



**Municipality of Mississippi Mills**

**SPECIAL COUNCIL AGENDA**

**Tuesday, April 7, 2020, 2:00 p.m.**

**E-participation**

<https://www.youtube.com/channel/UCa1h77tGix6pMuVc8we0hJg>

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**A. CALL TO ORDER (1:45 p.m.)**

**B. CONSIDERATION OF A CLOSED SESSION (1:45 p.m.)**

1. Glen Isle Shore Ltd. Minutes of Settlement - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Municipal Act Section 239 (e))

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

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

Council minutes dated March 3, 17 and 30, 2020

Pages 4-19

**F. REPORTS**

**Committee of the Whole**

1. March 3, 2020 Committee of the Whole Report

Pages 20-21

**Recommendation:**

That Council approve the following recommendations from the March 3, 2020 Committee of the Whole report:

- i. Ottawa Street Intersection Study  
That Council receive the technical memorandum prepared by Parsons dated February 18, 2020, entitled "Mississippi Mills Traffic and Safety Review" as information;

And that Council direct staff to implement the recommended mitigation measures identified in Table 6 of the memorandum in 2020.

ii. Addition to the Municipality's Names Reserve List – Herb Pragnell

That Council approve the addition of "Herb Pragnell" to the Municipality's Names Reserve List for consideration for future naming of a street within the municipality.

### **Roads and Public Works**

2. Fire Truck Conversion Running Gear Tender Pages 22-23

Recommendation:

That Council direct staff to award the contract for Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete to GINCOR Industries in the amount of \$88,931.00 plus HST as detailed in the report by the Director of Roads and Public Works dated March 17th, 2020, with the additional funding coming from reserves.

3. Almonte Drinking Water System Pages 24-49

Recommendation:

That Council receive the 2019 Annual Summary Report for the Almonte Drinking Water System pursuant to the requirements of Ontario Regulation 170/03 (Safe Drinking Water Act – 2002).

4. Extension of Seasonal Employment Contracts Pages 50-51

Recommendation:

That Council approve that the Seasonal Employment Contracts for employee Nos. 0567, 0570 and 0579 be extended beyond their scheduled termination dates on a week by week basis.

5. Waste Management Garbage Collection Extension Page 52-54

Recommendation:

That Council approve a one-year extension of the Municipality's garbage collection contract with Waste Management Ltd. to May 31, 2021.

### **Finance and Administration**

6. 2019 Statement of Reserve Funds Pages 55-59

Recommendation:

That Council accept the Treasurer's 2019 Statement of Reserve Funds as presented.

7. Council Expenses 2019 Pages 60-67

Recommendation:

That Council receive the statement of Council Expenses for 2019 as information.

8. Interim Report on Financial Implications of COVID-19 Pages 68-75

Recommendation:

That Council receive the interim report on financial implications of COVID-19 as information.

**G. BY-LAWS**

That By-laws 20-025 to 20-032 be taken as read, passed, signed and sealed in Open Council.

20-025 Zoning By-law Amendment (Riverfront Estates)	Page 76
20-026 Official Plan Amendment No. 23 (Riverfront Estates)	Pages 77-88
20-027 Part Lot Control Block 48 Plan 27M-88 (Stewart Lee)	Page 89
20-028 Part Lot Control Block 49 Plan 27M-88 (Stewart Lee)	Page 90
20-029 Part Lot Control Block 50 Plan 27M-88 (Stewart Lee)	Page 91
20-030 Part Lot Control Block 51 Plan 27M-88 (Stewart Lee)	Page 92
20-031 Part Lot Control Block 55 Plan 27M-88 (Stewart Lee)	Page 93
20-032 Part Lot Control Block 58 Plan 27M-88 (Spring St)	Page 94

**H. CONFIRMATORY BY-LAW – 20-033**

**I. ADJOURNMENT**



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

**Council Meeting #06-20**

**MINUTES**

A regular meeting of Council was held on Tuesday, March 3, 2020 at 6:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 6:00 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

None

**C. O CANADA**

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

**D. MOMENT OF SILENT MEDITATION**

Council observed a moment of silent meditation.

**E. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Ken Kelly, Chief Administrative Officer  
Jeanne Harfield, Acting Clerk  
Guy Bourgon, Director of Roads and Public Works  
Niki Dwyer, Director of Planning  
Tiffany MacLaren, Community and Cultural Coordinator (left at 7:21 p.m.)  
Christine Row, Chief Librarian (left at

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**F. APPROVAL OF AGENDA**

**Resolution No. 065-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

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

**CARRIED**

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

None were declared.

**H. APPROVAL OF MINUTES****Resolution No. 066-20**

**Moved by Deputy Mayor Minnille**

**Seconded by Councillor Dalgity**

**THAT** the Council Minutes February 18, 2020 be approved as presented.

**CARRIED**

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

1. OPP Inspector Karuna Padiachi  
Re: Update on OPP Strategic Plan and Operations

Inspector Padiachi provided an overview of services provided by Lanark County OPP such as: the mobile crisis response team and statistics from the program; new victim advocate hired; snowmobile patrols (dedicated patrols started in February across the County – 60% of the patrol in Mississippi Mills on the OVRT); educational campaign regarding impaired driving; and a new 911 program where officers will only be dispatched when exact location is known.

**Resolution No. 067-20**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**THAT** the deputation by OPP Inspector Karuna Padiachi re: Update on OPP Strategic Plan and Operations be received for information.

**CARRIED**

2. Councillor Ferguson, Chair of Community Policing Advisory Committee  
Re: Changes to *Police Services Act*

Councillor Ferguson provided an overview of the proposed changes to the *Police Services Act* such as: new regulations, proposed timelines, amalgamations of boards within detachments, recent roundtable hosted by the Solicitor General, and the potential impact of the changes to Mississippi Mills.

**Resolution No. 068-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** the deputation by Councillor Ferguson re: Changes to *Police Services Act* be received for information.

**CARRIED**

3. Neil Caldwell and Perry Raglin, JP2G  
Re: Almonte Downtown Revitalization

Neil Caldwell and Perry Raglin went over the proposed plans for the downtown revitalization project which included: parking, sidewalks, phases, streetscaping, and cost breakdowns. Members then posed questions regarding the proposed plan such as: budget, timeline, bore holes, parking spaces, and next steps.

Council recessed at 7:10 p.m. and resumed at 7:17 p.m.

**Resolution No. 069-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** the deputation by Neil Caldwell and Perry Raglin, JP2G re: Almonte Downtown Revitalization be received for information;

**AND THAT** Council direct staff to bring forward a breakdown of costing to reflect water and sewer costs and other costs;

**AND THAT** Council direct staff to arrange for a follow-up special meeting.

**CARRIED**

**J. PUBLIC MEETINGS**

1. Bakers Quarry Subdivision  
Re: Subdivision Application

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

- Marko Cekic, Land use planner with Macintosh Perry went over the proposed plans
- D. George question re: what constitutes medium density development

**K. COMMITTEE OF THE WHOLE REPORT**

1. Committee of the Whole Report – February 18, 2020

**Resolution No. 070-20**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**THAT** the February 18, 2020 Committee of the Whole report be adopted as presented;

And That motions CWO46-20 re: Paterson Street Parking Restrictions, CWO52-20 re: Support Development of Independent Model for Mill of Kintail, and Info List Item #1 and #5 be pulled for further consideration

**CARRIED**

A. Consent Reports:

**Resolution No. 071-20**

**THAT** the following consent reports from the February 18, 2020 Committee of the Whole meeting be received as information:

- CAO Report – February 2020
- Library Board – Dec 18, 2019
- CEDC – Jan 21, 2020
- Heritage – Jan 22, 2020
- Agriculture – Jan 30, 2020

**CARRIED**

1. Parks and Recreation Advisory Committee

**Resolution No. 072-20**

**THAT** Council appoint two new members to the Parks and Recreations Advisory Committee.

**CARRIED**

2. Agriculture Advisory Committee

**Resolution No. 073-20**

**THAT** Council send correspondence to the Province supporting the proposed changes to the Drainage Act.

**CARRIED**

B. Staff Reports:

- i. Parks and Recreation:  
Funding for Ramsay Recreational Halls 2020

**Resolution No. 074-20**

**THAT** Council approve 2020 funding for Union Hall and the Clayton Hall based on 35% of their respective 2019 operating;

**AND FURTHERMORE THAT** Council require both organizations to develop a five-year business plan to be submitted by the end of July, 2020;

**AND FURTHERMORE THAT** a review of the funding model for 2021-2024 occur in October 2020 upon review of business plans from both facilities.

**CARRIED**

- ii. Roads and Public Works:  
Paterson Street Parking Restrictions

**Moved by Councillor  
Seconded by Councillor**

**THAT** Council direct staff to amend By-law 02-27 Traffic and Parking to restrict parking on Paterson Street in proximity to the Orchardview Estates development as detailed in the report by the Director of Roads and Public Works dated February 18th, 2020.

**AND THAT** Council direct staff with respect to public consultation in accordance with the options identified in this report.

*Motion to amend*

**Resolution No. 075-20**

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

Strike out: Council direct staff with respect to public consultation in accordance with the options identified in this report.

Insert: That Council direct staff to consult with the public by obtaining written comments from the public through a posting on the municipal website, notification on social media and notification at Orchardview.

**CARRIED**

*Motion as amended:*

**Resolution No. 076-20**

**Moved by Councillor Ferguson  
Seconded by Councillor Dalgity**

**THAT** Council direct staff to amend By-law 02-27 Traffic and Parking to restrict parking on Paterson Street in proximity to the Orchardview Estates development as detailed in the report by the Director of Roads and Public Works dated February 18th, 2020.

**AND THAT** Council direct staff to consult with the public by obtaining written comments from the public through a posting on the municipal website, notification on social media and notification at Orchardview.

**CARRIED**



- iii. Finance and Administration:  
Community Engagement Strategies

**Resolution No. 076-20**

**THAT** Council direct staff to develop a community engagement strategy as part of the strategic plan;

**AND THAT** Council direct staff to formalize plans for ward open houses/town halls;

**AND THAT** Council direct staff to incorporate cost effective online community engagement tools into the website development;

**AND THAT** Council direct staff to obtain quotes for online community engagement software as part of the community engagement strategy;

**AND THAT** Council provide direction to staff regarding the option of facilitating council drop-ins or office hours and including more detailed information about Councillors on the new municipal website.

**CARRIED**

- iv. Finance and Administration:  
Support Development of Independent Model for Mill of Kintail

**Moved by Councillor Holmes**

**Seconded by Councillor**

**THAT** Council direct the Mayor and staff to work with the Mississippi Valley Conservation Authority, the Mill of Kintail Special Advisory Committee, the Provincial Government, and other private parties to develop an independent and sustainable model for the R. Tait McKenzie and Dr. James Naismith Collections.

**AND THAT** Council allocate \$10,000 to support the professional legal advice for a governance structure;

**AND THAT** Council direct staff to keep Council informed;

*Motion to amend*

**Resolution No. 077-20**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

Insert: National Capital Commission

**CARRIED**

*Motion as amended*

**Resolution No. 078-20**

**Moved by Councillor Holmes**

**Seconded by Councillor Guerard**

**THAT** Council direct the Mayor and staff to work with the Mississippi Valley Conservation Authority, the Mill of Kintail Special Advisory Committee, the Provincial Government, and the National Capital Committee and other private parties to develop an independent and sustainable model for the R. Tait McKenzie and Dr. James Naismith Collections.

**AND THAT** Council allocate \$10,000 to support the professional legal advice for a governance structure;

**AND THAT** Council direct staff to keep Council informed.

**CARRIED**

C. Notice of Motion

- i. Mayor Lowry Motion:  
Memorandum of Understanding Between the Municipality of Mississippi Mills and the Mississippi Valley Textile Museum

**Resolution No. 079-20**

**WHEREAS** the Municipality will be undertaking Phase 2 of the Riverwalk which includes the Mill Workers' staircase;

**AND WHEREAS** the Municipality owns or has agreements in place for all lands related to Phase 2 of Riverwalk;

**AND WHEREAS** the mandate of the Mississippi Valley Textile Museum includes preserving and sharing the history of mill workers in the area;

**AND WHEREAS** the Mississippi Valley Textile Museum has secured grant funding for projects connected to the Riverwalk Expansion;

**THEREFOR BE IT RESOLVED THAT** Council direct staff to draft and execute a Memorandum of Understanding between The Municipality of Mississippi Mills and The Mississippi Valley Textile Museum for projects pertaining to the Riverwalk and Millworkers' Staircase.

