importance of child care in terms of supporting families, as well as social/economic benefits that make the community attractive to families and employers. The plan identifies seven priorities over the next five years, including promoting more early childhood educators in the county, increasing the number of child care spaces and hours of service, making efforts to keep costs affordable, advocating/supporting the necessity for special needs services, providing professional development activities to Early Years providers, reaching out to more isolated populations and at risk families, and increasing French-language programming. For more information, contact Tammy Kealey-Donaldson, Children's Services Manager, at 1-888-9-LANARK, ext. 2301.

- **Warden Sending Letter to Health Minister:** Council passed a motion authorizing the warden to send a letter to Hon. Minister Christine Elliott, Health and Long-term Care expressing council's concerns about announcements related to health units. The province recently announced the number of health units in Ontario will be reduced from 35 to 10 regional entities, and that the funding formula will change, although municipal budgets have already been passed for 2019. "Council supports the local health unit's view and encourages you to work with our health unit and other stakeholders to mitigate all negative financial impacts to municipalities, especially for 2019," Warden Richard Kidd (Beckwith Reeve) states in the letter. He encourages consultation prior to the implementation, along with appropriate municipal representation and no loss of service to the community. Health units that would be similar to Leeds, Grenville and Lanark for the new regional entity, he indicates, would include Kingston, Frontenac, Lennox and Addington, and the Hastings Prince Edward health units, which have similar populations with urban centres on the St. Lawrence/Lake Ontario and towns and hamlets throughout. It also encourages no division of the current health unit. "If the health unit is split between two new regional public health entities, it will compromise the public health programs and services currently delivered." Warden Kidd also expressed concerns about the financial impact of the change in the cost-sharing formula between the province and municipalities, which is estimated to be more than 1 per cent of the levy. "Council asks you to reconsider this change in funding and ensure that any changes are done outside of the current fiscal year for municipalities," he said, adding Lanark County Council "is proud of our health unit, its exemplary work, services and programs it provides to the residents of Leeds, Grenville and

Lanark, and asks you to ensure this is paramount moving forward.” For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.

- **Upcoming Meetings: County Council, Wednesday, June 12, 5 p.m.;** Community Services, June 12 (following County Council); Corporate Services, June 12 (following Community Services). **County Council, Wednesday, June 26, 5 p.m.;** Public Works, June 26 (following County Council); Economic Development, June 26 (following Public Works); **Special County Council, June 26 (following Economic Development)**. All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –

Mississippi Valley Conservation Authority Report
Councillor Holmes
June 4, 2019

The following are highlights from the May 15th Mississippi Valley Conservation Authority meeting:

1. Mississippi Valley Watershed Plan – Work Plan Update
 - October 2016, the terms of reference was approved for the development of a Mississippi River Watershed plan.
 - Current status:
 - The plan is in phase one which is the “Scoping and Characterization” of the plan
 - The conclusion of the work plan is scheduled for October 2020
 - A copy of the work plan is attached

2. Spring 2019 Flood Event Preliminary Report
 - Permit Fees for reconstruction will be reduced by 50%
 - General Manager received authorization to retain temporary support for up to 8 months in order to provide timely review and approval of permit applications.
 - Potential cost allocations arising from temporary staff and permit discounts amounts to approximately \$3,493 for Mississippi Mills.
 - A copy of the Spring 2019 Flood Event Preliminary Report is attached.

3. Mill of Kintail Museum Strategic Plan
 - report and draft plan received by the Board
 - developed as a condition to submit grant application to the Ministry of Tourism, Culture & Sport
 - Staff will be consulting with stakeholders and amend the Plan as needed prior to tabling with the Board in July.
 - Plan must be submitted by July 31, 2019
 - Copy of the draft strategic plan attached

4. Bill 108 Proposed Changes to Conservation Authorities Act and Regulation
 - At Board direction, a draft motion was prepared for endorsement by member municipalities that addressed the cut in base funding and requested existing provincial “Water and Erosion Control Infrastructure” funding for capital works be retained. There has not been significant uptake by member municipalities.

MISSISSIPPI WATERSHED PLAN - WORK PLAN			2019									2020											
WATERSHED PLAN ACTIVITIES		Meetings	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
PHASE 1	Drafting/Refinement of WP Background Documents		[Grey]																				
	Draft Work Plan		[Grey]																				
	Work Plan to Policy and Priorities Committee (May 16)	Policy and Priorities		[Blue]																			
	Board of Directors Tour - focus on Watershed Plan (Jun 26)	Board of Directors			[Green]																		
	Work Plan to MVCA Board of Directors (July 17)	Board of Directors				[Green]																	
	Letter to past SAC and WP Steering Committees						[Grey]																
	Advertise for Public Advisory Committee (PAC)							[Grey]															
	Recruit/Select PAC								[Grey]														
	BoD - update regarding WP progress and PAC (Sep 18)	Board of Directors							[Green]														
PHASE 2	Consultation with Municipalities/Technical Advisors/Others	Meetings & One-on-Ones							[Red]	[Red]	[Red]	[Red]											
	Table Backgrounder 1 - Policy and Priorities Committee	Policy and Priorities							[Blue]														
	1st Meeting of PAC - Brief on Work Plan, Backgrounder 1	Public Advisory Comm							[Orange]														
	Table Backgrounder 2 - Policy and Priorities Committee	Policy and Priorities								[Blue]													
	PAC 2nd Meeting - Backgrounder 2	Public Advisory Comm								[Orange]													
	Table Backgrounder 3 - Policy and Priorities Committee	Policy and Priorities									[Blue]												
	PAC 3rd Meeting - Backgrounder 3	Public Advisory Comm									[Orange]												
	Table Backgrounder 4 - Policy and Priorities Committee	Policy and Priorities										[Blue]											
	PAC 4th Meeting - Backgrounder 4	Public Advisory Comm										[Orange]											
PHASE 3	Draft Discussion Paper								[Grey]	[Grey]	[Grey]	[Grey]	[Grey]										
	Discussion Paper to Board of Directors	Board of Directors											[Green]										
	Public Consultation on Discussion Paper	Public Meetings (4 locations)											[Yellow]	[Yellow]	[Yellow]								
	Draft Watershed Plan													[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]	[Grey]		
	Table Watershed Plan - Policy and Priorities Committee	Policy and Priorities																		[Blue]			
	Watershed Plan to Board of Directors	Board of Directors																			[Green]		

REPORT

3010/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager and Gord Mountenay, Water Management Supervisor
RE:	Spring 2019 Flood Event Preliminary Report
DATE:	May 14, 2019

Recommendation:

That the Board receive this report for information and direct:

1. That costs for aerial photography of the Ottawa River be paid from the Operating Reserve.
2. That the General Manager be authorized to retain temporary support, if required, at a cost of up to \$50,000 in order to support timely processing of permit applications arising from the flood event.

1.0 PURPOSE

To provide a preliminary report to the Board on the recent 2019 spring freshet flood event, and the planning underway to support efficient recovery and reconstruction. A more comprehensive report will be prepared and provided to the Board and public later in the year.

The background and event summary sections focus on the Mississippi Valley watershed, while the balance of the report address matters across the entire jurisdiction of MVCA.

2.0 BACKGROUND

The Mississippi River watershed has seven lakes that provide a total of 131 Mm³ storage capacity. None of the dams operating at these lakes is considered large enough to be included in the Ottawa River Regulatory Committee map of the watershed. For comparison purposes, Bark Lake reservoir on the Madawaska River, *on its own*, has a capacity of 374 Mm³. In short, our watershed has very little storage capacity and, once it is used, operations must focus on safely channeling excess flows not trying to hold them.

Attachment 2 provides additional details on event communications, and web and social media uptake.

5.0 RECOVERY AND REBUILD PLAN

5.1 Permits

Unlike the May 2017 flood event on the Ottawa River, the April 2019 event has affected property owners throughout the entire Mississippi watershed as well as Constance Bay and environs. Following the 2017 event, MVCA received 55% more permits than the previous 3-year average. Given the extent of the 2019 event we expect the number of applications to potentially double the annual average. With that in mind, staff are examining ways to improve the intake and processing of permit applications as described below:

Communications

- Updating the MVCA web home page to provide easy access to flood recovery and permit information.
- Planning Open Houses to be held in three locations across in the Mississippi watershed to provide information to the public on the event and the opportunity to speak with staff on reconstruction and shoreline restoration permits.
- Coordinating an Open House with the City of Ottawa to be held in the Constance Bay area following flood abatement and recovery activities.

Permit applications

- Developing easy step-by-step instruction sheets on shoreline restoration and rebuilding.
- Simplifying forms and providing example drawings/diagrams.
- Exploring on-line completion and tracking of permit applications.

Business processes

- Realigning existing resources to enhance permit review capacity.
- Streamlining field operations to increase the number of sites visited in a day.
- Investigating grant opportunities to secure temporary staff to support timely turnaround of permit applications.

5.2 MVCA Structures

Dam structures are inspected every fall, usually after drawdowns are complete and before snowfall occurs. A second, less detailed inspection occurs each spring in preparation for the start of the dam operation season. Due to the severity of the 2019 flood, all dams will be inspected at the conclusion of the event. Issues at some dams have already been observed, for example:

- Mazinaw Lake Dam (erosion to the crest of the bypass channel, already inspected by a consultant);
- Kashwakamak Lake Dam (a small sump hole has appeared below the side block dam);
- Farm Lake Dam (the staff gauge has been destroyed and there appears to be a missing piece of plywood on the crest of the dam); and
- Several stoplogs have been lost from various dams either due to water pressure causing them to “pop” out of the dam or vandalism.

Damage arising from the flood may have affected other MVCA assets at the Mill of Kintail, Purdon, and Morris Island conservation areas, however, we have not had the opportunity to inspect and assess as of the writing of this report. Wash-out of a section of the K&P trail occurred and damage to a trail storm culvert was reported to MVCA and an initial assessment has been completed.

6.0 TIME AND BUDGET IMPACTS

2019 on-call and overtime costs were normal for freshet conditions, however, the scale of the event coupled with on-going and projected recovery and rebuild requirements warrants separate cost tracking. A cost centre has been established for the event and will be used for future reporting and grant application purposes. Additional costs, known and potential, are outlined below.

6.1 Aerial Photography

In the lead-up to the first peak on the Ottawa River, MVCA partnered with the City of Ottawa, Rideau Valley Conservation, and South Nation Conservation to have the entire shoreline of the Ottawa River flown on Sunday May 5, 2019. This will provide MVCA with photos and x-y-z coordinates of the flood inundation that will aid discussions with residents, and enable further model calibration. While final costs have yet to be confirmed, according to last estimates MVCA's share will be in the order of \$5,000. It is recommended that costs for this activity be paid from the Operational Reserve.

6.2 Staffing – Permit Review

While every effort is being made to stream-line permit processes, each permit must still be fully assessed with many requiring site visits to review site conditions, and construction opportunities and constraints. Our current processing time standard is under 30 days from receipt of a complete application package (i.e no missing information and with appropriate drawings.) Due to the projected volume of applications, it is likely that we will be unable to meet this standard, and some property owners will be unable to complete planned works this construction season.

To mitigate this, it is recommended that the General Manager be authorized to retain temporary support, if required, for a period of up to 8 months in order to provide timely review and approval of permit applications. The cost estimate for this is approximately \$50,000. **Attachment 2** shows how this cost would be distributed across member municipalities if implemented.

6.3 Permit Fees

Following the 2017 flood of Constance Bay, the Board reduced permit fees for shorelines from \$240.00 to \$25.00, and for reconstruction by 50% (this charge would vary depending upon project scope.) While initially only applied to Constance Bay applicants, the discount was eventually extended to others in the watershed, with many property owners taking the opportunity to complete planned works. The estimated value of lost revenues between 2017 and 2018 was \$24,000.

Table 1 shows how the average number of permit applications changed between the period 2014-2016 and 2017-2018. An even higher number are expected in 2019-2020 due to extent of flooding and damage throughout both the Mississippi and Ottawa watershed.

Table 1: Average Number of Permit Applications per Year

	Total Permits	Shorelines	Rebuild / Septic
2014-2016 (3 years)	428 (142/year)	54 (18/year)	117 (39/year)
2017-2018 (2 years)	441 (220/year)	124 (62/year)	92 (41/year)
Projected 2019-2020	500-600	150-170	92*

* It is difficult to estimate the number of rebuilds until it is known whether the province will fund “buy-outs” to encourage people to move rather than rebuild.