**CARRIED**

D. Information List # 04-20

i. Item #1:

Carleton Place Hospital Foundation – Donor Wall

Staff provided an update that the name correction has been sent to the Carleton Place Hospital Foundation.

**MOTION NOT TABLED**

THAT Council direct staff to send correspondence to the Carleton Place Hospital Foundation re: Donor Wall and name on wall.

ii. Item #4

Almonte Civitan – Volunteer Appreciation Week

**Resolution No. 080-20**

**WHEREAS** National Volunteer Week is celebrated across Canada;

**AND WHEREAS** volunteers are essential people in our community who donate their time and energy to their fellow citizens;

**AND WHEREAS** in Mississippi Mills, we are proud of and wish to recognize these members of our community who enrich the lives of those around them and help make our community a strong and vital place to live;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim April 19-25, 2020 as National Volunteer Week.

**CARRIED**

iii. Item #5

Mississippi Mills Library Board Chair – Cost Sharing Agreement

**Resolution No. 081-20**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

**THAT** Council receive the letter from the Library Board Chair re: Cost Sharing Agreement as information;

**AND THAT** Council direct staff to bring forward a summary and historical background of the cost sharing agreement;

**AND THAT** Council invite Howard Allen to come and present on the Cost Sharing Agreement and to include the Library Board in the meeting.

**CARRIED**

2. Letter of Support – CRTC Application Storm Internet:

**Resolution No. 082-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** Council direct staff to submit a letter of support for Storm Internet's application to CRTC for grant funding for rural broadband access.

**CARRIED**

**L. BY-LAWS**

**Resolution No. 083-20**

**Moved by Deputy Mayor Minnille**

**Seconded by Councillor Ferguson**

**THAT** By-laws 20-017 and 20-019 be taken as read, passed, signed and sealed in Open Council

**CARRIED**

By-Law 20-017

**Resolution No.084-20**

**THAT** By-law 20-017, 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**

By-law 20-018

**Resolution No. 085-20**

**THAT** By-law 20-018, being a by-law to impose water and sewer rates.

**CARRIED**

By-law 20-019

**Resolution NO. 086-20**

**THAT** By-law 20-019, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act* for the land the land in Block 4 on 27M-42 (Ann Street).

**CARRIED**

**M. ANNOUNCEMENTS AND INVITATIONS**

Councillor Ferguson – St. Patrick's Day in Pakenham

Councillor Maydan – Saturday drop in with Almonte Councillors at Almonte Library

**N. CONFIRMATORY BY-LAW**

**Resolution No. 087-20**

**Moved by Deputy Mayor Minnille**

**Seconded by Councillor Dalgity**

**THAT** By-law 20-020 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 3<sup>rd</sup> day of March, be read, passed, signed and sealed in Open Council this 3<sup>rd</sup> day of March, 2020.

**CARRIED**

**O. ADJOURNMENT**

**Resolution No. 088-20**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

**THAT** the meeting be adjourned at 7:57 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
CLERK



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

**Council Meeting #02-20**

**MINUTES**

A special meeting of Council was held on Tuesday, March 17, 2020 at 11:00 a.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 11:00 a.m.

**B. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Chad Brown, Fire Chief

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**C. APPROVAL OF AGENDA**

**Resolution No. 089-20**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Holmes**  
**THAT** the agenda be approved as presented.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

[None]

**E. OTHER/NEW BUSINESS**

1. Emergency Plan Process/Protocol

Members brought forward concerns regarding: membership of the Municipal Emergency Control Group; Council involvement in decision making; communications to Council; training on emergency management plan; update Emergency Plan and by-law; and advocating to Ministry of Municipal Affairs and Housing for amendments to *Municipal Act* regarding electronic participation at

Council meetings. The Mayor responded to the concerns raised by members and directed certain questions to the Fire Chief and CAO.

Chief Brown provided an overview of the requirements for each Municipality to have an Emergency Control Group and the implementation of the Emergency Plan. CAO Ken Kelly provided an overview of operational decisions made in reaction and precaution of COVID-19 as well as by-law 04-63 and the appropriate actions taken by staff.

**F. CONFIRMATORY BY-LAW**

By-law 20-021

**Resolution No. 090-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** By-law 20-021, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 17<sup>th</sup> day of March, 2020, be read, passed, signed and sealed in Open Council this 17<sup>th</sup> day of March, 2020.

**CARRIED**

**G. ADJOURNMENT**

**Resolution No. 091-20**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**THAT** the meeting be adjourned at 12:02 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
CLERK



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

**Council Meeting #08-20**

**MINUTES**

A special meeting of Council was held on Monday, March 30, 2020 at 12:00 p.m. via e-participation.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 12:00 p.m.

**B. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Chad Brown, Fire Chief  
Rhonda Whitmarsh, Treasurer  
Guy Bourgon, Director of Roads and Public Works  
Tiffany MacLaren, Cultural and Community Coordinator  
Niki Dwyer, Director of Planning  
Calvin Murphy, Recreation Manager  
Christine Row, Chief Librarian  
Anita Legault, Daycare Manager

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**C. APPROVAL OF AGENDA**

**Resolution No. 092-20**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Dalgity**  
**THAT** the agenda be approved as presented.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

[None]



**E. EMERGENCY REPORTS**

1. Amendment to Procedural By-law 19-127

**Resolution No. 093-20****Moved by Councillor Ferguson****Seconded by Councillor Maydan**

**THAT** Council pass a by-law to amend Procedural By-law 19-127 to allow for Council, Local Boards and Committees to hold electronic meetings in the event of a municipal or provincially declared emergency.

**CARRIED**

2. By-law 20-022 Amendment to Procedural By-law 19-127

**Resolution No. 094-20****Moved by Councillor Dalgity****Seconded by Councillor Holmes**

**THAT** By-law 20-022, being a by-law to amend by-law 19-127 Procedural By-law be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

3. Interest, Penalties and Due Dates-COVID 19

**Resolution No. 095-20****Moved by Councillor Maydan****Seconded by Deputy Mayor Minnille**

**THAT** Council establish the due date for the water and sewer billing of March 1, 2020 to April 30, 2020 at 45 days from the date the bill is issued.

**AND THAT** Council authorize the CAO and Treasurer to make case by case decisions with regards to payment plans and penalty and interest adjustments that may be requested for all municipal billings while the COVID 19 pandemic is ongoing or until such time as Council makes further decisions with regard to due dates, penalties and interest.

**CARRIED****F. OTHER/NEW BUSINESS**

1. Garbage Tags

**Moved by Councillor Holmes****Seconded by Councillor Guerard**

**THAT** Council direct staff to permit one (1) extra garbage bag per pick-up for a four(4) week period.

**AND THAT** Council direct staff to develop messaging that promotes recycling and identifies extra garbage bag pick-ups.

*Motion to amend*

**Resolution No. 097-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

Strike out: 4 weeks

Insert: for the duration of the declared provincial emergency

**CARRIED**

*Motion as amended*

**Resolution No. 098-20**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

**THAT** Council direct staff to permit one (1) extra garbage bag per pick-up for the duration of the declared provincial emergency;

**AND THAT** Council direct staff to develop messaging that promotes recycling and identifies extra garbage bag pick-ups.

**CARRIED**

2. Status: Municipal Emergency Control Group

The Mayor provided an overview and provided a status update of recent communications with Dr. Steward (Medical Officer of Health – Leeds, Grenville and Lanark District Health Unit) and the considerations of a declaration of an emergency at the municipal level.

**G. BY-LAWS**

20-023 Appointment of Deputy Clerk

**Resolution No. 099-20**

**Moved by Councillor Guerard**

**Seconded by Councillor Dalgity**

**THAT** By-law 20-023, being a by-law to appoint a Deputy Clerk for the Municipality of Mississippi Mills be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

**H. CONSIDERATION OF A CLOSED SESSION****Resolution No. 100-20****Moved by Councillor Ferguson****Seconded by Councillor Holmes**

**THAT** Council enter into an in camera session at 1:37 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and labour relations or employee negotiations (*Municipal Act Section 239 (d)*)

**CARRIED****Resolution No. 101-20****Moved by Councillor Ferguson****Seconded by Councillor Dalgity**

**THAT** Council return to regular session 2:24 p.m.

**CARRIED****Rise and Report**

## 1. Declared Emergency Leave for Employees

Staff Direction was provided in camera.

**I. CONFIRMATORY BY-LAW**

By-law 20-024

**Resolution No. 102-20****Moved by Councillor Maydan****Seconded by Councillor Ferguson**

**THAT** By-law 20-024, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 30<sup>h</sup> day of March, 2020, be read, passed, signed and sealed in Open Council this 30<sup>th</sup> day of March, 2020.

**CARRIED****J. ADJOURNMENT****Resolution No. 103-20****Moved by Councillor Holmes****Seconded by Councillor Dalgity**

**THAT** the meeting be adjourned at 2:26 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
CLERK



## **REPORT OF THE COMMITTEE OF THE WHOLE** **March 3, 2020**

The following is the Committee of the Whole report from March 3, 2020.

### **A. Consent Reports**

#### **1. Motion No. CW058-20**

THAT, the following consent reports from the March 3, 2020 Committee of the Whole meeting be received as information:

- Library Board – Jan 24, 2020
- Committee of Adjustment – Feb 19, 2020
- Agriculture – Feb 24, 2020

### **B. Staff Reports**

1. Roads and Public Works:  
Ottawa Street Intersection Study

#### **Motion CW062-20**

THAT Committee of the Whole recommend Council receive the technical memorandum prepared by Parsons dated February 18, 2020, entitled “Mississippi Mills Traffic and Safety Review” as information;

AND THAT Committee of the Whole recommend Council direct staff to implement the recommended mitigation measures identified in Table 6 of the memorandum in 2020.

2. Finance and Administration:  
Addition to the Municipality’s Names Reserve List – Herb Pragnell

#### **Motion No. CW066-20**

THAT the Committee of the Whole recommend that Council approve the addition of “Herb Pragnell” to the Municipality’s Names Reserve List for consideration for future naming of a street within the municipality.

### **C. Notice of Motion**

- None

**D. Information List # 04-20**

- No Items pulled for further consideration

Submitted by,

Reviewed by,

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John Dalgity,  
Committee of the Whole Chair

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Jeanne Harfield,  
Clerk

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

**STAFF REPORT**

**DATE:** April 7, 2020  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT:** Fire Truck Conversion Running Gear Tender

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend Council direct staff to award the contract for Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete to GINCOR Industries in the amount of \$88,931.00 plus HST as detailed in the report by the Director of Roads and Public Works dated March 17<sup>th</sup>, 2020, with the additional funding coming from reserves.**

**BACKGROUND:**

Public Works acquired a tanker truck from the Almonte Fire Department and has been systematically converting the truck into a plow truck. This has included removing the tank, shortening the frame, removing all fire related equipment, bodywork and repainting of the unit. The dump body tender was recently awarded to Tenco Inc. The current tender (20-04) is the final tender to obtain all running gear and complete all installations to complete the conversion.

**DISCUSSION:**

The tender package for Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete was released by the Municipality on February 10, 2020, and subsequently closed on February 27, 2020 at 1:30pm. The advertisements were posted in the Canadian Gazette and on our website. A total of 2 tender submissions were received at the time of closing. Results were as follows:

<b>COMPANY</b>	<b>Total Price</b>
GINCOR Industries	\$88,931.00 plus HST
Viking-Cives Limited	\$91,931.00 plus HST

The above tender submissions were reviewed for accuracy and completeness. Based on the review, staff are presently recommending that GINCOR Industries be awarded

the contract. GINCOR is a reputable supplier of running gear with considerable experience in this field. The Municipality of Mississippi Mills has previously worked successfully with GINCOR on similar installations in our fleet.

**FINANCIAL IMPLICATIONS:**

\$205,000.00 was carried in the 2020 Capital Budget for the Fire Truck Conversion under account 2-301-0301-0461. The expenses/revenues to date and the outstanding balance are identified in the table below:

<b>Item</b>	<b>Amount (incl. net HST)</b>
Frame Shortening	\$2,453.71
Painting	\$12,873.66
Universal Supply Group (parts)	\$693.08
Dump Body	\$43,554.40
Plow Equipment	\$90,496.19
<b>Subtotal</b>	<b>\$150,071.04</b>
<b>Internal Transfer to Fire Department</b>	<b>\$78,000.00</b>
Revenue from Sale of Tank	(\$4,000.00)
<b>Total</b>	<b>\$224,071.04</b>
<b>Budget</b>	<b>\$205,000.00</b>
<b>Shortfall</b>	<b>\$19,071.04</b>

The Treasurer has confirmed that the shortfall amount can be paid out of reserves, which is the same funding source as the original budget. Although the conversion cost was somewhat higher than expected, the conversion of the fire truck remains more economical than the purchase of a new plow truck.

**SUMMARY:**

Staff is recommending that Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete be awarded to GINCOR Industries in the amount of \$88,931.00 plus HST in order to complete the conversion of the fire truck to a plow truck, with the additional funding coming from reserves.

Respectfully submitted,

Reviewed by,



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



Ken Kelly, CAO

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

**STAFF REPORT**

**DATE:** April 7, 2020  
**TO:** Council  
**FROM:** Abby Armstrong, BA (Env.)  
Environmental Compliance Coordinator  
**SUBJECT:** **Almonte Drinking Water System**

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**RECOMMENDATION:**

**THAT Council receive the 2019 Annual Summary Report for the Almonte Drinking Water System pursuant to the requirements of Ontario Regulation 170/03 (Safe Drinking Water Act – 2002).**

**BACKGROUND:**

The Ontario Drinking Water System Regulation (O. Reg. 170/03) requires all Municipal Drinking Water System Operating Authorities to submit a copy of the Annual Summary Report to the System Owner (Council) for information. The 2019 Annual Summary Report prepared by Staff and the Ontario Clean Water Agency (OCWA) details the compliance status of Almonte’s Drinking Water System (DWS) and outlines any events during the reporting period that may have caused the DWS to be out of compliance. The Report also summarizes the annual quantities and flows from the Municipality’s five (5) supply wells and provides an overview of DWS capability and deficiencies.

**DISCUSSION:**

For ease of review, the tables below outline the annual compliance status of Almonte’s Drinking Water System performed during the reporting cycle for the calendar year January 1, 2019 to December 31, 2019. The report in its entirety may be found appended to this report, as well as on the Municipality’s website.

**Table 1** – Operational Testing (O. Reg. 170/03 Schedules 7, 8 and 9)

<i>Parameter</i>	<i># Samples</i>	<i>Compliant with O. Reg. 170/03</i>	<i>Comments</i>
Raw Water Turbidity (NTU)	8760	Yes	N/A
Treated Water Free Chlorine (mg/L)	8760	Yes	N/A
Distribution	8760	Yes	N/A



Free Chlorine Residual (mg/L)			
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**Table 2** - Microbiological Testing (O. Reg. 170/03 Schedules 10, 11 and 12)

<i>Parameter</i>	<i># Samples</i>	<i>Compliant with O. Reg. 170/03</i>	<i>Comments</i>
Raw Water	244	Yes	N/A
Treated Water	189	Yes	N/A
Distribution	208	Yes	N/A
Heterotrophic Plate Count	208	Yes	N/A

**Table 3** – Action Items (MECP Inspection Report 1-18VU9 – May 21, 2019)

<b><i>Requirements Not Met</i></b>	<b><i>Measures Taken</i></b>	<b><i>Status</i></b>
The owner/operating authority was not in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.	Letter was submitted by May 31, 2019, no further action required.	Completed
The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.	Letter was submitted by May 31, 2019, no further action required.	Completed
For AWQI #141445, Section 2A was submitted on August 29, 2018 and Section 2B was submitted on August 29, 2018. It was advised that there was delay in the reporting requirements as it was thought they could add it to AWQI #140350 for the sodium exceedances at Wells 3, 5, 7 & 8. The written notifications were not provided to the MECP and Medical Officer of Health as per Schedule 16 of O. Reg. 170/03.	The DWS Operating Authority was reminded of the written notification requirements of Schedule 16 to O. Reg. 170/03. No further action is required.	Completed

<p>During a review of the OCWA's Facility Log Book for Wells 7 &amp; 8, it was noted that on July 28, 2018, the monthly average was taken from chart recorder used for values of the distribution free chlorine residual and that on July 27, 2018 and July 29, 2018, the Wonderware trend for distribution free chlorine residual had gap, chart recorder reviewed, but did not specify the length of the gaps. Compliance with O. Reg. 170/03 cannot be based on monthly averages.</p>	<p>The DWS Owner and Operating Authority shall ensure that the monitoring and recording requirements are complied with at all times. On May 17, 2019, OCWA responded with confirmation of compliance with O. Reg. 170/03. No further action is required.</p>	<p>Completed</p>
<p>A treated water sample is to be taken at least once every 60 months and tested for fluoride. Treated water samples were taken from each well and tested for fluoride on October 16, 2018, with all results of &lt; 0.1 mg/L. Treated water samples were previously taken from each well and tested for fluoride on October 20, 2015. Subsection 6-1.1 (7) of O. Reg. 170/03 states that a water samples is to be taken not more than 90 days before or after the fifth anniversary of the day a sample was last taken.</p>	<p>The DWS Owner and Operating Authority shall ensure that they revise their Sample Schedule to comply with O. Reg. 170/03 for fluoride and sodium testing noting the following: Fluoride is due to be taken in April 2023 (+/- 90 days) and Sodium is due to be taken in July 2023 (+/- 90 days). On May 17, 2019, OCWA provided the MECP with a copy of the revised 2019 Sampling Schedule to reflect the sampling completed in 2018. No further action is required.</p>	<p>Completed</p>

**Table 4 - Raw Water (Production and Capacity – Maximum Daily Flow)**

<i>Raw Water Location</i>	<i>Highest Max Daily Flow (m3/d)</i>	<i>Rated Capacity (m3/d)</i>	<i>Max Daily Flow (%)</i>
Well 3	400.18	835.2	47.91
Well 5	409.91	817.9	50.11
Well 6	453.13	1958.4	23.13
Well 7	1535.5	3862	39.76
Well 8	1430.46	3862	37.04

**FINANCIAL IMPLICATIONS**

None.

**SUMMARY**

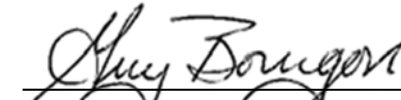
Ontario Regulation 170/03 requires all Municipal Drinking Water System Operating Authorities to submit an Annual Summary Report to the System Owner (Council) for information prior to March 31<sup>st</sup> of each year. The attached report prepared by Staff and OCWA satisfies all legislated obligations pursuant to this Regulation. The Municipality and OCWA's ongoing commitment to invest in system management, operational improvements and efficiencies, capital investments, and training continues to reflect in system performance.

Respectfully submitted,




Abby Armstrong, BA (Env.)  
Environmental Compliance Coordinator

Reviewed by,



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

Approved by,



Ken Kelly  
Chief Administrative Officer

# Mississippi Mills Drinking Water System

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Waterworks # 220001290  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: Municipality of Mississippi Mills

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2019

Issued: March 9, 2020

Revision: 1

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

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## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to users at the Municipality of Mississippi Mills Office. Notification will be at the Municipal Office and copies provided free of charge if requested. The Municipality of Mississippi Mills is located at 3131 Old Perth Rd., Almonte, Ontario, K0A 1A0. View the Municipalities website at [www.mississippimills.ca](http://www.mississippimills.ca)

There are no additional drinking water systems that receive drinking water from this system.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	<u>3 Inspections</u> <ul style="list-style-type: none"> <li>• OCWA - January 25, 2019 – 96.37% Inspection period January 2018 to January 2019</li> <li>• OCWA - November 27, 2019 – no report yet Inspection period January 2019 to November 2019</li> <li>• Distribution - December 4, 2019 and December 13, 2019 – on-site inspection for 2019; no report yet.</li> </ul>
Ministry of Labour Inspections	No Inspections for the reporting period
QEMS External Audit	<u>OCWA:</u> One (1) External On-Site Audit completed; no non conformance  <u>Municipality of Mississippi Mills:</u> One (1) External On-Site Audit completed; no non-conformance
AWQI's/BWA	No AWQI's for the reporting period
Non-Compliance	No Non-Compliance's for the reporting period
Spills	There were no Spills during the reporting period.

## System Process Description

The Mississippi Mills Drinking Water System consists of 5 drilled wells located throughout the Ward of Almonte. The system supplies water to only the Ward of Almonte and is owned by The Corporation of the Municipality of Mississippi Mills. The Ontario Clean Water Agency is the Operating Authority.

Well 3 is located in the eastern portion of the Town, approximately 60 m north of Ottawa Street and Harold Street. Well 3 is contained in its own brick construction pump house and is equipped with a turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Well 5 is located along Almonte Street (County Road 16) near the south west end of Town. Well 5 is

contained in its own brick construction pump house and is equipped with a vertical turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Well 6 is located in Gemmill's Park in the south end of Town, immediately east of Highway 29. Well 6 is contained in its own brick construction pump house and is equipped with a turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Wells 7 and 8 are located within a single pump house near the northeast edge of Town, along the north side of Paterson Street. Well 7 and 8 are enclosed within a single brick and aluminum clad vented watertight pump house. Each well is equipped with a vertical turbine pump. The pumps are located directly on top of the well casings. Disinfection is achieved through injection of liquid sodium hypochlorite into the feeder main of each well, prior to the treated water being discharged into a single chlorine contact chamber.

*Treatment Chemicals used during the reporting year:*

Chemical Name	Use	Supplier
Sodium Hypochlorite	Disinfection	Brenntag

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
No AWQI's during the reporting period						

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
No Non-Compliance's during the reporting period				

### Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
Drinking Water Works Permit	Form 2 documents as required	2019	Submitted Form 2 and Director's Notification	Closed
Drinking Water Works Permit and Municipal Drinking Water Licence	The operations and maintenance manuals did not meet the requirements	2019	A revised SOP for CT Worst Case Scenario	Closed

## Flows

The Mississippi Mills Drinking Water System is operating on average under half the rated capacity.

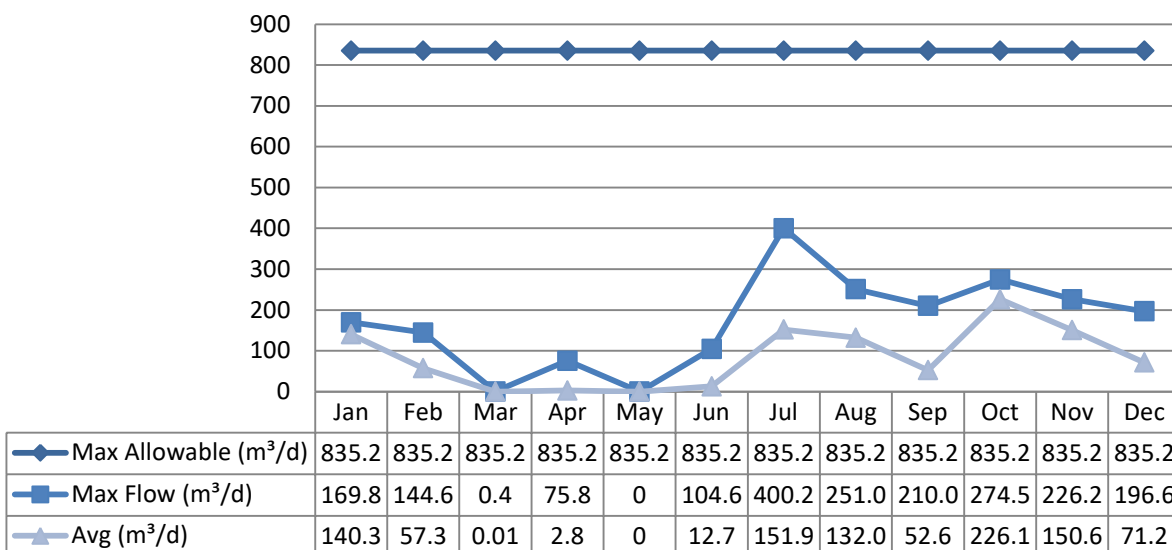
### Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2019 Raw Flow Data was submitted to the Ministry electronically under permit #0568-9LUL2N. The confirmation and a copy of the data that was submitted are attached in Appendix A.