If the same discounts were offered again lost revenues would be in the order of \$82,400. **Attachment 3** shows how this cost would be distributed across member municipalities.

ATTACHMENT 1: Peak water levels and flows, Mississippi River, Spring 2019

Table 1: DAILY FLOWS Cubic meters per second (cms)	2019 SPRING PEAK	AVG. SPRING PEAK	HISTORICAL MAX
Buckshot Creek near Plevna	Not Recorded	11.3	32.5 (April 1998)
Carp River below Kinburn	58.83	44	85 (April 1972)
Clyde River at Gordon Rapids	71.41	28	92.3 (April 1998)
Clyde River at Herron Mills	132	62	168 (April 1998)
Fall River at Bennett Lake	26.02		
Indian River at Mill of Kintail	44.2	20	46.4 (April 1998)
Mississippi River at Appleton	277	151	282 (April 1998)
Mississippi River at Dalhousie Lake	136		
Mississippi River at Ferguson Falls	282	137	303 (April 1998)
Mississippi River at High Falls	108		
Mississippi River near Myers Cave	62.2	21.4	50.9 (June 2002)

Table 2: DAILY LAKE WATER LEVELS Meters (m)	2019 PEAK	HISTORICAL MAX	TARGET LEVEL*
Bennett Lake	153.72		153.6
Big Gull Lake	253.70	253.73 (May 2017)	253.4
Canoto Lake	268.46	268.47 (April 1998)	
Carleton Place Dam	134.58		
Crotch Lake	240.4	240.5 (June 2002)	240
Dalhousie Lake	158.13	157.86 (April 1998)	
Farm Lake	Gauge Failed		
Kashwakamak Lake	261.50	261.42 (June 2002)	261.13
Clyde River in Lanark Village	146.15		144.1-144.3
Mazinaw Lake	268.59	268.37 (June 2002)	267.8
Mississagagon Lake	268.50	268.42 (June 2002)	268.2
Mississippi Lake	135.67	135.73 (April 1998)	134.35
Ottawa River at Constance Bay	60.75		
Palmerston Lake	272.08	272.19 (May 2017)	271.85
Shabomeka Lake	271.28	271.44 (June 2002)	271
Sharbot Lake	192.41		
Widow Lake	184.76		

***Target level**

These are operational targets designed to support summer recreational use across the watershed. Achieving these target levels in the spring allows the MVCA to release water downstream as needed to address losses due to evaporation during the summer. Crotch Lake is the only lake that has enough volume and operating range (4 m draw down twice a year) to make an appreciable impact on downstream flows. Under drought conditions and years with limited snow, storage capacity can become depleted and summer lake levels will drop below ideal conditions.

ATTACHMENT 2: Flood Event Communications & Metrics

TABLE 1: Watershed Conditions Statements Issued

NOTICE TYPE	LOCATION	DATE(S)
Flood Outlook	Mississippi River	March 4 and 19
Water Safety	Mississippi River	March 29, April 2 and 5
Flood Watch	Dalhousie Lake	April 12 and 14
Flood Warning	Dalhousie Lake	April 15
Flood Watch	Ottawa River	April 17
Flood Warning	Mississippi River	April 17
Flood Watch	Ottawa River	April 18
Flood Warning	Ottawa River	April 19
Flood Warning	Mississippi River	April 20
Flood Warning Updates	Mississippi & Ottawa Rivers	April 21, 23, 25 and 27
Flood Warning Update	Ottawa River	April 29 and May 1
Flood Warning Update	Mississippi River	May 1
Flood Warning	Mississippi River	May 3
Terminated		
Flood Warning Update	Ottawa River	May 3, 7 and 9
High Water	Mississippi River	May 9

TABLE 2: Facebook (FB) and YouTube Video Analytics (as of May 7)

VIDEO	DATE	FB LIKES	FB SHARES	FB VIEWS	FB PEOPLE REACHED	FB ENGAGEMENT	YOUTUBE VIEWS
Flood Forecasting	Mar 11	12	10	N/A	2,338	303	205
Dam Operations	Mar 14	27	47	4,000	6,946	1,269	54
Municipal Preparedness	Mar 21	4	5	N/A	781	27	188
Snow Courses	Mar 28	11	9	N/A	1,422	82	13
Sump Pump Ready	Apr 4	5	6	N/A	1,394	67	30
Homeowner Prep	Apr 11	16	15	2,900	4,165	717	27
Floodplain Mapping	Apr 18	13	18	2,100	3,345	258	19
Watershed Flooding	Apr 25	11	38	N/A	7,786	1,102	162
Stop Log Safety	May 2	27	44	3,200	5,524	1,298	31

- Views: Page views are the number of times a Page's profile has been viewed by people, including people who are logged into Facebook and those who aren't.
- People Reached: Reach is the number of people who had any content from your Page or about your Page enter their screen.
- Engagement: When people perform actions on your Page. They may like a post, click on a link or comment on an image for example.

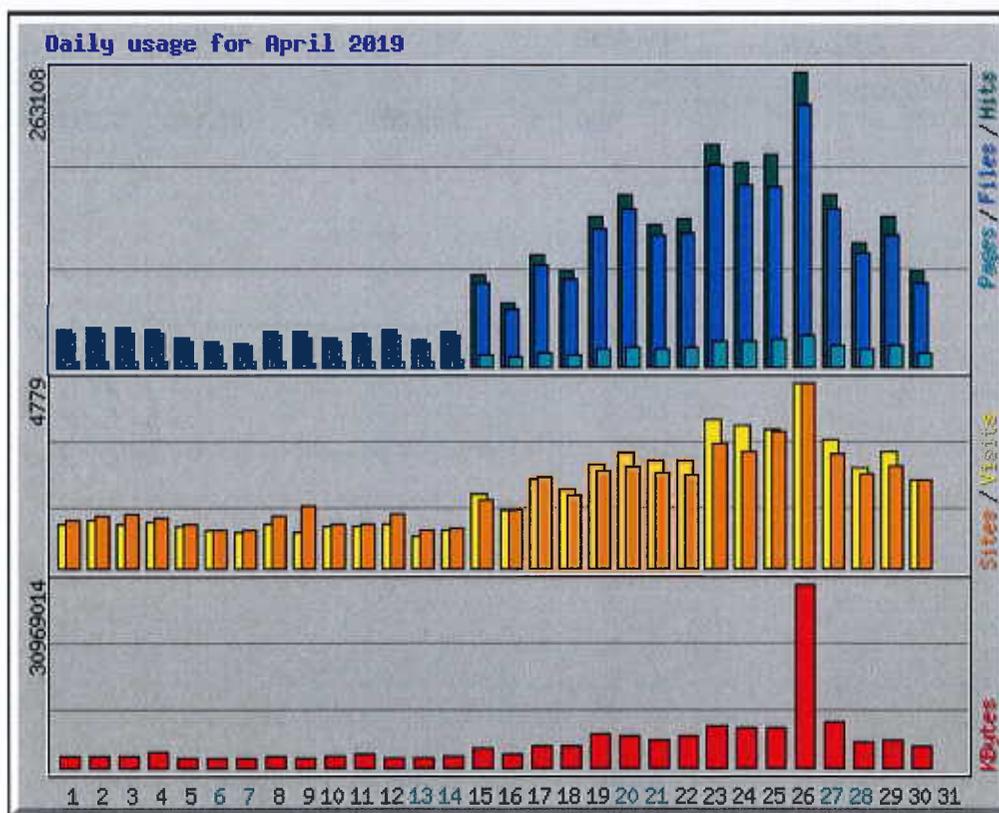
Facebook and Twitter Metrics

- MVCA Facebook account – gained 300 followers March 4 – May 7
- MVCA Twitter account – gained 101 followers April 5 – May 7

Website Metrics – April, 2019

CATEGORY	April 1-30	Definition
Total Hits	86,403	A single file request in the access log of a Web server.
Total Pages	10,816	This measures how many times someone has viewed an entire page including all text, images, etc.
Total Visits	1,998	This is defined as a series of hits from any particular IP address. If any two hits are separated by 30 minutes or more, two visitors are counted. "Visitors" represent an extrapolated number.

TOP URL	HITS
Water Levels	119,238
Home Page	66,884



April 26: Flood Warning Update # 5- Dalhousie Lake Levels Expected To Increase 5–10 cm
 Video # 8 - Watershed Flooding

ATTACHMENT 3: Potential Cost Allocations Arising from Temporary Staff and Permit Discounts

	<i>CVA Based Apportionment Percentage</i>	<i>Cost Allocation Temporary Staff</i>	<i>Cost Allocation Reduced Fees</i>	<i>Total Potential Cost Allocation</i>
<i>North Frontenac</i>	0.9648	\$ 482	\$ 795	\$ 1,278
<i>Central Frontenac</i>	0.4447	\$ 222	\$ 366	\$ 589
<i>Tay Valley</i>	0.6620	\$ 331	\$ 546	\$ 877
<i>Beckwith</i>	0.6476	\$ 324	\$ 534	\$ 857
<i>Carleton Place</i>	2.3766	\$ 1,188	\$ 1,959	\$ 3,147
<i>Drummond/North Elmsley</i>	0.4990	\$ 250	\$ 411	\$ 661
<i>Lanark Highlands</i>	1.1324	\$ 566	\$ 933	\$ 1,499
<i>Mississippi Mills</i>	2.6379	\$ 1,319	\$ 2,174	\$ 3,493
<i>Addington Highlands</i>	0.1611	\$ 81	\$ 133	\$ 213
<i>Ottawa</i>	90.4380	\$ 45,219	\$ 74,530	\$ 119,749
<i>Greater Madawaska</i>	0.0359	\$ 18	\$ 30	\$ 48
	100	\$ 50,000	\$ 82,410	\$ 132,410



MILL OF KINTAIL MUSEUM DRAFT STRATEGIC PLAN

Mississippi Valley
Conservation Authority

DRAFT May, 2019

INTRODUCTION

The purpose of this strategic plan is to set out the vision, mandate, and five-year goals and objectives for the museum, its collections, programs and facilities and the operating and capital investment needed to enable continued delivery of quality programming by the museum.

This plan was developed within the context of the Mill of Kintail Conservation Area Master Plan (MoKCAMP) that sets the strategy for the entire property. The strategy will be subject to review with any updates to the Master Plan.



BACKGROUND

The Mill of Kintail Museum displays the historical collections of Dr. R. Tait McKenzie, sculptor, surgeon, and pioneer in preventive and rehabilitative medicine; poet Ethel McKenzie, his life partner; and Dr. James Naismith, the inventor of basketball and McKenzie's life long friend.

The museum is located in the former Woodside grist mill on the Indian River constructed in 1830 by John Baird. McKenzie purchased the mill in 1931 and converted it into a summer home and studio, naming it the Mill of Kintail.

In 1952, the property was purchased by Major James Leys, an admirer of Dr. McKenzie who displayed McKenzie's works and artifacts in a memorial museum he created on the property.

Mississippi Valley Conservation Authority (MVCA) acquired the Mill of Kintail and the McKenzie collection in 1972. The Gatehouse that stores much of the collection and is used to conduct research was purchased by MVCA in 1986 and is also used for educational and conference purposes.

The Naismith collection was loaned to the museum in 2010, and became part of the permanent collection in 2017.

MUSEUM MANDATE

To safeguard and display the historical collections Dr. R. Tait McKenzie and Dr. James Naismith in a manner that protects the quality of archival materials and exhibits them in ways that make them of interest to and appreciated by visitors to the Mill of Kintail Conservation Area.



VISION

A living museum that celebrates the realms of physical activity, health, and nature through exploration of the lives of Dr. R. Tait McKenzie and Dr. James Naismith, and related experiential and educational opportunities.