#### Well 3

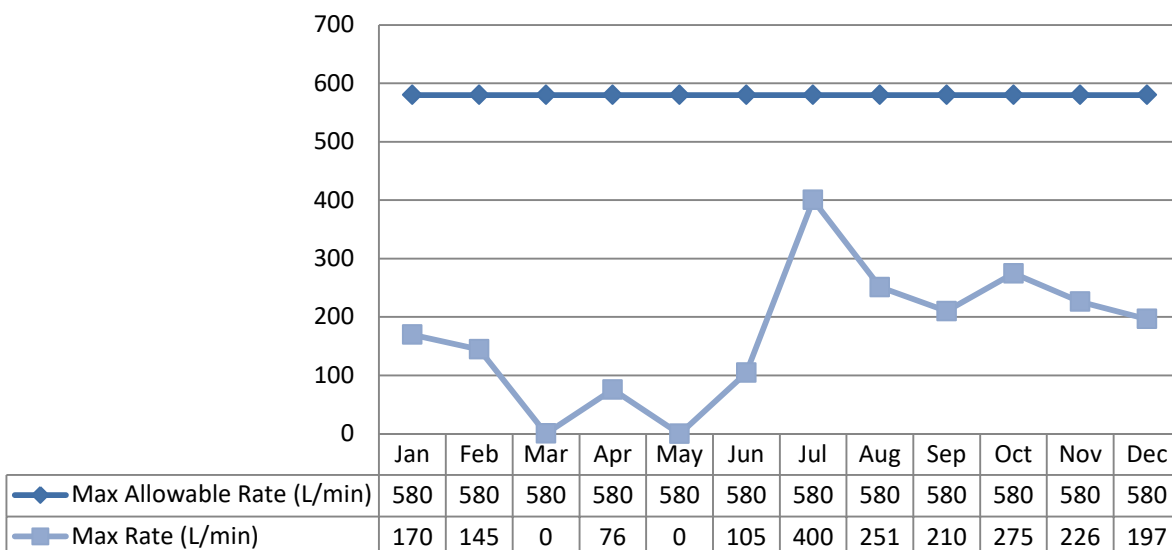
##### Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



##### Monthly Rated Flows (L/min)

Max allowable rate - PTTW

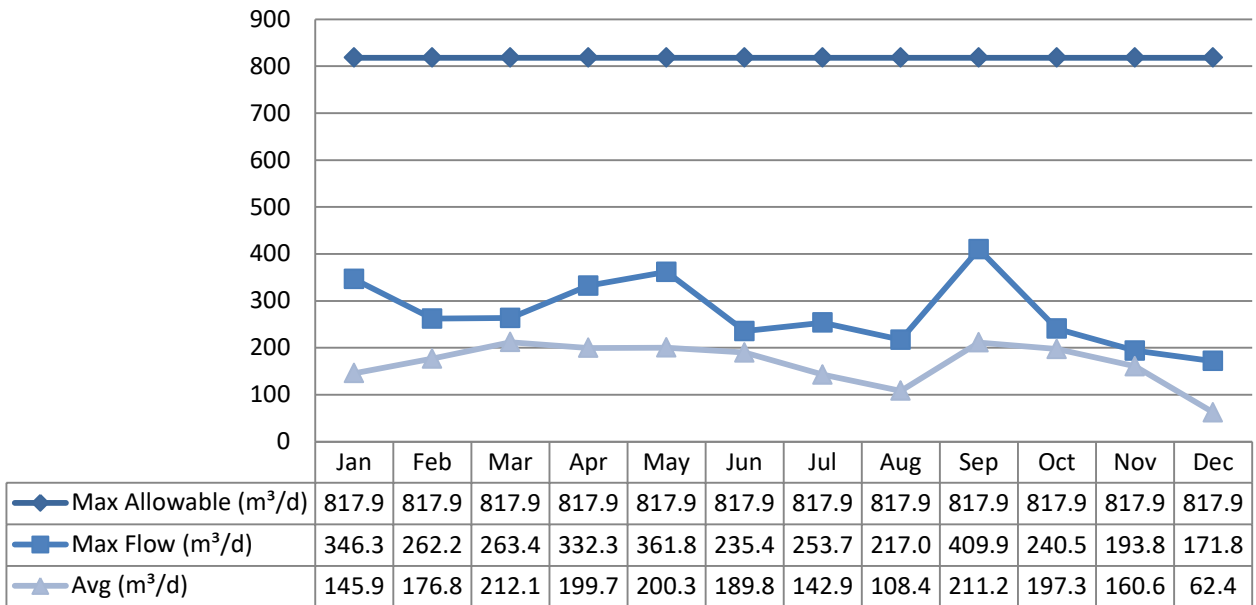




Well 5

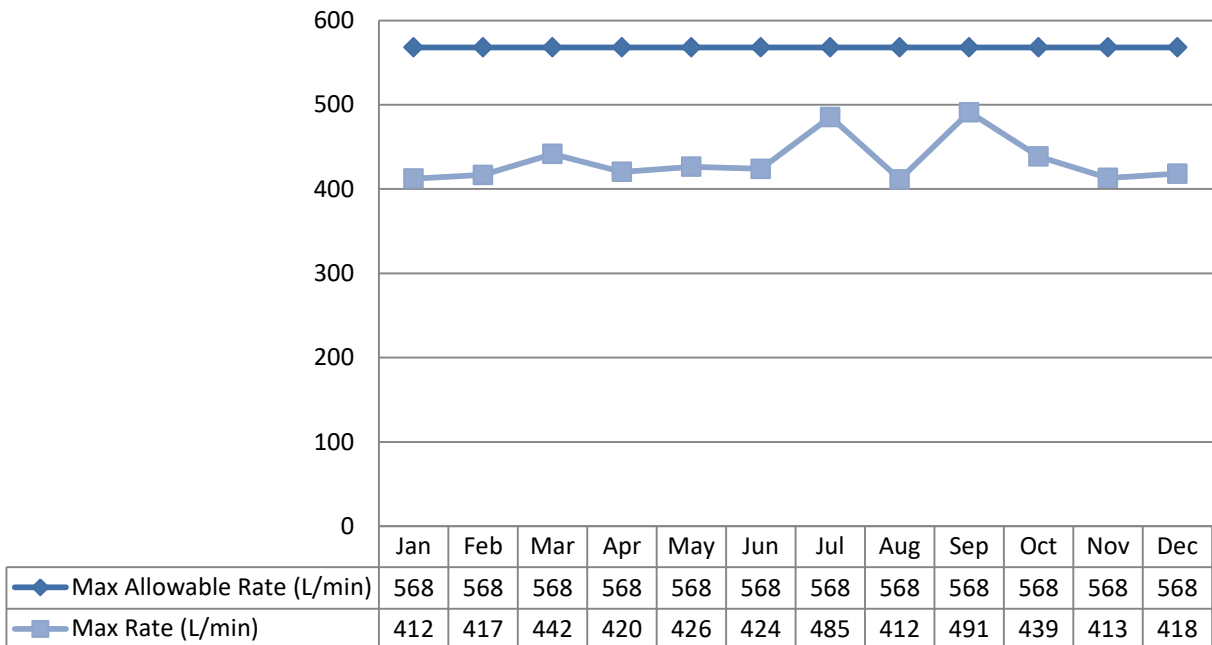
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/min)

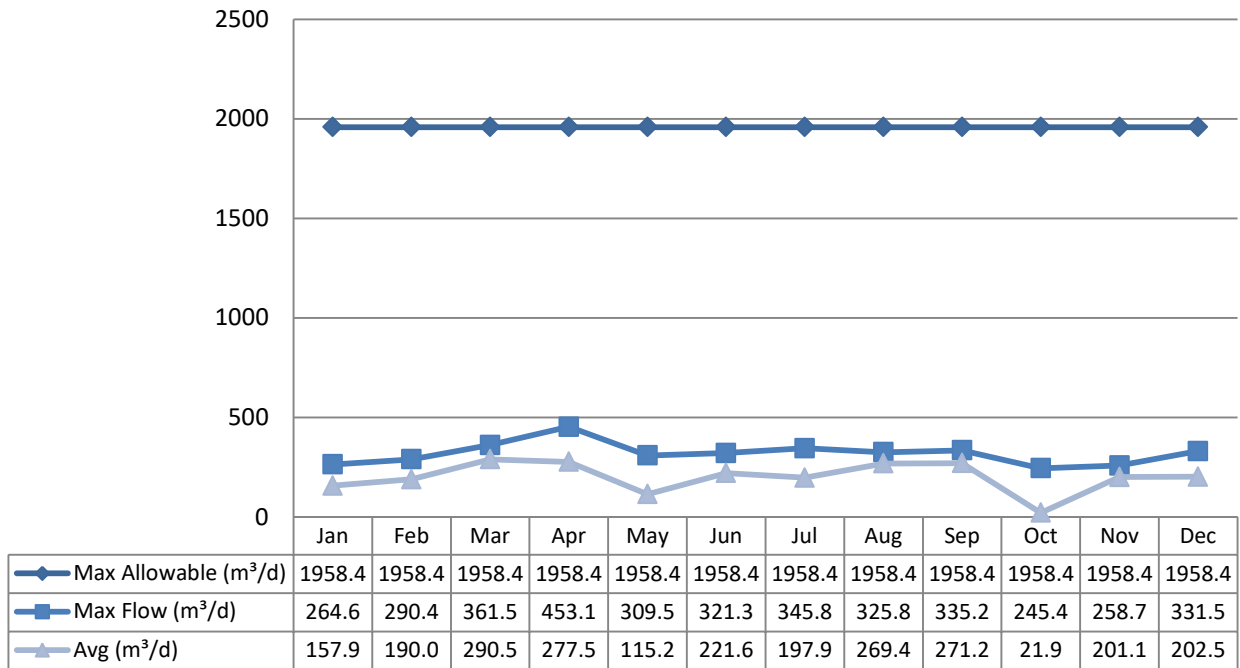
Max allowable rate – PTTW



Well 6

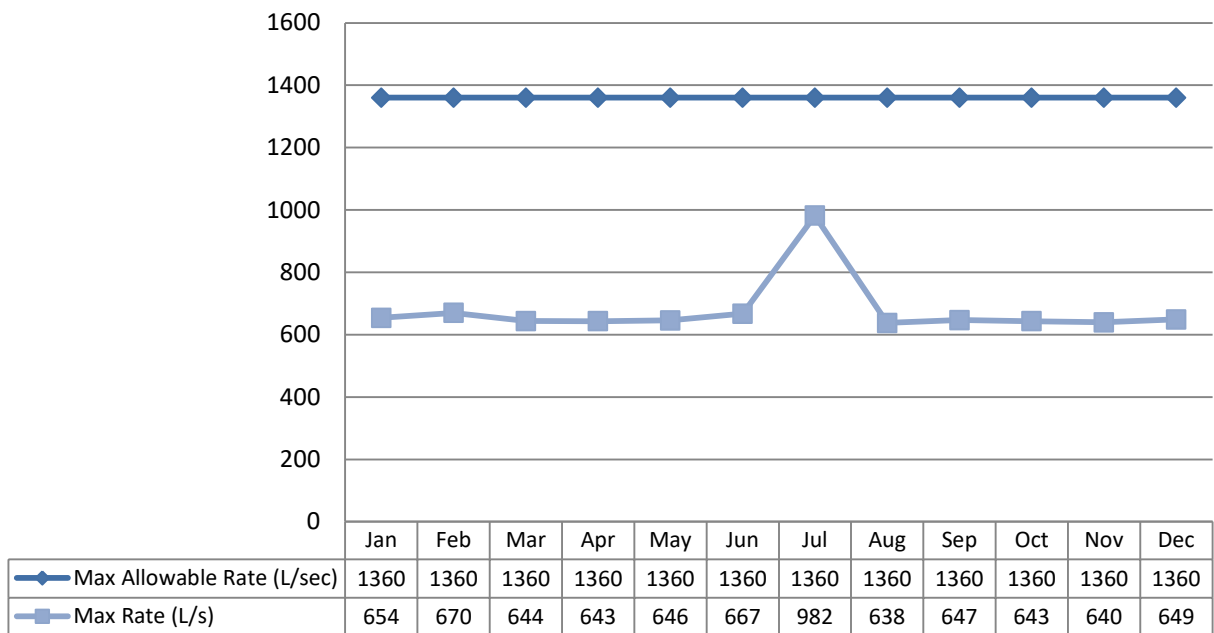
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/s)