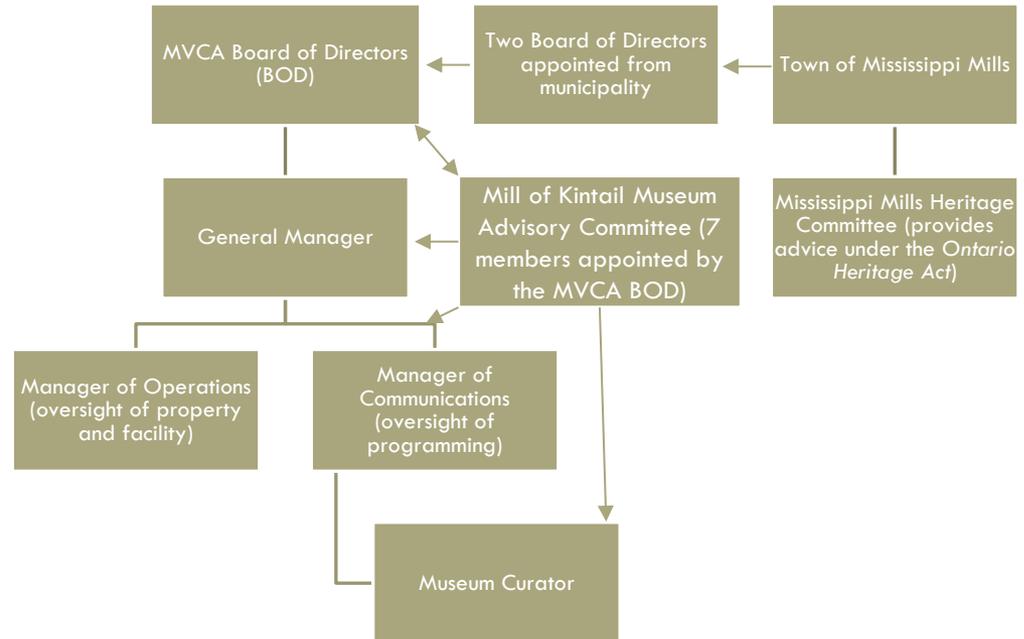


GOVERNANCE

The museum is owned and operated by the MVCA with significant operational support from volunteers including the Mill of Kintail Advisory Committee, and financial support from host municipality the Town of Mississippi Mills.

The Town designated the Mill of Kintail a heritage site in 1981 and administers the *Ontario Heritage Act* with the support of an Advisory Committee when considering permit applications submitted by the MVCA under the Building Code.

The MVCA Board of Directors holds fiduciary responsibility for the museum with 2 of the 17 Board members appointed by the Town of Mississippi Mills.



PLANNING APPROACH

Strategic Planning Team:

- General Manager
- Museum Curator
- Manager, Communications
- Manager, Operations
- MOK Museum Advisory Committee and Volunteers
- Kristy Giles, consultant

Review	Review background documents
Establish	Establish vision and guiding philosophy
Identify	Identify program areas and goals
Conduct	Conduct market analysis
Analyze	Analyze strengths, weaknesses, opportunities and barriers
Set	Set 5-year goals and objectives
Obtain	Obtain input from MOK Advisory Committee
Draft	Draft Strategic Plan
Publish	Publish for public review and present to the MVCA Policy & Priorities Committee
Finalize	Finalize for submission to the MVCA Board of Directors

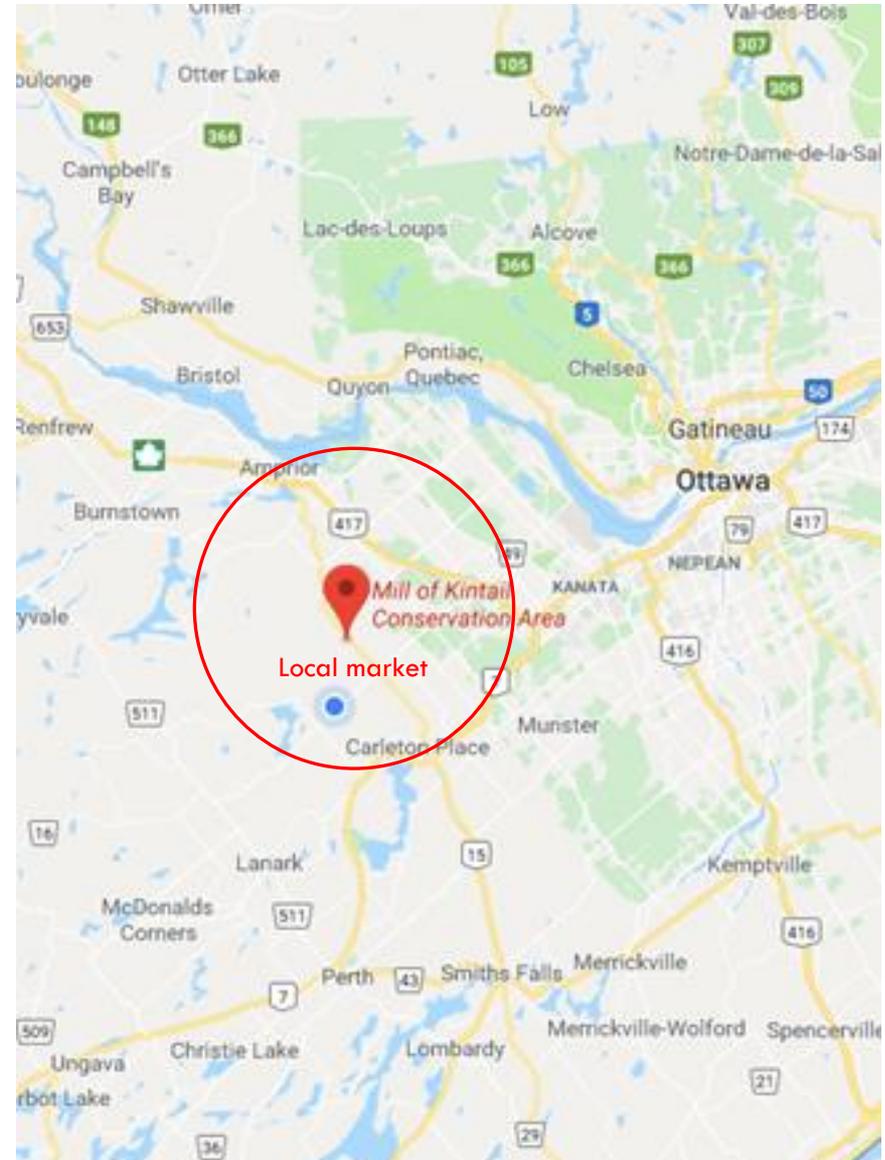
MARKET ANALYSIS

The Mill of Kintail Museum lies outside of Almonte in rural Mississippi Mills, population 13,163. Immediately west is the City of Ottawa, which is approaching one million. The Town of Arnprior and Town of Carleton Place are an easy 20-minute drive of the museum, with over 100,000 residents in western Ottawa within a 40-minute drive. The Mill of Kintail is one of Lanark County's Seven Wonders.

The conservation area and museum provide visitors with a half or full-day excursion that includes artistic exhibits, heritage buildings, passive and active outdoor recreation and information regarding the work, lives, and times of McKenzie and Naismith. Two thirds of the exhibition space is wheelchair accessible.

The site is well suited for families because of the space for children to run and diversity of activities available. The museum and property are an educational destination for local outdoor and nature enthusiasts, athletes and sports fans, and area schools and teachers.

In 2018, the museum received over 7400 visitors.



EASTERN ONTARIO / WEST QUEBEC

DAY-TRIP MARKET

DRAFT FOR COMMENT

8

5-YEAR GOAL

Integrate the McKenzie and Naismith exhibits in a manner that:

1. Highlights their shared interest in nature and promotion of the health benefits of physical activity in conservation lands.
2. Leads visitors through the story of their lives, values, and accomplishments in Lanark County and beyond.
3. Improves inclusivity and accessibility to both collections and the full range of materials exhibited.
4. Improves visitor flow and management.

OBJECTIVES

1. Upgrade all archival storage to efficient, compact and digitized systems so that all archival materials, artifacts and records are housed in accordance with appropriate museum standards.
2. Integrate Dr. Naismith and Dr. McKenzie's stories throughout the museum and promotional materials that emphasize key messages and influences.
3. Improve movement and traffic patterns within the museum to allow better access and more exhibits and display space.
4. Develop an updated, curriculum-based museum tour with an audio option for download and listening while visiting the museum.
5. Continue to strive to meet, where possible, with Canadian Museum Association's Ethics Guidelines.
6. Pursue and develop partnerships to provide at a minimum one new special exhibit and several enhanced special events to support the site and increase visitorship.
7. Upgrade and interpret historic features surrounding the museum that relate to Dr. Naismith and Dr. McKenzie around the museum i.e. Boy Scout Cabin, Ethel's Spot, Mill Stones, Gatehouse, Historic Gardens, etc.
8. Develop a social marketing campaign and promotional material to increase awareness of the improvements to the museum and Dr. McKenzie and Dr. Naismith.
9. Seek expert and public input into the developments in the museum and surrounding grounds to continue to augment the experience.
10. Develop the Gatehouse with historic interpretation and conservation related exhibits to add features and educational opportunities.

CURRENT OPERATIONS

1. Collection

GOAL: Manage the collection in accordance with the R. Tait McKenzie Memorial Museum Policies and Procedures by providing responsible storage, care and decision -making of all artifacts, in accordance with the vision.

Historic Building	Storage and research relate to the historic values of the building
History of R. Tait McKenzie	Collection, storage and research related to the life accomplishments and values of Dr. R. Tait McKenzie and his wife Ethel
History of Dr. James Naismith	Collection, storage and research related to the life accomplishments and values of Dr. James Naismith
Physical Rehabilitation/Health/Physical Activity	Collection, storage and research that represent McKenzie and Naismith's contribution to these fields including art and sport
Research & Documentation	Research and documentation equipment to support care and development of the collection

CURRENT OPERATIONS

2. Exhibits

GOAL: Develop exhibits, as per the R. Tait McKenzie Memorial Museum Policies and Procedures, that support the life and accomplishments of Dr. James Naismith and Dr. R. Tait McKenzie in an inclusive, educational, and professional manner.

Historic Building	The architecture and history of the building from Grist Mill to McKenzie’s summer home and art studio to Major Leys acquisition
History of R. Tait McKenzie	Collection and interpretive information that represent the life accomplishments and values of Dr. R. Tait McKenzie and his wife Ethel
History of Dr. James Naismith	Collection and interpretive information that represent the life accomplishments and values of Dr. James Naismith
Physical /Health/ Physical Activity	Interpretation, art and exhibits that represent McKenzie and Naismith’s contribution to these fields including art and sport
Local Art	Temporary exhibits of local community artists typically related to nature, health and physical activity, supporting their talents and encouraging their aspirations

CURRENT OPERATIONS

3. Programs

GOAL: Programs and tours that provide the best educational and influential experience of the life and accomplishments of Dr. James Naismith and Dr. R. Tait McKenzie (in the realms of physical activity, health, nature).

Interpretive Tours	Available to all site visitors who visit the museum
Group Tours	Specialized tours provided to special interest groups
Outreach Programming	Off-site curriculum-based programming and information provided by museum curator
Educational Program	Interpretive tours provided to school age groups

CURRENT OPERATIONS

4. Events

GOAL: History and nature appreciation related events that attract visitors to the site while promoting physical activity, nature appreciation and health related values.

Tea on the Lawn	Tea and refreshments catered by the Ramsay Women's Institute commemorating the social events the McKenzie's hosted at the Mill
Kintail Country Christmas	A winter event attracting new visitors to the site and encouraging outdoor activity in the winter while linking many historic features of the site
CROW Sprinkler Party	Annual community summer event attracting children and young families to the site and encouraging outdoor activity

CURRENT OPERATIONS

5. Gatehouse

GOAL: The Gatehouse supports the programs and operations of the museum and site while being developed to provide additional historic and natural education opportunities.

Artifacts Storage	Environmentally controlled storage facility for the collection
Research Facility	Research space and equipment for staff and other community groups
Rental & Event Facility	Provides space for community groups and rentals as well as a facility to support special events
CA/Nature Exhibits	Display historic and nature related information that can also be linked to McKenzie and Naismith
Historical Significance	Interpret the heritage value of the gatehouse

CURRENT OPERATIONS

6. Outdoor Exhibits

GOAL: Enhance the features surrounding the Museum that educate on the life and accomplishments of Dr. James Naismith and Dr. R. Tait McKenzie and make a connection with the natural environment while enticing visitors in to the museum.

Ethel's Spot	A sitting stone with a view of museum
Mill Stone	Representative of the original grist mill stones
Boy Scout Cabin	Bunkie representative of McKenzie's commitment to the Boy Scouts
Ethel's Historic Gardens	Gardens surrounding the museum, representative of heritage perennials of McKenzie and Ethel's time
Basketball Court	Available near play structure where visitors can bring their own basketball or sign one out when the museum is open
McKenzie Loop	A 700m loop trail with view of museum and representative or original McKenzie lands
Cloister on the Hill	Memorial to McKenzie often rented for weddings
Playground	Supports McKenzie's commitment to Playgrounds of America Society
Hugging Tree	Nature appreciation opportunity

CURRENT OPERATIONS

7. Corporate Services

GOAL: Management that supports and enhances the programs and features of the Mill of Kintail.

Promotion	Brochures, other museums, municipality
Communication	Email, Facebook, social media, website
Gift Shop Souvenirs	Gift items that serve as reminders of the Mill of Kintail Museum, McKenzie & Naismith
Volunteer Program	Naismith Men’s Shed volunteer agreement, Wine and Cheese Volunteer appreciation event
Financial & HR	MVCA
Budget	MVCA Levy, Program revenues, Mississippi Mills Municipal Grant, Community Museum Operating Grant, other grants or project funds

CURRENT OPERATIONS

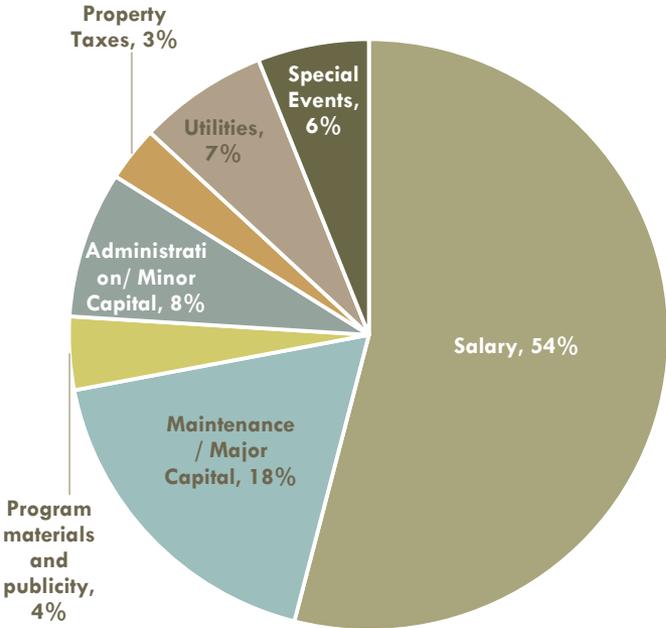
8. Facilities Maintenance

GOAL: Management of facilities that supports and enhances the programs and features of the Mill of Kintail.

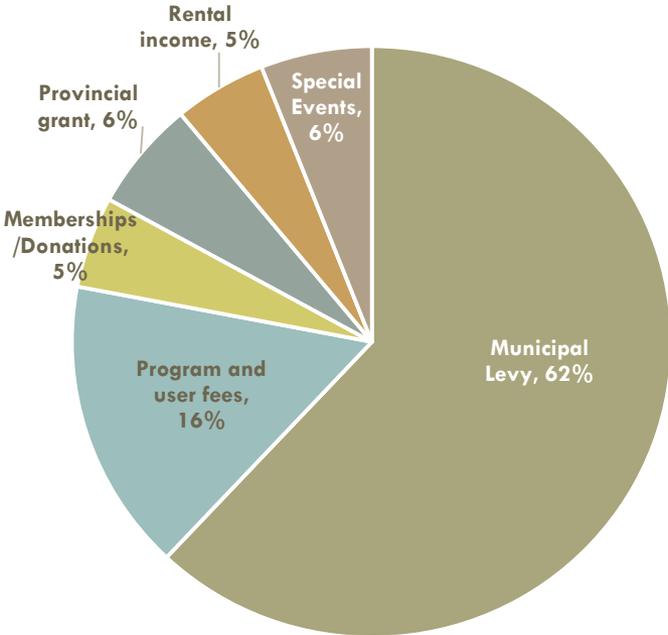
Utilities	Heat, hydro, water: propane, electricity, water treatment system, water testing, furnace maintenance, water softener
Communication Systems	Telephone, computer, internet
Safety/Security	Fire, theft, safety: Fire inspections & extinguishers, alarm monitoring, health & safety inspections
Repairs/Maintenance	Building, equipment, grounds: inspections & minor repairs, road maintenance & snow removal, summer grounds-keeping
Cleaning/Janitorial	Floors, windows, furniture, artifacts, exterior & walkways artifacts

2017 OPERATING EXPENSES & REVENUES

Museum Expenses



Museum Revenues



5-YEAR ACTION PLAN

1. COLLECTIONS

Item	Description	Year(s)	Time (days)	Expense
1.1	Purchase and install space efficient archival storage system	3	8	\$10,000
1.2	Purchase and install industrial strength archival shelving	4	8	\$5,000
1.3	Purchase and install an archival work station	5	3	\$500
1.4	Digitize all of archives: digitize, barcode, data entry	1-5	volunteers	

5-YEAR ACTION PLAN

2. EXHIBITS

Item	Description	Year(s)	Time (days)	Expense
2.1	Open closed room for travel and exhibit	1	9	nil
2.2	Develop map and layout of exhibits	1	10	nil
2.3	Integrate Naismith and McKenzie exhibits	2	15	nil
2.4	Develop mp3 tour of museum	3	10	nil
2.5	Develop gap interpretation to integrate stories	4	15	\$2,000
2.6	Revise Museum Program based on changes	2-5	10	nil
2.7	Develop conservation related exhibit for Gatehouse	1	5	\$1,000
2.8	Design and install new interpretive panels – gatehouse and Ethel’s spot	1	5	\$2,000
2.9	Design and install new interpretive panels – boy scout cabin and grist mill stone	2	5	\$3,000
2.10	Design and install heritage gardens	1	5	\$1,000
2.11	Develop and install annual special exhibit	1-5	5	\$2,500

5-YEAR ACTION PLAN

3. MARKETING, COMMUNICATIONS, and DEVELOPMENT

Item	Description	Year(s)	Time (days)	Expense
3.1	Enhance social media campaign showcasing developments	1-5	15	\$500
3.2	Develop a public survey to collect public feedback	1	5	nil
3.3	Distribute survey through social media, email & on site	1-2	5	\$500
3.4	Develop an Inventory of promotional items for gift shop	1	2	\$2,500
3.5	Develop inclusion & accessibility plan	1	5	\$500
3.6	Develop fund-raising strategy	1-2	5	\$1,000
3.7	Prepare grant applications	1	10	nil

5-YEAR ACTION PLAN

4. FACILITIES – Operations and Maintenance

Item	Description	Year(s)	Time (days)	Expense
4.1	Interior painting	1	10	\$800
4.2	Exterior painting (trim, windows, drawbridge)	1	15	\$5,000
4.3	Refinish Floors – Phase II (main floor and studio)	2-3	60	\$4,000
4.4	Paint basement floor	4	9	\$800
4.5	Eavestrough replacement	2	contracted	\$7,000
4.6	Repointing (gatehouse & pillars)	1-5	25	\$8-10,000
4.7	Replace board and batten – Gatehouse	3	25	\$10,000
4.8	Drainage – Gatehouse	2	3	\$2,000
4.9	Road Improvements	2&4	15	\$10,000

* Time includes planning, preparation and proper care of artifacts

5-YEAR CAPITAL NEEDS & PRIORITIES

Item	Requirement	Risk	Cost Estm.
1	Balcony	High	\$30,000
2	Septic	High	\$20,000
3	Retaining wall - roadway	High	\$15,000
4	Roof replacement	Med	\$45,000
5	Lighting replacement	Low	\$4,000

INFORMATION LIST #11-19 June 4, 2019

The following is a list of information items received as of May 28, 2019.

Item #	Date	Originator	* Subject
1	15-May – 19	Lanark County	Public Health Units
2	15-May-19	Town of Aurora	Resolution re: Opposition to Bil 108, <i>More Homes, More Choice Act, 2019</i>
3	16-May-19	Federation of Ontario Cottagers' Associations (FOCA)	Connecting with FOCA
4	17-May-19	Almonte General Hospital	Paramedic Services Week
5	17-May-19	Association of Municipalities of Ontario	Provincial Budget
6	17-May-19	Township of The Archipelago	Resolution re: Opposition to Bil 108, <i>More Homes, More Choice Act, 2019</i>
7	21-May-19	Mississippi Valley Conservation Authority	Task force to address risk of flooding
8	23-May-19	Township of Lake of Bays	Single Use Plastic Straws
9	23-May-19	Township of Lake of Bays	Ontario Municipal Partnership Fund
10	27-May-19	Office of the Premier of Ontario	Cost sharing adjustments for land ambulance, public health and child care services
11	27-May-19	Eastern Ontario Wardens' Caucus (EOWC)	EOWC meeting with MPPs
12	27-May-19	Mississippi Valley Conservation Authority	Opposition to Bill 108, <i>More Homes, More Choice Act, 2019</i> (Proposed changes to Conservation Authorities and Regulations)
13	28-May-19	Town of Grimsby	Resolution re: Opposition to Bil 108, <i>More Homes, More Choice Act, 2019</i>

May 15, 2019

Honourable Christine Elliott
Deputy Premier and Minister of Health and Long-Term Care
Hepburn Block 10th Floor
80 Grosvenor Street
Toronto, ON M7A 1E9

Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor
777 Bay Street
Toronto, ON M5G 2E5

Dear Ministers:

Public Health Units

At a recent Lanark County Council meeting, Council discussed the recent budget and funding announcements from the Government of Ontario. Council expressed concerns about the Province's decision to reduce the number of health units from thirty-five to ten regional entities, and the change to the funding formula, especially part way through our own fiscal year, after annual budgets have been adopted and tax rates set.

On Wednesday, May 1, 2019, I had the privilege of meeting with the Medical Officer of Health for the Leeds, Grenville and Lanark District Health Unit to discuss these concerning changes. Council supports the Local Health Unit's view and encourages you to work with our Health Unit and other stakeholders to mitigate all negative financial impacts to municipalities, especially for 2019.

The County finds it is critical that key stakeholders are consulted prior to the implementation of the new regional entities to ensure they do improve effectiveness and efficiency of public health services in our community. This consultation should include local Boards of Health, the Association of Municipalities of Ontario, the Ontario Council of Medical Officers of Health, Public Health Ontario, and the Association of Local Public Health Agencies along with its affiliate organizations. The regional entity must include an appropriate municipal role in governance and no loss of service to our community.

LANARK COUNTY

The Leeds, Grenville and Lanark District Health Unit must be placed with other like health units in the new regional entity for our region. At a minimum, this would include Kingston, Frontenac, Lennox and Addington, and the Hastings Prince Edward Health Units. They have similar populations with an urban centre on the St. Lawrence/Lake Ontario, and towns and hamlets through the rest of the region.

The Leeds, Grenville and Lanark District Health Unit must be within one regional public health entity - no division. Our Health Unit functions as a whole with staff across the agency working on the same programs reporting to one program manager. The geographic boundary between Lanark and Leeds Grenville is not a functional one that enables people to move easily around the mid-part of our region. The Health Unit works with many local organizations that function across Lanark, Leeds and Grenville. If the Health Unit is split between two new regional public health entities, it will compromise the public health programs and services currently delivered.

As a final point, County Council is very concerned about the financial impact of the change in cost-sharing between the Province and municipalities. The County of Lanark and most other Counties and separated municipalities, have already adopted their 2019 budget and tax rates. It is estimated that the impact on Lanark County's budget will be in excess of 1% of the Counties' tax levy. Council asks you to reconsider this change in funding and ensure that any changes are done outside of the current fiscal year for municipalities and through the Association of Municipalities Memorandum of Understanding.

The Council of the County of Lanark is proud of our Health Unit, its exemplary work, services and programs it provides to the residents of Leeds, Grenville and Lanark, and asks you to ensure this is paramount moving forward.