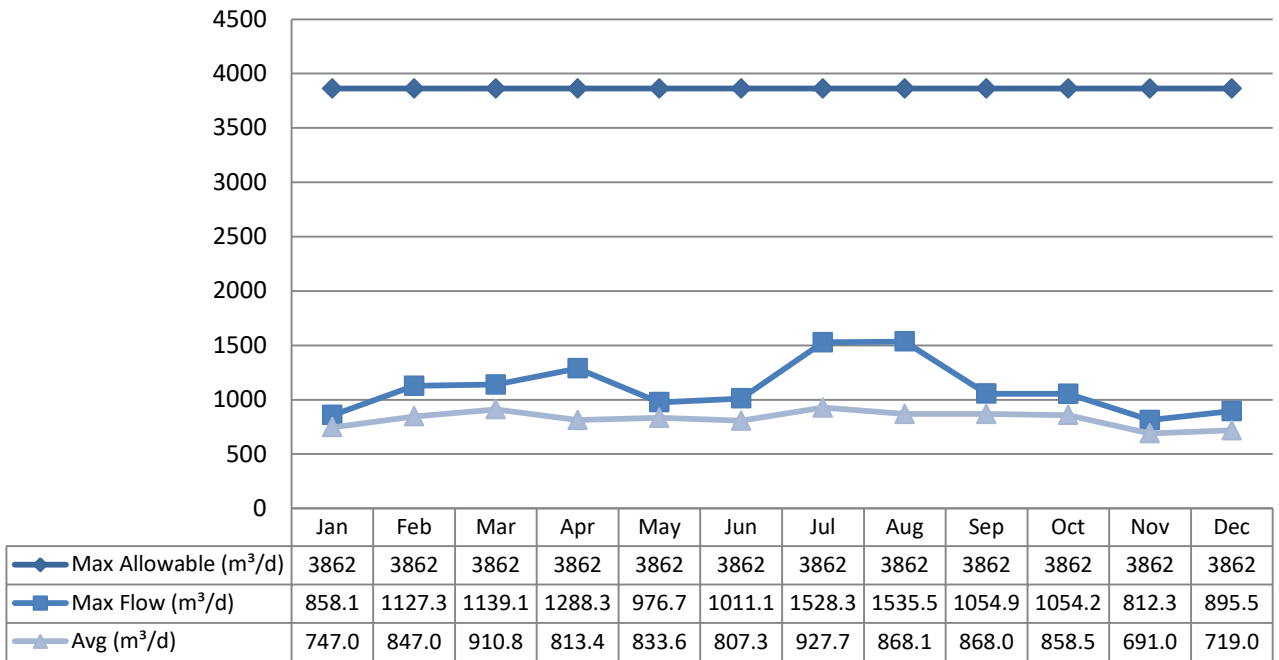
Max allowable rate – PTTW



Well 7

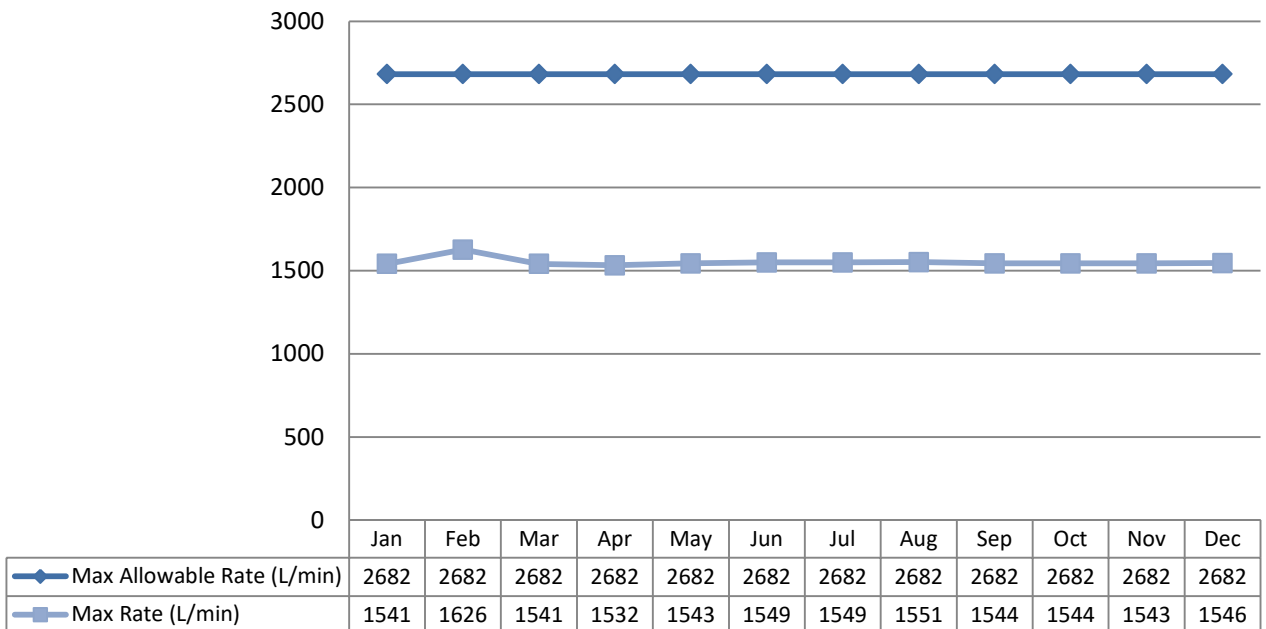
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/min)

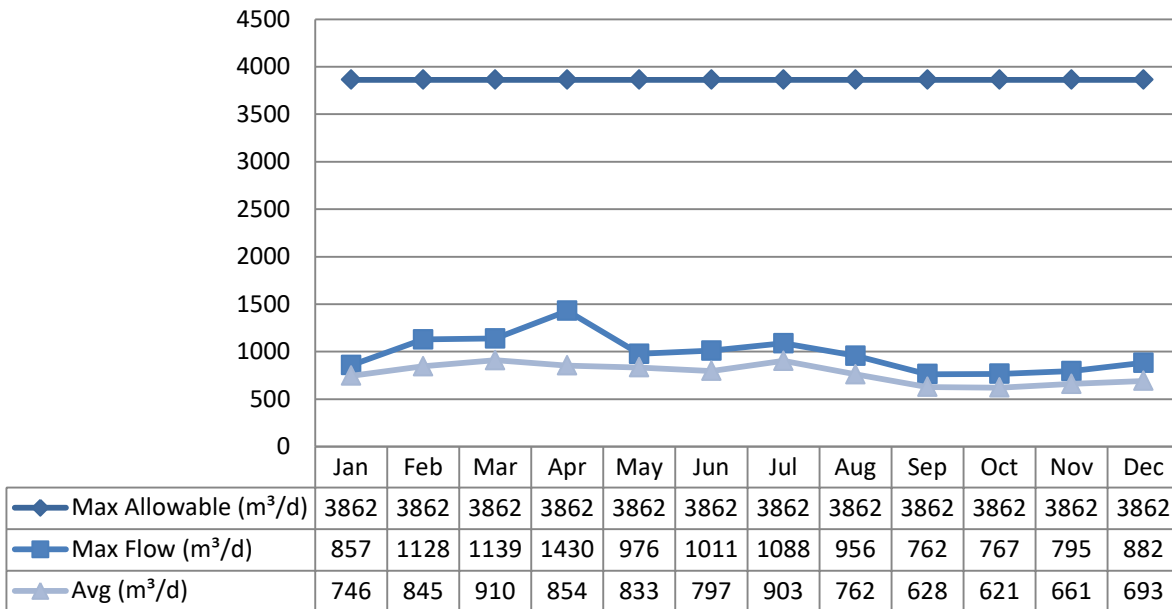
Max allowable rate - PTTW



Well 8

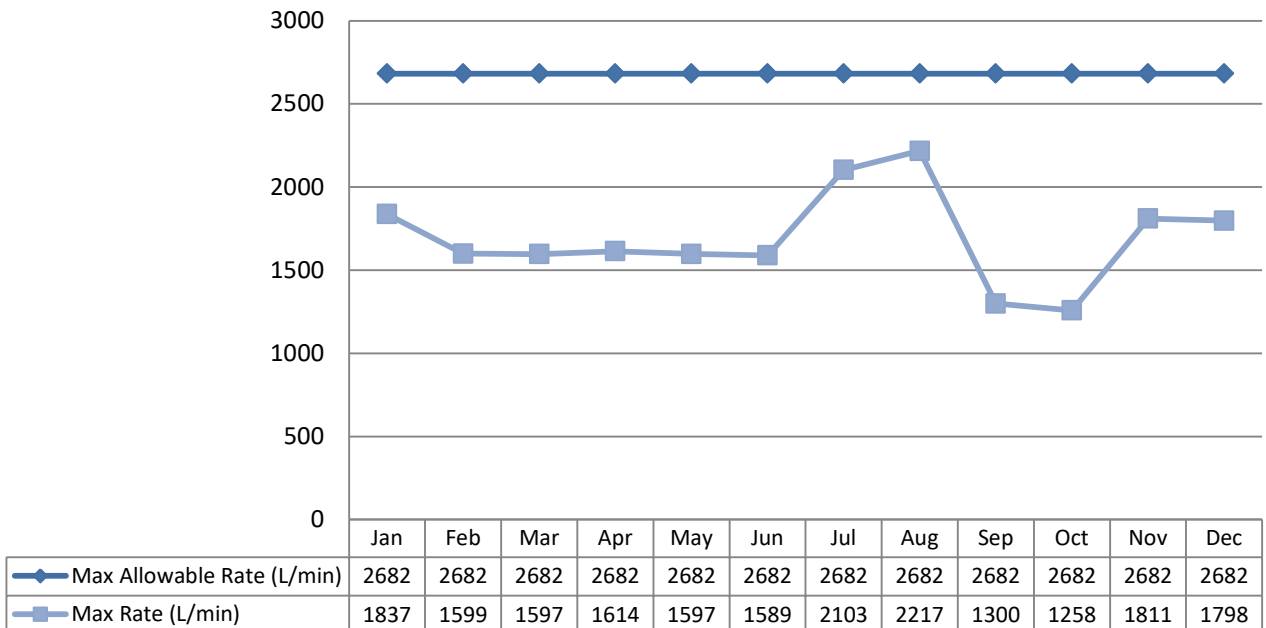
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



Monthly Rated Flows (L/min)