Sincerely,



Richard Kidd
Warden

c.c. Doug Malanka, Chair, Leeds, Grenville Lanark Board of Health



INFO LIST 11-19
ITEM #2

905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

May 15, 2019

Delivered by email
doug.ford@pc.ola.org

The Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Re: Town of Aurora Council Resolution of Tuesday, May 14, 2019
Re: Motion (a) Mayor Mrakas; Re: Response to Bill 108, the More Homes, More Choice Act

Please be advised that this matter was considered by Council at its meeting held on Tuesday, May 14, 2019, and in this regard Council adopted the following resolution:

Whereas the legislation that abolished the Ontario Municipal Board (OMB) and replaced it with the Local Planning Appeal Tribunal (LPAT) received unanimous, all-party support; and

Whereas all parties recognized that local governments should have the authority to uphold their provincially-approved Official Plans, to uphold their community-driven planning; and

Whereas Bill 108 will once again allow an unelected, unaccountable body to make decisions on how our communities evolve and grow; and

Whereas on August 21, 2018, Minister Clark once again signed the Memorandum of Understanding (MOU) with the Association of Municipalities of Ontario and entered into "...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government."; and

Whereas this MOU is "enshrined in law as part of the *Municipal Act*" and recognizes that as "...public policy issues are complex and thus require

coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”; and

Whereas by signing this agreement, the Province made “...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”; and

Whereas Bill 108 will impact 15 different Acts: *Cannabis Control Act, 2017; Conservation Authorities Act; Development Charges Act; Education Act; Endangered Species Act, 2007; Environmental Assessment Act; Environmental Protection Act; Labour Relations Act, 1995; Local Planning Appeal Tribunal Act, 2017; Municipal Act, 2001; Occupational Health and Safety Act; Ontario Heritage Act; Ontario Water Resources Act; Planning Act; and Workplace Safety and Insurance Act, 1997;*

- 1. Now Therefore Be it Hereby Resolved That the Town of Aurora oppose Bill 108, which in its current state will have negative consequences on community building and proper planning; and**
- 2. Be It Further Resolved That the Town of Aurora call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision-making for housing growth that meets local needs will be reasonably achieved; and**
- 3. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and**
- 4. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

The above is for your consideration and any attention deemed necessary.

Re: Town of Aurora Motion (a) Response to Bill 108, the More Homes, More Choice Act
May 15, 2019
Page 3 of 3

Yours sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Christine Elliott, Deputy Premier
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Andrea Horwath, Leader of the New Democratic Party
All MPPs in the Province of Ontario
Association of Municipalities of Ontario
All Ontario Municipalities

May 16, 2019

To: Council, c/o the Clerk

From: the President of the FOCA Board of Directors

Rural Ontario: we're in this together.

The Federation of Ontario Cottagers' Associations (FOCA) is a residents' group that represents waterfront property owners across Ontario, including a number of families in your Municipality. FOCA is a not-for-profit membership organization, the largest non-farm landowner group in Ontario, with 50,000 member families in more than 500 lake and road Associations.

Our members are your rural residents.

Lake Associations are an important voice in your rural community. Lake Associations are engaged in community-building through local events, in citizen science through water sampling (such as the Lake Partner Program), and in educating and connecting the community on concerns they face every day, from affordability to environmental and policy changes that affect residents.

Lake Associations and their representatives are an important link to your Council, and a source of valuable insight. FOCA has recently developed a **"Guide to Municipal Engagement for Lake Associations,"** and we have encouraged our members to reach out to their local Councils, to open or to refresh lines of communication. A digital copy of the Guide is available from the FOCA office (email us: communications@foca.on.ca).



Municipalities deliver some of our most valued public services, including roads, policing, land use planning, bylaw development and enforcement. **What else are local Lake Associations telling us they are concerned about?**

- Responsible short-term rental standards (<https://foca.on.ca/responsible-cottage-rental/>)
- Sustainability in the face of a changing climate (<https://foca.on.ca/climate-change-and-waterfront-ontario/>)
- Septic systems, particularly related to municipal re-inspection programs (<https://foca.on.ca/septic-systems/>)
- Emergency response in remote areas (<https://foca.on.ca/weather-extremes-and-emergency-preparedness/>)
- Roads (<https://foca.on.ca/whos-in-charge/>) and rural services (<https://foca.on.ca/utilities-and-rural-services-overview/>)
- Shifting demographics, as seasonal residents become—in some cases—permanent, and expect year-round services, as well as opportunities to contribute as entrepreneurs or business owners in their rural economies. (<https://foca.on.ca/waterfront-property-owners-and-rural-economic-development/>)

.../

FOCA is a bridge to the 250,000 waterfront property families across the province who contribute a combined \$800+ million in annual property taxes, steward 15,000 kilometres of shorelines, and own 50,000 hectares of land.

What can your Council do this year?

1. Connect with your local Lake Association representatives. You will find a map that shows all FOCA member Associations in your area, here: <https://foca.on.ca/member-services/list-of-associations/>, or contact FOCA (info@foca.on.ca) to help make the connection.
2. Recognize that consultations scheduled between April and October will receive increased stakeholder input from your seasonal residents, and can be viewed as more inclusive of your waterfront property owners. Maximize your use of digital notices, e-newsletters, web postings and other tools that enable residents to participate, wherever they are. Notices in the local paper are no longer sufficient, when it comes to notifying your constituents about important community events or decisions.
3. Use plain-language notices to help all citizens understand the decisions being made. For great examples from your peers who have already successfully taken up this challenge, visit: <http://www.dazzleawards.ca/>
4. Circulate FOCA resources. We have video, print and digital publications available for your constituents' use, on topics such as septic systems (maintenance & signs of trouble), fish-friendly dock structures and shorelines, ticks, algal blooms, and preventing the spread of invasive species in your region... As just one example, FOCA's publication, [A Shoreline Owner's Guide to Healthy Waterfronts](#), is a free booklet filled with information for rural residents. More than 10,000 copies have been distributed across the province. Contact FOCA for details, including free copies for your municipal office.
5. Connect with FOCA! Subscribe or confirm your consent to receive FOCA EAlerts (monthly e-news, filled with rural policy and environmental notices): http://bit.ly/FOCA_EAlert. Also, send us your e-notices so that we can circulate the news to FOCA's members in your municipality. Please add info@foca.on.ca to your own e-news lists.

SPECIAL CHALLENGE: send FOCA a copy of your BEST municipal plain-language notice we will nominate you for the next **“Dazzling Notice” Awards!**
See the next page for examples...

Thriving and sustainable rural communities are our common goal!

Sincerely,

Marlin Horst

President, Board of Directors - Federation of Ontario Cottagers' Associations

#201 – 159 King Street, Peterborough ON K9J 2R8

president@foca.on.ca 705-749-3622 <https://foca.on.ca>

Some additional information from FOCA for our Municipal partners...

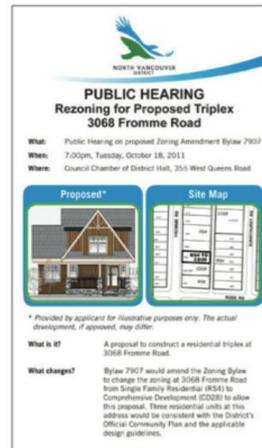
A typical municipal notice:

vs.

A “Dazzling Notice”, worthy of Award:



Old Design



New Design

For more, see: <http://www.dazzleawards.ca/>



Before



After

IAP2 Core Values for the practice of public participation

Public participation:

1. is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.
2. includes the promise that the public's contribution will influence the decision.
3. promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. seeks input from participants in designing how they participate.
6. provides participants with the information they need to participate in a meaningful way.
7. communicates to participants how their input affected the decision.



(IAP2 = International Association for Public Participation <https://www.iap2canada.ca/foundations>)



MEDIA RELEASE

May 17, 2019

RECOGNIZING THE VITAL ROLE OF PARAMEDICS DURING PARAMEDIC SERVICES WEEK

May 26th to June 1st is Paramedic Services Week – an opportunity to celebrate the Paramedics who respond to more than 22,000 calls each year in Lanark County. They play an important role in caring for all of our citizens, both during emergencies and with continuing health programs.

Over the past several years, the Service has been very successful in introducing new programs with our STEMI (heart attack), Major Trauma and Stroke Programs. Critically ill patients are taken directly from their home or scene to a hospital in Ottawa or Kingston to receive the most advanced care possible in the timeliest manner.

“This year, the Service will continue to expand on its goal of providing world class pre-hospital medical care with the introduction of its Advanced Care Paramedic Program (ACP),” notes Chief Ed McPherson. “This program will see the Paramedics deliver a higher level of medical care to our most seriously ill patients by expanding on the number of medications and treatments they can complete in the patient’s home.” ACP went live in March.

The program requires interested Paramedics to complete a further year of intensive training, in addition to the current two-year paramedic program. Several Lanark County Paramedics have already completed this program while others are registered to enter the program in the fall.

“The long-term goal is to have the Advanced Care Paramedics spread throughout the County. By combining the high-level skills of our current Primary Care Paramedics with the Advance Care Paramedics, we can ‘bring the ER to your door’,” adds Chief McPherson.

While the focus is always on how the Paramedics can help our citizens in emergency situations the Service is also continuing with its Community Paramedic Program that assists our aging residents with home care support. This program is funded by the South East Local Health Integration Network (LHIN) and is available in the southern part of Lanark County. Specially trained Paramedics care for the vulnerable patients in their own home with the goal to reducing their need to be hospitalized. The program continues to grow and will be essential in supplying out of hospital care to those who need it most.

“While these programs will certainly benefit the residents of Lanark County, they are just a small part of the numerous programs that the Paramedics are involved in,” sums up President & CEO Mary Wilson Trider. “From safety visits to local schools, volunteering at many community events, and providing a helping hand at Christmas with the Food Bank Drive, the Paramedics are proud to serve. Thank you to each of them for the service they provide to the residents of Lanark County.”

-30-



Cutline: Superintendent Amanda Taylor shows school children the equipment inside an ambulance.

Media Contact:

Jane Adams

Communications Lead

Almonte General Hospital

613-729-4864

jane@brainstorm.nu

PROVINCIAL BUDGET 2019

- Understanding the Nature of the Pressures on Municipal Governments in 2019 and Going Forward
- As of May 17, 2019

CHANGE FALLS INTO SEVERAL CATEGORIES

- NEW PRESSURES - 2019
- CHANGING PRESSURES - 2019
- UNKNOWN IMPACTS – 2019 and future years
- FORGONE FUNDING – 2019
- NEW FUNDING – 2019 and future years

NEW AND CHANGING PRESSURES

New Pressures:

- Child Care - expansion of new spaces will be subject to 20% municipal contribution (no municipal contribution previously; voluntary program); unclear whether previously submitted but unapproved applications will be expected to now be 80/20 rather than 100% provincial

Changing Pressures:

- Public Health – change to current 75:25 provincial/municipal cost share; in 2019 will be 60:40 for Toronto and 70:30 for others; by 2021-22 in the proposed restructured entities, will change to 50:50 for Toronto, 60:40 for 6 large regions and 70:30 for 3 smaller regions; new 'seniors dental care' benefit program is 100% but uncertain the rollout to maturity when it is to reach \$90m or its impact on administrative costs
- Child Care - allowable administration threshold reduced from 10% to 5% (impact province-wide not available at this time); understand provincial subsidy program reduced by \$80m for 2019
- Paramedic services – 2019 funding amount is based on 2018 grant which is in effect 2017 amount given 1 year payment lag; anticipated 2019 increase of estimated \$30m to \$35 million will not occur; service to First Nation and Unorganized Areas using municipal service is subject to grant application review
- Conservation Authorities- \$3.7 million (50%) annual cut from the \$7.4 million annual transfer payment for the Hazard Program; program has had no adjustment, including inflationary adjustment for many years; CAs could look to municipal governments for increased funding
- Library Services: The Southern Ontario Library Service and the Ontario Library Service-North now face a 50% in-year funding cut for 2019/2020 of about \$2m.