Max allowable rate - PTTW

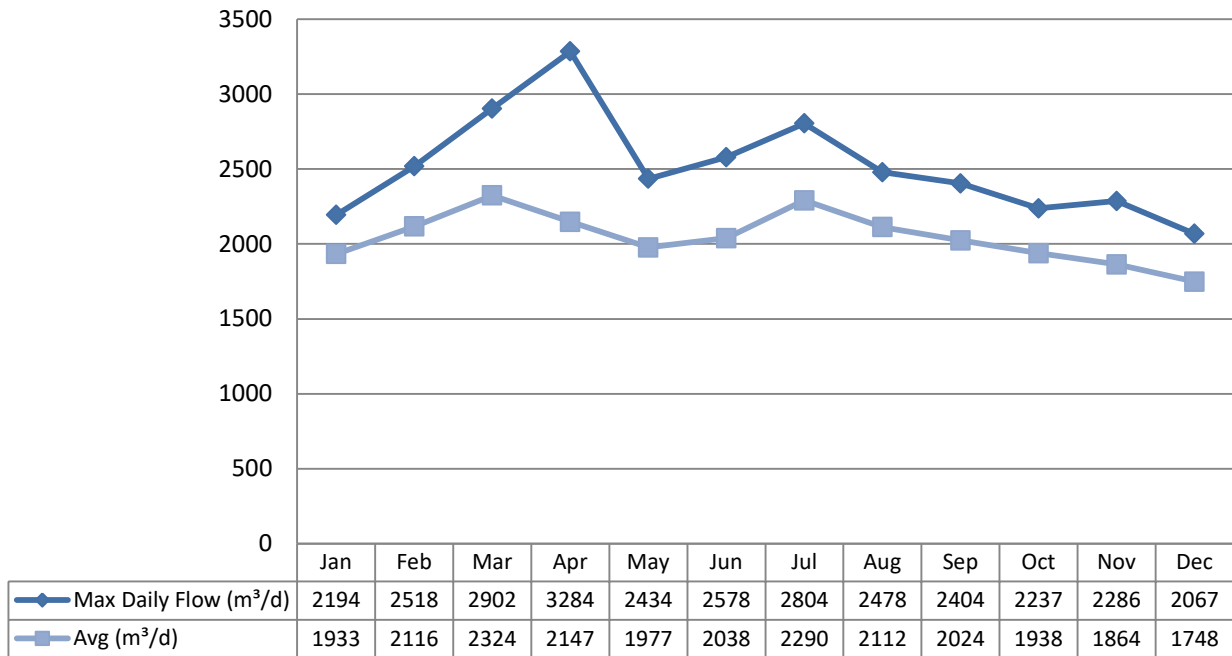


### System Water Flows

The System Water flows are regulated under the Municipal Licence.

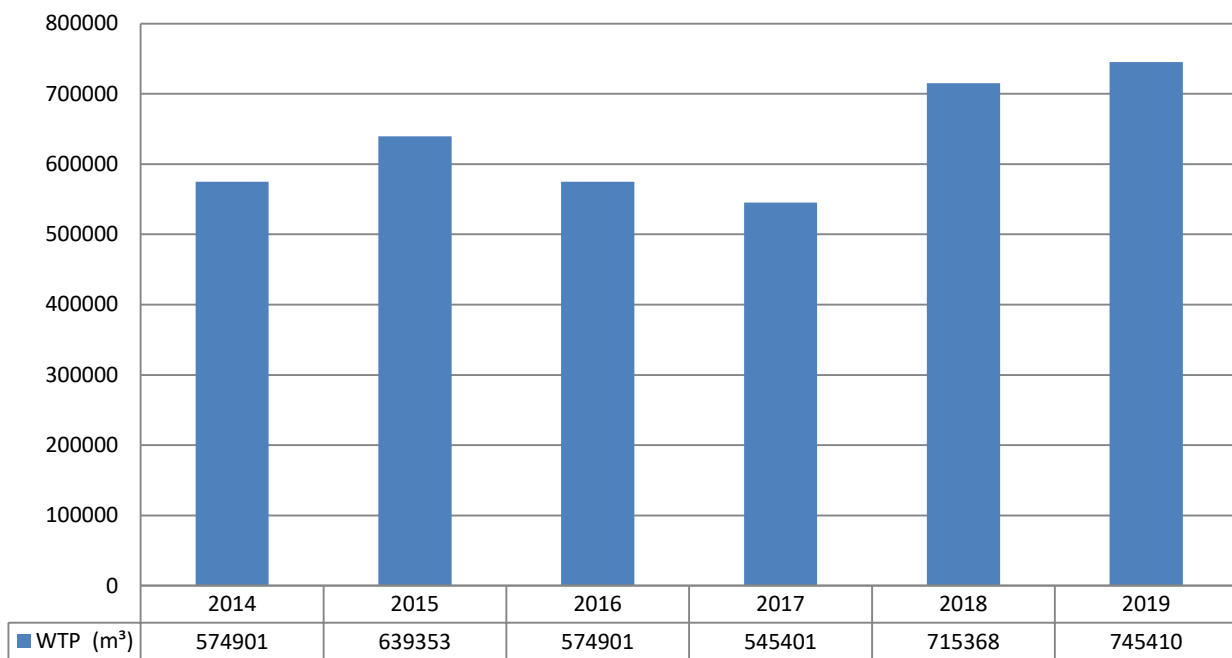
#### Monthly Flows

##### *Rated Capacity - MDWL*



#### Annual Total Flow Comparison

##### *Total Annual m³*



## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of HPC Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
MMills DWS RW Well 3	35	0	1	0	4			
MMills DWS RW Well 5	52	0	0	0	0			
MMills DWS RW Well 6	51	0	0	0	3			
MMills DWS RW Well 7	53	0	0	0	1			
MMills DWS RW Well 8	53	0	0	0	2			
MMills DWS TW Well 3	35	0	0	0	0	35	2	2
MMills DWS TW Well 5	52	0	0	0	0	52	2	28
MMills DWS TW Well 6	50	0	0	0	0	50	2	4
MMills DWS TW Wells 7&8 combined	52	0	0	0	0	52	2	2
Distribution	208	0	0	0	0	208	2	18
* Number of Samples collected varies due to the individual well being Out of Service*								

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, On-Line (NTU) - RW6	8760	0	2
Turbidity, On-Line (NTU) - RW7	8760	0.02	2
Turbidity, On-Line (NTU) - RW8	8760	0.03	5
Free Chlorine Residual, On-Line (mg/L) - TW3	8760	0.17	2.14
Free Chlorine Residual, On-Line (mg/L) - TW5	8760	0.19	2.17
Free Chlorine Residual, On-Line (mg/L) - TW6	8760	0.34	2.79
Free Chlorine Residual, On-Line (mg/L) - TW7/8	8760	0.08	1.82
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.34	1.80
Free Chlorine Residual, DW Field (mg/L) Lab Upload - DW	212	0.55	1.99

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

### Inorganic Parameters

These parameters are tested as a requirement under O.Reg 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested every 36 months as required under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- BDL = Below the laboratory detection level

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW3	2019/09/09	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW5	2019/09/09	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW6	2019/09/09	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW7/8	2019/09/09	<MDL 0.1	6.0	No	No
Arsenic: As (ug/L) - TW3	2019/09/09	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW5	2019/09/09	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW6	2019/09/09	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW7/8	2019/09/09	<MDL 0.1	10.0	No	No
Barium: Ba (ug/L) - TW3	2019/09/09	120.0	1000.0	No	No
Barium: Ba (ug/L) - TW5	2019/09/09	154.0	1000.0	No	No
Barium: Ba (ug/L) - TW6	2019/09/09	92.0	1000.0	No	No
Barium: Ba (ug/L) - TW7/8	2019/09/09	152.0	1000.0	No	No
Boron: B (ug/L) - TW3	2019/09/09	247.0	5000.0	No	No
Boron: B (ug/L) - TW5	2019/09/09	50.0	5000.0	No	No
Boron: B (ug/L) - TW6	2019/09/09	284.0	5000.0	No	No
Boron: B (ug/L) - TW7/8	2019/09/09	183.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW3	2019/09/09	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW5	2019/09/09	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW6	2019/09/09	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW7/8	2019/09/09	<MDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW3	2019/09/09	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW5	2019/09/09	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW6	2019/09/09	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW7/8	2019/09/09	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW3	2019/09/09	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW5	2019/09/09	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW6	2019/09/09	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW7/8	2019/09/09	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW3	2019/09/09	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW5	2019/09/09	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW6	2019/09/09	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW7/8	2019/09/09	<MDL 1.0	50.0	No	No
Uranium: U (ug/L) - TW3	2019/09/09	0.65	20.0	No	No
Uranium: U (ug/L) - TW5	2019/09/09	0.78	20.0	No	No
Uranium: U (ug/L) - TW6	2019/09/09	0.89	20.0	No	No
Uranium: U (ug/L) - TW7/8	2019/09/09	1.05	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW3	2019/02/05	0.1	1.5	No	No
Fluoride (mg/L) - TW5	2019/02/05	<MDL 0.1	1.5	No	No
Fluoride (mg/L) - TW6	2019/02/05	0.3	1.5	No	No
Fluoride (mg/L) - TW7/8	2019/02/05	0.2	1.5	No	No
Nitrite (mg/L) - TW3	2019/02/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3 * Well Out of Service*	2019-05-07	-	1.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Nitrite (mg/L) - TW3	2019/07/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3	2019/11/13	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2019/02/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2019/05/27	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2019/07/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2019/11/13	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2019/02/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2019/05/27	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2019/07/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2019/11/13	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2019/02/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2019/05/27	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2019/07/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2019/11/13	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW3	2019/02/05	0.2	10.0	No	No
Nitrate (mg/L) - TW3 * Well Out of Service*	2019/05/27	-	10.0	No	No
Nitrate (mg/L) - TW3	2019/07/03	0.3	10.0	No	No
Nitrate (mg/L) - TW3	2019/11/13	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW5	2019/02/05	0.3	10.0	No	No
Nitrate (mg/L) - TW5	2019/05/27	0.3	10.0	No	No
Nitrate (mg/L) - TW5	2019/07/03	0.3	10.0	No	No
Nitrate (mg/L) - TW5	2019/11/13	0.1	10.0	No	No
Nitrate (mg/L) - TW6	2019/02/05	0.4	10.0	No	No
Nitrate (mg/L) - TW6	2019/05/27	0.4	10.0	No	No
Nitrate (mg/L) - TW6	2019/07/03	0.6	10.0	No	No
Nitrate (mg/L) - TW6	2019/11/13	0.4	10.0	No	No
Nitrate (mg/L) - TW7/8	2019/02/05	0.9	10.0	No	No
Nitrate (mg/L) - TW7/8	2019/05/27	1.0	10.0	No	No
Nitrate (mg/L) - TW7/8	2019/07/03	0.3	10.0	No	No
Nitrate (mg/L) - TW7/8	2018/11/13	1.6	10.0	No	No
Sodium: Na (mg/L) - TW3	2019/07/03	41.4	20*	Yes	Yes
Sodium: Na (mg/L) - TW5	2019/07/03	60.9	20*	Yes	Yes
Sodium: Na (mg/L) - TW6	2019/07/03	44.6	20*	Yes	Yes
Sodium: Na (mg/L) - TW7/8	2019/07/03	44.6	20*	Yes	Yes

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

\*\* Sodium was reported as an AWQI in 2018. No regulatory reporting requirements in 2019.



Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under the plumbing exemption. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	264	292	N/A	N/A
pH	6	6	7.19	7.44	N/A	N/A
Lead (ug/l)	6	6	0.22	1.06	10	0

Organic Parameters

These parameters are tested every 36 months as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW3	2019/09/09	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW5	2019/09/09	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW7/8	2019/09/09	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW6	2019/09/09	<MDL 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW3	2019/09/09	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW5	2019/09/09	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW7/8	2019/09/09	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW6	2019/09/09	<MDL 1.0	20.00	No	No
Benzene (ug/L) - TW3	2019/09/09	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW5	2019/09/09	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW7/8	2019/09/09	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW6	2019/09/09	<MDL 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW3	2019/09/09	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW5	2019/09/09	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW7/8	2019/09/09	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW6	2019/09/09	<MDL 0.005	0.01	No	No
Bromoxynil (ug/L) - TW3	2019/09/09	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW5	2019/09/09	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW7/8	2019/09/09	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW6	2019/09/09	<MDL 0.5	5.00	No	No
Carbaryl (ug/L) - TW3	2019/09/09	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW5	2019/09/09	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW7/8	2019/09/09	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW6	2019/09/09	<MDL 3.0	90.00	No	No
Carbofuran (ug/L) - TW3	2019/09/09	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW5	2019/09/09	<MDL 1.0	90.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Carbofuran (ug/L) - TW7/8	2019/09/09	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW6	2019/09/09	<MDL 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW3	2019/09/09	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW5	2019/09/09	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW7/8	2019/09/09	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW6	2019/09/09	<MDL 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW3	2019/09/09	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW5	2019/09/09	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW7/8	2019/09/09	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW6	2019/09/09	<MDL 0.5	90.00	No	No
Diazinon (ug/L) - TW3	2019/09/09	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW5	2019/09/09	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW7/8	2019/09/09	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW6	2019/09/09	<MDL 1.0	20.00	No	No
Dicamba (ug/L) - TW3	2019/09/09	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW5	2019/09/09	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW7/8	2019/09/09	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW6	2019/09/09	<MDL 10.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW3	2019/09/09	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW5	2019/09/09	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW7/8	2019/09/09	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW6	2019/09/09	<MDL 0.5	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW3	2019/09/09	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW5	2019/09/09	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW7/8	2019/09/09	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW6	2019/09/09	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW3	2019/09/09	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW5	2019/09/09	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW7/8	2019/09/09	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW6	2019/09/09	<MDL 0.5	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW3	2019/09/09	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW5	2019/09/09	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW7/8	2019/09/09	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW6	2019/09/09	<MDL 0.1	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW3	2019/09/09	<MDL 5.0	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW5	2019/09/09	<MDL 5.0	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW7/8	2019/09/09	<MDL 5.0	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW6	2019/09/09	<MDL 5.0	50.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
TW6					
2,4-Dichlorophenol (ug/L) - TW3	2019/09/09	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW5	2019/09/09	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW7/8	2019/09/09	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW6	2019/09/09	<MDL 0.1	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW3	2019/09/09	<MDL 10.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW5	2019/09/09	<MDL 10.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW7/8	2019/09/09	<MDL 10.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW6	2019/09/09	<MDL 10.0	100.00	No	No
Diclofop-methyl (ug/L) - TW3	2019/09/09	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW5	2019/09/09	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW7/8	2019/09/09	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW6	2019/09/09	<MDL 0.9	9.00	No	No
Dimethoate (ug/L) - TW3	2019/09/09	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW5	2019/09/09	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW7/8	2019/09/09	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW6	2019/09/09	<MDL 1.0	20.00	No	No
Diquat (ug/L) - TW3	2019/09/09	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW5	2019/09/09	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW7/8	2019/09/09	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW6	2019/09/09	<MDL 5.0	70.00	No	No
Diuron (ug/L) - TW3	2019/09/09	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW5	2019/09/09	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW7/8	2019/09/09	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW6	2019/09/09	<MDL 5.0	150.00	No	No
Glyphosate (ug/L) - TW3	2019/09/09	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW5	2019/09/09	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW7/8	2019/09/09	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW6	2019/09/09	<MDL 25.0	280.00	No	No
Malathion (ug/L) - TW3	2019/09/09	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW5	2019/09/09	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW7/8	2019/09/09	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW6	2019/09/09	<MDL 5.0	190.00	No	No
Metolachlor (ug/L) - TW3	2019/09/09	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW5	2019/09/09	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW7/8	2019/09/09	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW6	2019/09/09	<MDL 3.0	50.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Metribuzin (ug/L) - TW3	2019/09/09	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW5	2019/09/09	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW7/8	2019/09/09	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW6	2019/09/09	<MDL 3.0	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW3	2019/09/09	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW5	2019/09/09	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW7/8	2019/09/09	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW6	2019/09/09	<MDL 0.5	80.00	No	No
Paraquat (ug/L) - TW3	2019/09/09	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW5	2019/09/09	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW7/8	2019/09/09	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW6	2019/09/09	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW3	2019/09/09	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW5	2019/09/09	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW7/8	2019/09/09	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW6	2019/09/09	<MDL 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW3	2019/09/09	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW5	2019/09/09	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW7/8	2019/09/09	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW6	2019/09/09	<MDL 0.1	60.00	No	No
Phorate (ug/L) - TW3	2019/09/09	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW5	2019/09/09	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW7/8	2019/09/09	<MDL 0.3	2	No	No
Phorate (ug/L) - TW6	2019/09/09	<MDL 0.3	2	No	No
Picloram (ug/L) - TW3	2019/09/09	<MDL 20.0	190	No	No
Picloram (ug/L) - TW5	2019/09/09	<MDL 20.0	190	No	No
Picloram (ug/L) - TW7/8	2019/09/09	<MDL 20.0	190	No	No
Picloram (ug/L) - TW6	2019/09/09	<MDL 20.0	190	No	No
Prometryne (ug/L) - TW3	2019/09/09	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW5	2019/09/09	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW7/8	2019/09/09	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW6	2019/09/09	<MDL 0.1	1	No	No
Simazine (ug/L) - TW3	2019/09/09	<MDL 0.5	10	No	No
Simazine (ug/L) - TW5	2019/09/09	<MDL 0.5	10	No	No
Simazine (ug/L) - TW7/8	2019/09/09	<MDL 0.5	10	No	No
Simazine (ug/L) - TW6	2019/09/09	<MDL 0.5	10	No	No
Terbufos (ug/L) - TW3	2019/09/09	<MDL 0.3	1	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Terbufos (ug/L) - TW5	2019/09/09	<MDL 0.3	1	No	No
Terbufos (ug/L) - TW7/8	2019/09/09	<MDL 0.3	1	No	No
Terbufos (ug/L) - TW6	2019/09/09	<MDL 0.3	1	No	No
Tetrachloroethylene (ug/L) - TW3	2019/09/09	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW5	2019/09/09	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW7/8	2019/09/09	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW6	2019/09/09	<MDL 0.5	10	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW3	2019/09/09	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW5	2019/09/09	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW7/8	2019/09/09	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW6	2019/09/09	<MDL 0.1	100	No	No
Triallate (ug/L) - TW3	2019/09/09	<MDL 10.0	230	No	No
Triallate (ug/L) - TW5	2019/09/09	<MDL 10.0	230	No	No
Triallate (ug/L) - TW7/8	2019/09/09	<MDL 10.0	230	No	No
Triallate (ug/L) - TW6	2019/09/09	<MDL 10.0	230	No	No
Trichloroethylene (ug/L) - TW3	2019/09/09	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW5	2019/09/09	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW7/8	2019/09/09	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW6	2019/09/09	<MDL 0.5	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	2019/09/09	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW5	2019/09/09	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW7/8	2019/09/09	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW6	2019/09/09	<MDL 0.1	5	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW3	2019/09/09	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW5	2019/09/09	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW7/8	2019/09/09	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW6	2019/09/09	<MDL 10.0	100	No	No
Trifluralin (ug/L) - TW3	2019/09/09	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW5	2019/09/09	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW7/8	2019/09/09	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW6	2019/09/09	<MDL 0.5	45	No	No
Vinyl Chloride (ug/L) - TW3	2019/09/09	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW5	2019/09/09	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW7/8	2019/09/09	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW6	2019/09/09	<MDL 0.2	1	No	No
<b>Distribution Water</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2019/01/01	13.5	100	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
HAA Total (ug/L) Annual Average - DW	2019/01/01	3.73	-	N/A	N/A

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

### Additional Legislated Samples

The following two tables are the sample results from additional sample collected at Well 5:

The first table contains the results of sample collected because the adjoining lands where once used for storage of electrical transformers. The transformers are no longer stored at the adjoining lands but sampling will continue. Please note the samples are collected on raw water. There is no MAC / IMAC (Maximum Acceptable Concentration / Interim Maximum Acceptable Concentration) for raw water but the treated water MAC /IMAC have been provided for reference.

The second table contains the results of sample collected because of the wells’ proximity to the wastewater treatment lagoons. These results help to assess the integrity of the lagoon cells.

Raw Water: Well 5 Parameter	Unit of Measure	Sample Date	Result Value	ODWS	
				MAC	IMAC
Arsenic	ug/L	July 8, 2019	<0.0001		25.0
Chromium	ug/L	July 8, 2019	<0.002	50	
PCBs (Polychlorinated Biphenyls)	ug/L	July 8, 2019	<0.05		3.0

Treated Water Parameter	Unit of Measure	Treated Water: Well 5 Annual Average 2019
TKN (Total Kjeldahl Nitrogen)	mg/L	0.12
Total Phosphorus	mg/L	0.086
Phosphate (O-PO4)	mg/L	0.015
Dissolved Reactive Phosphorus	mg/L	0.01
NH3 + NH4 as N	mg/L	0.225

### Major Maintenance Summary

WO #	Description
1102172	Chlorine system parts
1103770	Blanket Items under \$200
1420399	Well 7 Cl2 level sensor
1420735	Well #3 Redevelopment
1420737	Well # 3 pump replacement

WO #	Description
1420774	Lead Sampling Almonte Daycare Center
1422693	New Level Sensor Well #3 chlorine
1464966	Scada Control Setpoints
1498608	Breaker P14 Well 7/8
1500405	Pinhole leak Well 8
1103771	Blanket Items under \$200
1139494	Well 3 Flow Meter Replacement
1177207	Scada cooling fan failure
1177208	ROV tower inspection
1217637	Well 7 buckshee weld
1217728	Well 6 Electrical Outlet Too Close To Water Source
1259353	DWQMS 3rd Party Audit
1259354	DWQMS 3rd Party Accrediation Audit
1341384	Selection of machine screws
1376292	Total chlorine sensor and injection valves
1378599	Well 3, 7,8 Capital Controls
1378611	Wire caught in door hinge
1380052	Well #3 Rehabilitation

## Distribution Highlights

Distribution Highlights were provided by the Municipality of Mississippi Mills.

- Maintenance & Operations
  - Water main flushing program completed
  - Valve turning program completed
  - Several repairs – valves, hydrants, services and curb stops
  - Initiated detailed design work for future water main replacements on Victoria Street, King Street and Mercer/Marshall Streets
  - Water and Wastewater Master Plan Update completed
  - New water mains commissioned on Mill Run Phase 3 Subdivision, Riverfront Phase 3 Subdivision
  
- Planning Initiatives
  - Schedule 'B' Class EA - Water Storage – anticipated start date in 2020
  - Radio Frequency Meter Upgrades
  - Annual Infiltration and Inflow Program
  - Well Site Mechanical/Electrical/Instrumentation upgrades in 2020

# Appendix A

---

## WTRS Data and Submission Confirmation





Location: [WTRS](#) / [WT DATA](#) / [Input WT Record](#)

WTRS-WT-008

**Water Taking Data submitted successfully.**

**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 8175-AOPHA8

Permit Holder: THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS.

Received on: Feb 25, 2020 11:21 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Return to Main Page](#)

TOWN OF MISSISSIPPI MILLS | 2020/02/25

version: v4.5.0.21 (build#: 22)

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

**STAFF REPORT**

**DATE:** April 7, 2020  
**TO:** Committee of the Whole  
**FROM:** David Armstrong, C.R.S.  
Operations Manager  
**SUBJECT:** **Extension of Seasonal Employment Contracts**

---

**RECOMMENDATIONS:**

**THAT Council approve that the Seasonal Employment Contracts for employee No. 0567, 0570 and 0579 be extended beyond their scheduled termination dates on a week by week basis.**

**BACKGROUND:**

Roads and Public Works budget for 6 seasonal workers on a yearly basis to assist in operations for half of each year. Due to a lack of qualified candidates, only five of the six positions were able to be filled for the 2019/2020 season.