UNKNOWN IMPACTS

- Public Health- costs related to restructuring 35 public health units to “10 regional autonomous entities”; as a provincial driven initiative, any transition costs (e.g., labour; assets) would need to be borne by the province
- Public Health - annual savings of \$200 million by 2021–22; unable to determine province-wide impact for 2019
- Paramedic Services: province looking at re-structuring 52 municipal services (plus First Nations and Ornge) including dispatch centres; as a provincial driven initiative, any transition costs (e.g., labour; assets) would need to be borne by the province
- Land ambulance dispatch centres: The government will streamline the way land ambulance dispatch services are delivered by better integrating Ontario’s 59 emergency health services operators and 22 dispatch centres

UNKNOWN IMPACTS

- Policing Grants: province consolidating funding envelopes and says total amount will not change; however OPP now eligible to apply as are First Nations so expect own police forces will see a reduction; local impacts will come after allocations made (just starting now); some own forces may have less impact with new Guns and Gang fund; other regulatory changes e.g., community safety plans are unfunded new work for municipalities
- Social Assistance System: the province's budget goal of an estimated annual saving of over \$1 billion (at maturity based on changes from its program review) should not affect municipal governments in light of the upload of the benefits for ODSP, ODB and OW; unclear of impact for municipal administration function as municipal OW employment services are integrated in provincial Employment Ontario network
- Environment: municipalities will be required to provide real-time reporting of sewage outflows

FORGONE FUNDING

- Ontario Community Infrastructure Fund - \$200 million reduction by removing \$100m 'top up' grant portion for 2019 and 2018 (program for municipalities under 100K population); leaves \$200m for the 2019 formula distribution; capital projects which have been budgeted anticipating a grant application portion will be impacted
- Provincial Gas Tax funding for transit - the doubling as committed will not occur; means \$364m won't be available for transit capital plans in 2019
- Community Homelessness Prevention Initiative- planned increased of \$15 million not proceeding

NEW FUNDING- 2019 AND FUTURE YEARS

- Guns and Gang fund of about \$16m may help offset some impacts of other grant reduction
- Province to fully fund new 'seniors dental care' program (not clear if just for 2019 or going forward); some boards of health do have a program so this funding likely could replace/supplement it
- Broadband and cellular: Investment of new \$315m over 5 years for expansion, particularly to service rural and northern areas
- Housing: \$4 b in combined federal and provincial funding over next nine years through the National Housing Strategy Canada-Ontario bilateral agreement; includes social housing repair and new housing; funding amount unclear but backend loaded starting in 2019
- National Housing Benefit program: additional funding if cost matched by province for 20/21; awaiting negotiations



Township of The Archipelago
9 James Street, Parry Sound ON P2A 1T4
Tel: 705-746-4243/Fax: 705-746-7301
www.thearchipelago.on.ca

May 17, 2019

19-078

**Moved by Councillor Ashley
Seconded by Councillor Frost**

RE: Bill 108, the More Homes, More Choice Act, 2019

WHEREAS, the Government of Ontario has introduced Bill 108, The More Homes, More Choice Act, which amends 13 different Acts with the stated objective of stimulating the supply of housing in the Province of Ontario;

AND WHEREAS, Schedule 9 of the proposed legislation would amend the Local Planning Appeal Tribunal Act, reverting many of the practices and procedures of the tribunal to those of the former Ontario Municipal Board, thereby allowing an un-elected, unaccountable body to make important planning decision for our community;

AND WHEREAS, Schedule 12 of the proposed legislation would make multiple amendments to the Planning Act and, specifically, would reduce the timelines for making decision related to official plans, zoning by-laws and plans of subdivision, further impeding a municipalities ability to make important planning decision at the local level and reducing appeals to the Local Planning Appeals Tribunal;

AND WHEREAS, Schedule 5 of the proposed legislation would amend the Endangered Species Act, thereby establishing a Species at Risk Conservation Fund, enabling a charge in lieu of meeting requirements to adequately protect species at risk and their habitat;

AND WHEREAS the government of Ontario has not adequately consulted with the municipalities with respect to this proposed legislation, and;

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago opposes Schedules 9, 12, and 5 of the proposed legislation highlighted above, as they will have a negative impact on our community and therefore call for their removal from the Bill;

AND NOW THEREFORE FURTHER BE IT RESOLVED that Council for the Township of The Archipelago request the Government of Ontario to halt the legislation and properly engage and consult with Municipalities before further considering the proposed legislation.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Andrea Horwath, Leader of the New Democratic Party, Norm Miller, Parry Sound Muskoka MPP, Association of Municipalities of Ontario, and all Ontario Municipalities.

Carried.



May 21, 2019

Minister Yakabuski
Whitney Block
6th Floor Rm 6630
99 Wellesley St W
Toronto, ON M7A 1W3

Dear Minister Yakabuski,

Task Force to address risks of flooding

As we have not been invited to participate, the purpose of this letter is to formally request standing for the Mississippi Valley Conservation Authority at the Friday May 24, 2019 task force meeting to be held in Ottawa.

As you are aware, Conservation Authorities play a pivotal role in ensuring that flood risks are minimized by regulating development in hazardous areas. Despite the devastation experienced in our watershed jurisdiction this past season, the impacts would have been significantly greater had MVCA not been involved in supporting safe reconstruction in areas flooded in 2017, and guiding new construction away from hazardous areas since being established in 1968.

We look forward to being able to share our experience and perspective with the Task Force.

Sincerely yours,

Handwritten signature of Janet Mason in black ink.

Chair
Janet Mason

Handwritten signature of Sally McIntyre in black ink.

General Manager
Sally McIntyre

- c. Merilee Fullerton, MPP
- Goldie Ghamari, MPP
- Mayor Jim Watson and Council
- MVCA Board
- Conservation Ontario
- Jake Sikora, Senior Policy Advisor and Stakeholder Relations, MNRF



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

May 23, 2019

Via Email: ctouzel@brantford.ca

Charlene Touzel, City Clerk
City of Brantford
100 Wellington Square
Brantford, ON N3T 2M2

Dear Ms. Touzel,

Re: Single-Use Plastic Straws

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on May 21, 2019 and the following resolution was passed:

"Resolution #7(c)/05/21/19

Councillor Peppard and Councillor Godard

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays receives correspondence from C. Touzel, City Clerk, the Corporation of the City of Brantford regarding single-use plastic straws;

AND FURTHER THAT Council supports the Provincial regulation of prohibiting single-use plastic straws;

AND THAT a copy of this resolution be forwarded to the MP and MPP Muskoka-Parry Sound, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and other municipalities in the Province of Ontario.

Carried"

...2

Sincerely,



Michelle Percival, *CMO, CMMIII*
Chief Administrative Officer

c.c: Tony Clement, MP Parry Sound-Muskoka
Norm Miller, MPP Parry Sound-Muskoka
The Association of Municipalities of Ontario (AMO)
The Federation of Canadian Municipalities (FCM)
All Ontario Municipalities

MP/tlm



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

May 23, 2019

The Honourable Victor Fedeli
Ontario Minister of Finance
Frost Building S, 7th Flr,
7 Queen's Park Cres
Toronto, ON M7A 1Y7

Dear Minister Fedeli,

Re: Ontario Municipal Partnership Fund (OMPF)

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on May 21, 2019 and the following resolution was passed:

"Resolution #7(b)/05/21/19

Councillor Peppard and Councillor Godard

WHEREAS the Ontario Municipal Partnership Fund (OMPF) is the Province's main general assistance grant to municipalities. The program, that primarily supports northern and rural municipalities, is a critical component of the provincial-municipal fiscal relationship. Since 2012, grant allocations have decreased from \$598M to \$505M in 2019;

AND WHEREAS the Ontario government has committed to consult with municipalities in 2019 regarding the future of the OMPF. The goal of this review is to ensure that the program remains sustainable and focused on the northern and rural municipalities that need this funding the most. Reductions in the funding have a significant impact on municipal finances, with the loss of revenue typically being made up through increased tax levies. This has the potential of adversely affecting housing affordability in the affected municipalities and is contrary to the Province's stated goal of improving housing affordability;

...2

AND WHEREAS the Council of the Corporation of the Township of Lake of Bays receives the correspondence from the Town of Mono regarding the Ontario Municipal Partnership Fund (OMPF) be maintained at not less than its current funding level;

BE IT RESOLVED THAT the Council endorses and supports that the OMPF be maintained at not less than its current funding level;

AND FURTHER THAT this resolution be circulated to the Minister of Finance, the Honourable Sylvia Jones, Solicitor General and all Ontario Municipalities for their consideration and support.

Carried”

Thank you for your attention to this matter.

Sincerely,



Michelle Percival, *CMO, CMMIII*
Chief Administrative Officer

c.c: Hon. Sylvia Jones, Solicitor General
All Ontario Municipalities
Fred Simpson, Deputy Clerk, Town of Mono
Tom Gefucia, Director of Finance/Treasurer, Township of Lake of Bays

MP/tlm



Premier of Ontario
Premier ministre
de l'Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

Dear Heads of Council:

Our government was elected to clean up Ontario's financial nightmare that was created by 15 years of mismanagement and irresponsible actions on the part of the Liberals. The \$15 billion annual deficit and \$347 billion long-term debt they left to our children and grandchildren is a direct threat to critical public services the people of Ontario rely on. The interest payments on our debt alone amount to \$1 billion a month, not one cent of which goes to hiring more front line-emergency workers, lowering taxes or paying down the debt.

Getting Ontario back on a path to balance is essential for protecting important government services, long-term prosperity, attracting investment and creating good-paying jobs.

And we also believe that every government needs to step up and do its part; there is only one taxpayer, and the job of finding savings while protecting core services rests with every elected official in Ontario.

Having spent time at the city level I also understand that, with municipal budgets already set for the 2019-20 fiscal year, our partners need to have flexibility to achieve those savings.

After listening to the concerns of our partners and following the advice of my Minister of Municipal Affairs and Housing, Steve Clark, our government has made the decision to maintain the in-year cost sharing adjustments for land ambulance, public health and child care services.

Minister Clark has advised us to take this approach on the understanding that, as partners, Ontario's municipalities will use the additional time to work with the Government of Ontario to transform critical shared public services and find the efficiencies that will ensure their sustainability.

Our commitment to provide \$7.35 million, through the Audit and Accountability Fund, to help large municipalities find four cents on every dollar will support these efforts. And the \$200 million we have committed to small and rural municipalities to modernize services will also play an important part in meeting these objectives.

.../2

Our government was elected to protect public services for future generations, and a big part of that is by balancing the budget in a responsible way – that was our commitment. It is reassuring for me to hear that municipalities understand the fiscal challenges we face, but more importantly they understand that we face these challenges together. I look forward to working collaboratively with you to find savings, strengthen front-line services and protect what matters most to the people of Ontario. Sincerely,

The Hon. Doug Ford
Premier of Ontario



www.eowc.org

NEWS RELEASE

Productive discussion between EOWC and Eastern Ontario Provincial MPPs

Picton, May 27, 2019 – Members of the Eastern Ontario Wardens' Caucus (EOWC) held a constructive meeting with their provincial counterparts last Friday, May 24, to discuss issues of interest for Eastern Ontario such as affordable housing, health care, emergency services, and financial impacts on municipal service delivery.

The meeting, co-hosted by EOWC Chair Andy Letham and MPP Todd Smith (also Minister of Economic Development, Job Creation and Trade), is an annual gathering of Provincial MPPs and the heads of Council from across the region.

"I would like to thank our Provincial MPPs for their presence and interest in our region's growth and development," stated Chair Letham. "The EOWC recognizes the Province's support for our number-one priority, being the improvement and expansion of the cellular and mobile broadband networks in Eastern Ontario, and thanks our MPPs for their efforts in securing the Province's \$71-million contribution to the project."

The meeting provided an opportunity for the EOWC to update the MPPs on its recent advocacy work, including submissions to the Province on red-tape reductions and regulatory burdens for affordable housing and long-term care. The Wardens also highlighted the impacts of the Province's recent budget amendments on municipal service delivery, including paramedic services, child care, Ontario Works, and public health units.

"We realize that the Province of Ontario has set important efficiency goals for itself and for the municipal sector, in order to achieve specific financial targets in the coming years," added Chair Letham. "The EOWC acknowledges the government's intentions, and today we reiterated the value and importance of having our voices around the discussion table – namely, to provide a local perspective that is well-researched and well-respected."

The Wardens asked for clarity on the Province's current priorities, and specifically how the EOWC could contribute its unique insight on governance, structure and funding models.

"We need a voice to transition properly and budget appropriately over the next few years," explained Warden Richard Kidd, of Lanark County. "Local municipal taxpayers are contributing to program and service delivery, and we look forward to working with the Province on achieving its goals while maintaining the quality of our services for the residents of rural Eastern Ontario."



www.eowc.org

For more information, contact:

Ron Taylor, Secretary/Treasurer, rtaylor@kawarthalakes.ca

Justin Bromberg, Communications and Policy Coordinator, info@eowc.org



May 27, 2019

Minister Clark, Minister Phillips, and Minister Yakabuski
Ministry of Municipal Affairs and Housing
17th Floor
777 Bay St.
Toronto, ON M5G 2E5

Re: Bill 108, Schedule 2, Proposed Changes to Conservation Authorities Act and Regulations

Honourable Ministers:

Between your three ministries, you manage all aspects of a watershed - the water courses, wetlands, forests, shorelines, and municipal landscapes – which combined are a functioning system. This principle is the scientific basis for the Conservation Authorities Act and works because Mother Nature doesn't recognize political boundaries.

With Bill 108, Schedule 2, the Ontario government will assume increased flood and drought risk that can be directly traced back to regulatory changes if it proceeds. In addition, changing definitions and relaxing exemptions under the discretion of the Lieutenant Governor in Council create uncertainty for businesses and residents, increase flood risk to landowners, and adversely affect habitat. Together these actions will directly impact our rural landowners on lakes and watercourses, municipalities that rely on lakes and rivers for drinking water, and ratepayers – cottagers, anglers, hunters, boaters, lake associations – who enjoy the benefits of a healthy watershed.

The Mississippi Valley Conservation Authority (MVCA) supports Conservation Ontario's letter to the Natural Resources Conservation Policy Branch dated 21 May 2019 regarding ERO# 013-4992.

Furthermore, the proposed legislative and regulatory changes move Ontario away from the prevention-focused, watershed-based risk and resource management approach currently practiced by Conservation Authorities (CAs). Specifically, we see the following potential consequences:

- increased development on or in currently regulated areas;
- increased natural hazard risks to people and property from such risks;
- increased cost at all levels of government to address flood damage to homes, utilities, and infrastructure;
- reduced property values, loss of insurance, and increased risk of property devaluation;
- reduced conservation of natural system features and functions that provide flood relief by storing water, recharging groundwater systems, and supporting evapotranspiration;
- increased shoreline hardening and reduced fish habitat with impacts on recreational fishing;

and

- reduced coordinated watershed-based management with impacts on water allocations under changing climate conditions.

MVCA is responsible for 3,750 square kilometers of the Mississippi River watershed, which runs 200 km in length through eleven municipalities in Eastern Ontario. These municipalities range in size from small rural townships like North and Central Frontenac to growing towns like Carleton Place and Mississippi Mills, to the large, urban City of Ottawa. The lakes, waterways, and forests in our watershed support many small businesses that serve cottages, boating, fishing, hunting, and tourism. Our CA mandate keeps people safe, provides clean, abundant water for drinking and recreation, and ensures lakes and watercourses that support the local economy.

Our specific concerns about the proposed legislation are as follows:

- Change to CAs' mandatory/core services.
 - A hazard-only focus is insufficient to mitigate flooding.
 - On a landscape basis, it's the cumulative impact of tributaries and land use patterns that affect flooding and drought.
 - It costs less to prevent and mitigate flood events on a watershed basis than to repair the damage. Predicting an area is going to flood is not enough.
 - We need more resilience in our landscape, not less. Flood plains are going to change and get bigger. Municipalities like Ottawa are asking for 1:350-year frequency level floodplain mapping in anticipation of more extreme events.
 - Watershed planning and stewardship programs are needed to identify and prioritize conservation and restoration areas.
- General Levy and Municipal Opt-In for Non-Core Services.
 - The existing CA Act recognizes that an action upstream can affect a community downstream. It encourages municipalities to jointly manage water and land resources on a watershed basis for mutual benefit.
 - Eastern Ontario is not the Greater Toronto Area. Our headwaters and tributaries are in the rural areas with small populations. Large municipalities in the watershed provide significant funding to the tax levy pool and receive sustainable water management in return.
 - Small municipalities benefit from cost effective professional planning and regulatory services that they would otherwise find difficult to afford.
 - The proposed changes will exacerbate the rural/urban divide by allowing opt out of watershed management.
 - Those choosing to opt out are unlikely to find a more affordable service. Residents will actually pay more for the same service or the service will be eliminated, transferring risk from the CA to the opt out municipality and to other municipalities in the watershed.

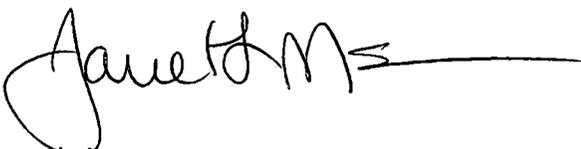
- From a fairness perspective, only well-off jurisdictions may receive the full scope of services.
- Powers of the Lieutenant Governor in Council.
 - The new proposed powers for permitting, exemptions, and redefinitions create a climate of uncertainty, and run the risk of being applied inconsistently without due regard for system-level effects on the watershed as a whole.
 - The current definitions for river and stream valleys, hazardous lands, watercourses, wetlands, and pollution are science-based and have stood the test of time.

MVCA understands and concurs with the need for new housing and reduced timelines, but it should be smart, sustainable development. The government's approach is a risky path that does not serve the interests of Ontarians.

Fixing development timelines does not require alteration of the CA Act. The MVCA Board has committed to streamline approvals and improve client service and accountability while maintaining a core mandate that includes both hazard management and conservation of Ontario's watersheds for protection of and enjoyment by its citizens.

We recommend that the government reduce the scope of Schedule 2 to focus on service delivery timelines, which we all agree need improvement. This would get to the heart of the development challenge without jeopardizing watershed resilience, and allow time to examine alternative governance approaches that do not undermine service delivery to rural communities. It requires municipalities and CAs to work together to meet development goals within current environmental frameworks, which will lead to creative, innovative service delivery solutions while protecting homes, businesses, and Ontario's rich natural heritage.

Sincerely yours,



Chair

Janet Mason

- c. Merilee Fullerton, MPP
 Goldie Ghamari, MPP
 MVCA Board
 Conservation Ontario
 Rideau Valley Conservation Authority
 South Nation Conservation
 MVCA member municipalities, CAOs



**Town of Grimsby
Administration**

Office of the Town Clerk
160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3
Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010
Email: skim@grimsby.ca

File No: C-19-167

Hon. Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

SENT VIA EMAIL

RE: Opposition to Bill 108

Please be advised the Council of the Corporation of the Town of Grimsby at its regular Council meeting held on May 21, 2019 approved the following resolution:

WHEREAS the legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support; and

WHEREAS All parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning; and

WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow; and

WHEREAS On August 21, 2018 Minister Clark once again signed the MOU with the Association of Municipalities of Ontario and entered into "...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government."; and

WHEREAS This MOU is "enshrined in law as part of the Municipal Act". And recognizes that as "...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest"; and

WHEREAS By signing this agreement, the Province made "...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact"; and

WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act,



**Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

Now Therefore Be it Hereby Resolved That Town of Grimsby oppose Bill 108 which in its current state will have negative consequences on community building and proper planning; and

Be it further resolved that Town of Grimsby call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and

Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yours sincerely,

Sarah Kim
Acting Town Clerk

Cc: Hon. Christine Elliott, Deputy Premier
Hon. Steve Clark, Minister of Municipal Affairs
Hon. Andrea Horwath, Leader of the New Democratic Party
All MPPs in the Province of Ontario
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



COUNCIL CALENDAR

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 FCM
2 FCM	3	4 6pm Council	5	6	7	8
9	10	11 9:30am CPAC 12:30pm Ag	12 10:30am Joint Cost Sharing (Beckwith)	13	14	15
16	17 6pm Public IC Forum	18 8am CEDC 6pm Council	19 3:30 AAC 5:30pm CoA	20 9am Fin&Pol	21	22
23	24 3:30pm PWAC	25 3pm Parks&Rec	26 2:30pm Library 7pm Heritage	27	28	29
30						

COUNCIL CALENDAR

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Summer Recess

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-59

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

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

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

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

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

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

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

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

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

DEFINITIONS

1. In this by-law, unless the context otherwise requires:
 - a) **Approved** means approved by Council.

- b) **Automatic Aid** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **Auxiliary Member** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration approved by the Fire Chief.
- d) **Cadet Fire Fighters** means persons between the age of 15-18 who are participating in the Cadet Fire Fighter program.
- e) **Corporation** means The Corporation of the Municipality of Mississippi Mills.
- f) **Council** means the Council of the Municipality of Mississippi Mills.
- g) **Chief Designate** means a person appointed by the Fire Chief to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief. This will primarily be the function of the Deputy Chief but may be appointed to other senior departmental officers as circumstances dictate.
- h) **Deputy Fire Chief** means a person appointed by the Fire Chief to oversee department planning for both operations and training. This person will be assigned the role of Community Emergency Management Co-ordinator (CEMC) on behalf of the Town.
- i) **Emergency Management and Civil Protection Act** means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- j) **Fire Chief** means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- k) **Fire Department** means the fire department for the Municipality of Mississippi Mills.
- l) **Fire Code** means Ontario Regulation 213/07, as amended, and any successor regulation.
- m) **Fire Protection and Prevention Act** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- n) **Fire Protection Services** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- o) **Limited Service** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and

drives, obstructions, or extraordinary hazards or unsafe conditions.

- p) **Member** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- q) **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- r) **Mutual Aid** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- s) **Officer** means Fire Chief, Deputy Fire Chief, Chief Designate, District Chiefs, Captains, Lieutenants and or any person designated by the Fire Chief to supervise Firefighters.
- t) **Town** means The Corporation of the Municipality of Mississippi Mills.
- u) **Volunteer Firefighter** means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

Fire Department Establishment

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

Structure

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

Approved Services and Programs

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

Limited Service

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

Responses Outside the Limits of the Municipality

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

Fire Chief Responsibilities and Authority

11. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act 1997 for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
12. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and

shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. Further, the Fire Chief shall have the authority to delegate duties relating to operational activities.

13. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:

- a) Performing all statutory duties of the Fire Protection and Prevention Act 1997, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
- b) Reporting to Council as required by the Fire Protection and Prevention Act 1997 and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
- c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
- d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
- f) Developing, establishing, and implementing policies, operating procedures and or guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
- g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
- i) The proper care and protection of all Fire Department property.
- j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Town and other municipalities.
- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
- l) Appointment, subject to Approved hiring practices as laid out by the Fire Chief, of any qualified person as a Member of the Fire Department.

- m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
 - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
 - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act 1997.
 - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act 1997, or other applicable regulation or statute.
 - q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief and any other specific reports as directed by Council.
 - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
14. The Fire Chief shall be responsible for coordinating the Municipality of Mississippi Mills Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

Powers

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 1997, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c) Any necessary action to guard against fire or other danger, risk, or accident, which may

include boarding up or barricading of buildings or property, when unable to contact the owner of the property.

- d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997.
- e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act 1997.

18. As set out in the Fire Protection and Prevention Act 1997, the Fire Chief may delegate any of his/her powers or duties to the Chief Designate or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

Recovery of Costs

19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the municipality for taking such actions from the owner of the property on which the fire or other emergency occurred.

20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997 in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.

21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.

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

Volunteer Firefighter Employment

23. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to Approved hiring policies.

24. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter

Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

Cadet Firefighter Program

25. The Fire Chief may establish a Cadet Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.
26. To be eligible for appointment as a Cadet Firefighter, candidates shall:
 - a) Be between the ages of 15 and 18;
 - b) Be attending high school and able to meet and maintain the academic and attendance expectations mutually agreed upon by the Cadet Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief;
 - c) Provide written permission and a signed waiver that indemnifies and releases the Corporation from liability from a parent or legal guardian to participate in the Cadet Firefighter Program.
27. Acceptance as a Cadet Firefighter shall be subject to the discretion of the Fire Chief. Cadet Firefighter status may be revoked at any time at the discretion of the Fire Chief. Cadet Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.
28. Cadet Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.
29. Cadet Firefighters are not eligible for remuneration.
30. Cadet Firefighters shall comply with all terms and conditions of the Cadet Firefighter Program as established by the Fire Chief, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.
31. Cadet Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Cadet Firefighter Program.
32. Cadet Firefighters shall not be permitted to enter any immediately Dangerous to Life or Health (IDLH) area or environment at any time.
33. Cadet Firefighters shall not operate any Fire Department vehicle

Obstruction

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

Offences

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

Severability

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

Legal

37. By-law No. 15-35, as amended, of the Corporation of the Municipality of Mississippi Mills be and is hereby repealed.

38. Notwithstanding Section 29, the appointments of the Fire Chief, the Chief Designate, and all other Members of the Fire Department who were appointed under the provisions of By-Law No. 15-35, that existed and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

BY-LAW READ, passed, signed and sealed in open Council this 4th day of June, 2019.

Christa Lowry, Mayor

Shawna Stone, Clerk

**Schedule “A”
By-Law No. 19-59**

FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

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

A.1 Emergency Response

A.1.1 Basic Firefighting Services:

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

A.1.2 Structural Firefighting Services:

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

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

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

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

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;

- iii. Sufficiently Trained Firefighting staffing is deployed at the fireground;
- iv. Reliable water supply with adequate flow can be sustained;
- v. Adequate fireground supervision and support is provided

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

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

A.1.3 Rural Firefighting Operations:

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

A.1.4 Vehicle Firefighting Services:

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

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

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

A.1.6 Marine Firefighting Services:

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

A.1.7 Automatic Aid Response Services:

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

A.1.8 Mutual Aid Response Services:

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

A.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Lanark Emergency Medical Services and the Municipality of Mississippi Mills.

A.1.10 Ambulance Assistance Services:

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

A.1.11 Police Assistance Services:

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

A.1.12 Public Assistance Services:

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

A.1.13 Public Hazard Assistance Services:

a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.

b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:

- i. Electrical utility emergencies;
- ii. Natural gas utility emergencies.

A.1.14 Vehicle Accident Services:

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

A.1.15 Vehicle Extrication Services:

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

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

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

A.1.17 Highway Incident Services:

- Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

A.1.18 Hazardous Materials Response Services:

- Service shall be provided at the Operations Level in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.

- Hazardous materials response services at the NFPA 472 Technician Level shall not be provided by the Fire Department.
- Notwithstanding the foregoing, the Fire Chief shall be authorized to designate one or more Firefighters to participate in the County of Lanark Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response Team, and to train to and to operate at the NFPA 472 Technician Level while deployed to CBRNE incidents in conjunction with the regional response team under the provisions of an Approved mutual aid or fire services agreement.

A.1.19 Water and Ice Rescue Services:

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

A.1.20 Urban Search and Rescue Services:

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

A.1.21 Rope Rescue Services:

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

A.1.22 Confined Space Rescue Services:

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

A.1.23 Trench Rescue Services:

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

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

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

A.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services shall not be provided by the Fire Department.

A.1.26 Industrial and Machinery Rescue Services:

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

A.1.27 Community Emergency Plan Response Services:

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

A.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

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

A.2 Operations Division

A.2.1 Fire Inspection Services:

- Conducting complaints inspections.
- Conducting vulnerable occupancy inspections.
- Conducting requested inspections.
- Conducting routine inspections.
- Conducting licensing inspections.
- Systems checking, testing and approval.
- Enforcing code compliance.
- Enforcing municipal by-laws.
- Issuing permits.
- Preparing reports and issuing written responses to requests.

A.2.2 Public Education Services:

- Providing fire and life safety public education programs.
- Facilitating smoke alarm and carbon monoxide alarm initiatives.
- Distributing public safety messaging to the media.
- Delivery of specialized programs.

A.2.3 Fire Investigation Services:

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

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

A.2.5 Risk Assessment Services:

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

A.2.6 Plans Examination Services:

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

A.2.7 Consultation Services:

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

A.2.8 Assistant to the Fire Marshal Services – Fire Prevention:

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

A.3 Emergency Planning

A.3.1 Pre-Incident Planning Services:

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

A.3.2 Community Emergency Management Planning Services:

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

A.4 Fire Administration Division

A.4.1 Planning and Development Services:

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

A.4.2 Financial Services:

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

A.4.3 Records Management Services:

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

A.4.4 Department Human Resources Services:

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.
- d) Job classifications.
- e) Discipline.

A.4.5 Customer Relations Services:

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.

- c) Developing and maintaining inter-agency relationships.

A.4.6 Health and Safety Services:

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

A.4.7 Legal Services:

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

A.5 Communications

A.5.1 Dispatch Services:

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

A.5.2 Technology Services:

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
- c) Arranging for interface capabilities with other data systems.

A.5.3 Fleet and Equipment Maintenance Services:

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.

- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

A.5.4 Facilities Maintenance Services:

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

A.6 Division of Training and Education

A.6.1 Training Program Standards:

- a) Providing a training program for Firefighters that conforms to NFPA 1001 II, *Standard for Fire Fighter Professional Qualifications*.

- b) Providing a training program for firefighters that conforms to NFPA 472/1072, *Standard for Competence of Responders to hazardous materials/weapons of mass destruction incidents, Awareness and or Operations*
- c) Providing a training program for apparatus drivers and operators that conform to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- d) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- e) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- f) Providing a training program for fire inspectors that conform to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- g) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- h) Providing a training program for fire and life safety educators that conform to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.
- i) Providing a training program for fire service instructors and training officers that conform to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- j) Providing a training program for incident safety officers that conform to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- k) *Providing a training program for firefighters that conforms to NFPA 1061, Standard for Public Safety Telecommunications*
- l) Providing a training program for fire investigations that conforms to Incident Command System/Incident Management System.
- m) *Volunteer firefighter recruitment process*

n) *Oversees execution of all training activities*

A.6.2 Providing Access to Training Facilities:

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

A.6.3 Providing Station Training:

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

A.6.4 Program Development Services:

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

Lanark Transportation Association

*Serving Lanark County and
The Town of Smiths Falls
since 2001*

Who We Are

- Lanark Transportation Association (LTA) is a unique, community based accessible, caring, personal transportation service.



Success Story

- In 2014 appeared in the Rural Ontario Institute's report: *Accelerating Rural Transportation Solutions; Ten Community Case Studies in Ontario*, as one of the ten case studies.
(<http://www.ruralontarioinstitute.ca/file.aspx?id=c3296740-5db4-436e-a56a-07e5eocddf6>)

Our Service

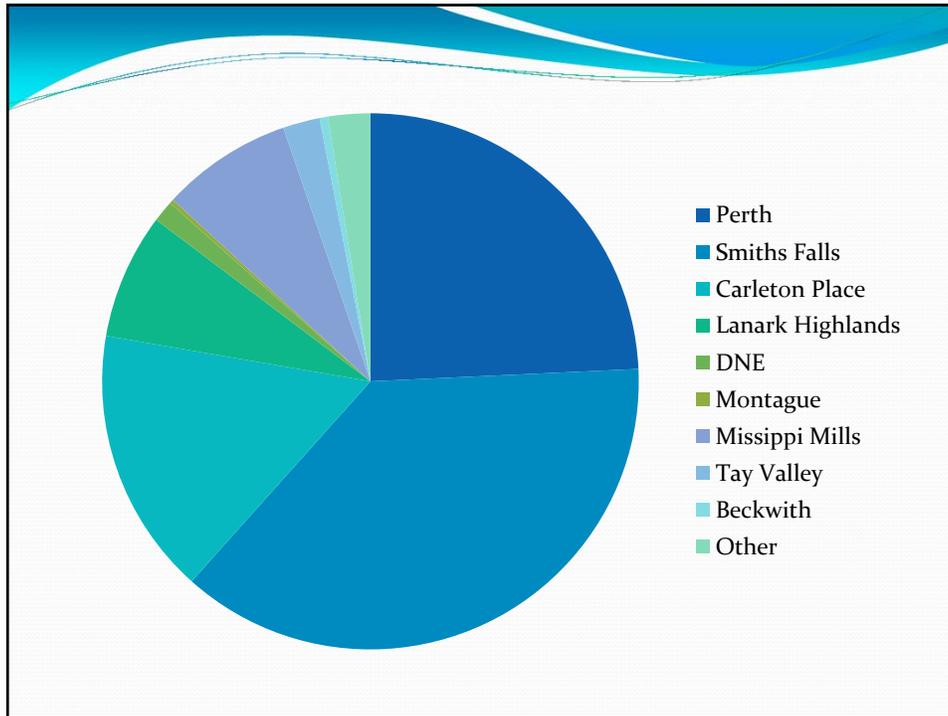
- We connect people with life-enhancing community supports and services including:
- Medical appointments
- Day programs
- Counselling services
- Social service appointments
- Food programs
- Job interviews
- Court
- Pre-employment training

Our Service

- We are a member of the Canadian Urban Transit Association (CUTA)
- In 2017 we provided 21,326 trips to 1935 registered users
- In 2017 we drove 616,628 Kilometres (circumference of the earth is 40,075 Kilometres).

Point of Origin - 2015

Perth	2506
Smiths Falls	3856
Carleton Place	1664
Lanark	
Highlands	782
DNE	134
Montague	26
Missippi Mills	816
Tay Valley	230
Beckwith	52
Other	262



Sources of Funding

- In 2017 47.5% (\$488,5000) of LTA's operating budget came from fare recovery.
- We received from a grant from the County of Lanark \$84,600.
- A further \$8,486 from the Town of Smiths Falls.
- An additional \$422,000 received through the provincial Gas Tax Money.
- Each trip provided was subsidized by the County and The Town of Smiths Falls by \$4.36.

Grant Money

- The success of LTA has been made possible because of continuing support of Lanark County and the Town of Smiths Falls.
- 2003 - \$50,000
- 2004 - \$40,000
- 2005 - \$76,000
- 2006 - \$76,000
- 2007 - \$76,000
- 2008 - \$77,500
- 2009 - \$79,000
- 2010 - \$81,500
- 2011 - 2016 - \$81,500 (\$8,400)
- 2017 - \$83,000 (\$8,400)
- 2018 - \$84,600 (\$8,400)
- 2019 - \$86,500 (\$8,500)

Gas Tax Money

- In 2018 LTA received \$144,000 for capital (vehicle) purchases and \$280,000 for operating costs.
- The grant money that LTA receives from Lanark County and the Town of Smiths Falls qualifies the service for gas tax money.

Gas Tax Money

- The amount of Gas Tax money received is dependent upon:
 - The population of Lanark County.
 - The number of kilometres travelled.
 - The number of passengers carried.

Affordable for All

- LTA charges \$110 for a return trip to Ottawa. Private services charge 3 to 4 times as much.
- If a client is registered with OW or ODSP the cost of the trip is directly invoiced to their agency.

Subsidy Available

- The cost of this trip to people not with an agency is subsidized between 100% and 20% dependent on income. People with an income of < \$12,000 would pay \$2.00. A household income of between \$12 - \$15,000 would pay between \$4 and \$12 depending on the destination.
- To date in 2018 we have subsidized trips in the amount of \$36,000

Partnerships

- LTA has formed partnerships with the following groups to provide transportation:
 - Lanark County Mental Health
 - The Table
 - Interval House
 - YAK
 - Algonquin Employment Services

3 Service Models

- Individual need, for example a doctor's appointment.
- Agency or organization need. For example, a five week therapeutic riding program organized by youth centre.
- Modified fixed route pilot project in Lanark Highlands.

Ride the LT

- Available to residents of Lanark Highlands.
- Leaves from Lanark Town Hall OR personalized pick up and drop off at home address if can not get to the town hall.
- \$2 return trip.
- Every Tuesday to fixed stops in either Perth or Carleton Place.
- Two stops of approx. 45 mins each or one stop of approx. 90 mins.

New Web Site

www.lanarktransportation.com



Letter from Client

“Ms. Bird, I want to remind you and your staff what a vital service you provide and tell you how very thankful and appreciative I am for everyone’s outstanding assistance. Please know that you all make a very important difference in the lives of your customers and also to those you’ve never even met.”



Municipality of Mississippi Mills
PENDING LIST
June 4, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	June
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arragned following CAO recruitment	TBD
Parking Study	Planning	Staff to conduct study comprehensive parking study in Almonte	TBD
Petition Policy	Clerks	Staff to review and include provisions for opposition to minor local improvements	TBD