The five hired seasonal workers have contract end dates as follows:

- May 29
- May 29
- May 8
- May 8
- April 17

Due to the COVID-19 pandemic, one of our contract employees resigned his position as of March 20<sup>th</sup> (7 weeks early) as a family member is immuno-compromised and he did not want to take any risks. One of our full-time staff is currently in self-isolation as he suffers from COPD and is at high risk should he contract the virus. They have been placed on sick leave and it is unclear at this time when they will be able to remove themselves from self-isolation and return to work. On a separate matter, we were also unsuccessful in attracting a good candidate for the PW student position.

Three of the seasonal employees have expressed interest in remaining beyond their end dates. With the early departure of one contract employee and the unfilled seasonal position, a budget of 30 weeks is available to us not including the budget not expended on the PW student.

**DISCUSSION:**

We currently have an abundance of work that needs to be performed by Roads and Public Works staff including but not limited to: gravel road grading, calcium applications and watering, shouldering, cold patching potholes on our paved road network, sign installations, winter sod damage repairs, brushing, equipment repairs, tree removals, garbage pick-up, etc.

Two of the proposed staff are able to operate graders which will be an on-going function through the spring. The other will be able to do brushing with the sidewalk machine, which will free up considerable time spent by our mechanic to do this task in the past in order to prioritize the mechanics time to work on equipment and try to keep contracted maintenance fees down.

We are therefore recommending that the three seasonal contracts be extended on a week by week basis to address workload, not to exceed 30 weeks total.

**FINANCIAL IMPLICATIONS:**

There are sufficient unused weeks of seasonal contracts remaining (30 weeks) in this year's budget to allow for a similar extension of time for the three staff. In addition, the PW student recruitment was unsuccessful, therefore these funds (\$11,232) are also available at this time.

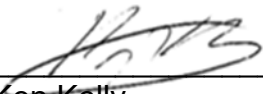
**SUMMARY:**

Utilizing the budgeted wages to extend these seasonal contracts will allow Roads and Public Works to maintain our roadways and infrastructure into the Spring season without any foreseen interruption in service continuity.

Respectfully Submitted

Approved by

  
\_\_\_\_\_  
David Armstrong, C.R.S.  
Operations Manager

  
\_\_\_\_\_  
Ken Kelly  
CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 7, 2020

**TO:** Council

**FROM:** Abby Armstrong, BA (Env.)  
Environmental Compliance Coordinator

**SUBJECT:** **Waste Management Garbage Collection Extension**

---

### **RECOMMENDATIONS:**

**THAT Council approve a one-year extension of the Municipality's garbage collection contract with Waste Management Ltd. to May 31, 2021.**

### **BACKGROUND:**

The Province continues to move towards greater sustainability in waste management and passed the *Waste-Free Ontario Act* in 2016, introducing the biggest change to waste management since 1989 with tackling the problem of waste generation by increasing resource recovery and moving toward a circular economy.

Garbage collection is one of the Municipality's most visible and vital services. In 2012, Council approved a seven (7) year garbage collection contract with Waste Management Ltd., with an expiry date of May 31, 2020. The contract allows for three (3) one (1) year extensions with no additional amendments or costs to the contract.

Waste Management Ltd. has been the Municipality's garbage collection provider for many years, and has provided residents with excellent and reliable collection services during our contract.

### **DISCUSSION:**

The *Waste-Free Ontario Act, 2016* covers everything from Blue box collection to garbage collection with it being the provincial interest that Ontario have a system of resource recovery and waste reduction that aims to promote cooperation and coordination among various persons and entities involved in resource recovery activities and waste reduction activities.

Following the *Act*, the Municipality is striving to align its contracts with its neighbouring municipalities within Lanark County that make up the Municipal Waste Group (MWG), as well as continue its reliable relationship with Waste Management Ltd.

In order to do so, it is considered best practice for municipalities to enter into short-term contracts to allow for alignment. Presently, three (3) of the members of the MWG have contracts that expire within the year. Mississippi Mills staff have successfully negotiated with Waste Management Ltd. to extend the contract one year as indicated in the attached letter.

The Table in Appendix A provides financial data for 2018 on a unit cost basis to compare the costs of providing waste collection, disposal and diversion services across municipalities in Lanark County and other similar sized municipalities. This data is based on 2018 annual Financial Information Returns that are submitted to the Province and 2016 Census statistics. Breaking the cost down into unit costs allows us to see where each municipality is spending and allows us to make some reasonable comparisons. As you can see Mississippi Mills has the highest cost of any municipality both in Lanark County, its neighboring municipalities and in similar sized municipalities in Eastern Ontario.

Contract strategy is crucial when tendering for waste collection contracts. Generally, it takes 6-10 months to procure new waste collection equipment. Issuing a tender with less than this window to procure new equipment means potential contractors either need to purchase used equipment or have idle or spare equipment in their fleet. This limits the competition and increases costs. Therefore, when tendering a municipality needs to issue tenders well in advance of the expiration of existing contracts in order to increase competition. At this time there is insufficient time to issue a tender and expect a reasonable level of competition.

Staff feel it is in the best interest of the Municipality to move toward alignment of contracts with the MWG and continue the relationship with Waste Management Ltd.

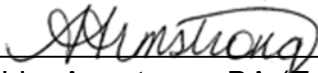
### **FINANCIAL IMPLICATIONS**

Staff budgeted \$714,000.00 for 2020 for garbage collection that should be within budget with the extension, including the annual June 1<sup>st</sup> stop count increase based on projections from the Building and Planning Department and the Consumer Price Index (CPI).


### **SUMMARY**

The garbage collection contract expires on May 31, 2020. Waste Management Ltd. has agreed to extend the contract one year to May 31, 2021. The extension should be within the 2020 budget of \$714,000.00.

Respectfully submitted,

  
\_\_\_\_\_  
Abby Armstrong, BA (Env.)  
Environmental Compliance Coordinator

Approved by,

  
\_\_\_\_\_  
Ken Kelly, CA  
Chief Administrative Officer

## APPENDIX A

2018 FIR		Mississippi Mills	Carleton Place	Smiths Falls	Perth	Drummond- North Elmsley	Montague	Beckwith	Lanark Highlands	Tay Valley	Loyalist Township	Arnprior	Edwardsburgh- Cardinal	North Grenville
County		Lanark	Lanark	Lanark	Lanark	Lanark	Lanark	Lanark	Lanark	Lanark	Lennox & Addington	Renfrew	Leeds & Grenville	Leeds & Grenville
	Population 2016	13,163	11,936	8,780	5,930	7,833	2,891	7,644	5,338	5,665	16,971	8,511	7,093	16,451
	Dwelling Units	5,755	4,745	4,351	3,197	3,753	1,569	3,308	3,806	3,922	6,428	4,887	3,110	6,968
	Pop. Density / km <sup>2</sup>	25	958	1,601	794	21	13	32	5	10	50	16	23	47
	Tonnes collected	3,836	3,964	3,355				3,280			2,591	7,067		6,197
	Tonnes disposed	2,780	2,967	2,433				2,451			2,805	5,883		4,667
	Tonnes diverted	1,056	997	922				829			1,182	1,184		1,530
		Contract	Contract	Contract							Contract	Contract		?
0840	Solid waste collection	\$820,733	\$193,062	\$271,378	\$141,892	\$190,869	\$131,761	\$328,884	\$49,154	\$0	\$343,506	\$0	\$371,204	\$754,342
0850	Solid waste disposal	\$224,234	\$304,382	\$267,505	\$293,801	\$393,250	\$83,644	\$186,792	\$574,311	\$617,026	\$323,423	\$716,805	\$122,298	\$552,704
0860	Waste diversion	\$512,275	\$374,716	\$251,004	\$323,659	\$405,301	\$128,404	\$304,265	\$34,066	\$200,387	\$475,704		\$0	\$544,889
		\$1,557,242	\$872,160	\$789,887	\$759,352	\$989,420	\$343,809	\$819,941	\$657,531	\$817,413	\$1,142,633	\$716,805	\$493,502	\$1,851,935
	Collection Cost per Dwelling	\$143	\$41	\$62	\$44	\$51	\$84	\$99	\$13	\$0	\$53	\$0	\$119	\$108
	Total Cost Per Dwelling Unit	\$271	\$184	\$182	\$238	\$264	\$219	\$248	\$173	\$208	\$178	\$147	\$159	\$266

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

**STAFF REPORT**

**DATE:** April 7, 2020  
**TO:** Council  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT: 2019 Statement of Reserve Funds  
(Development Charges)**

---

**RECOMMENDATION:**

**THAT Council accept the Treasurer’s 2019 Statement of Reserve Funds as presented.**

**BACKGROUND:**

Annually there is a legislated requirement to present a statement to Council regarding the transactions that occurred related to development charges. In the past, the statement has been presented in summary format for ease of understanding. A few years ago, the reporting requirements changed because of amendments made to the Development Charges Act. Below is the revised reporting of the Municipality’s 2019 transactions with respect to development charges.

**DISCUSSION:**

The new reporting format is more complex than what has been provided in the past but reflects the following summarized transactions:

Equity at Dec 31/18	\$2,020,739.56
2019 Development Charges Collected	\$1,914,471.60
2019 Interest Earned	\$46,631.86
2019 Expenditures-Capital and Operating	(\$1,271,362.58)
Equity at Dec 31/19	\$2,710,480.44

The equity total at the end of 2019 represents the funds that are available to pay for the projects included in the development charges background study per By-law 18-88. Any unspent funds remaining on the expiry date of the by-law will be carried forward into a new by-law.

The detailed transactions and background study are available for review at any time.

The following charts provide additional detail on the development charge transactions for 2019:

**Municipality of Mississippi Mills  
Annual Treasurer's Statement of Reserve Funds for By-Law 18-88**

Description	Services to which the Development Charge Relates									Total
	Non-Discounted Services				Discounted Services					
	Road Services	Water	Wastewater	Septage	Protection <sup>4</sup>	Parks and Recreation <sup>5</sup>	Daycare	Administration	Library	
Opening Balance, January 1, 2018	35,933.75	1,332,506.22	(78,813.67)	(60,878.49)	211,916.12	483,724.27	10,705.15	30,737.02	54,909.19	2,020,739.56
<b>Plus:</b>										
Development Charge Collections	511,508.52	555,870.15	408,679.83	1,629.95	12,517.44	247,314.48	27,595.30	9,198.42	140,157.51	1,914,471.60
Accrued Interest	4,216.54	25,277.72	2,133.77	-	3,264.24	9,023.98	358.72	526.53	1,830.36	46,631.86
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>										-
<b>Sub-Total</b>	<b>515,725.06</b>	<b>581,147.87</b>	<b>410,813.60</b>	<b>1,629.95</b>	<b>15,781.68</b>	<b>256,338.46</b>	<b>27,954.02</b>	<b>9,724.95</b>	<b>141,987.87</b>	<b>1,961,103.46</b>
<b>Less:</b>										
Amount Transferred to Capital (or Other) Funds <sup>2</sup>	447,014.72	427,351.17	302,116.29		39,240.00	20,240.40	-	-	35,400.00	1,271,362.58
Amounts Refunded										-
Amounts Loaned to Other DC Service Category for Interim Financing										-
Credits <sup>3</sup>										-
<b>Sub-Total</b>	<b>447,014.72</b>	<b>427,351.17</b>	<b>302,116.29</b>	<b>-</b>	<b>39,240.00</b>	<b>20,240.40</b>	<b>-</b>	<b>-</b>	<b>35,400.00</b>	<b>1,271,362.58</b>
<b>Closing Balance, December 31, 2018</b>	<b>104,644.09</b>	<b>1,486,302.92</b>	<b>29,883.64</b>	<b>(59,248.54)</b>	<b>188,457.80</b>	<b>719,822.33</b>	<b>38,659.17</b>	<b>40,461.97</b>	<b>161,497.06</b>	<b>2,710,480.44</b>

<sup>1</sup> Source of funds used to repay the DC reserve fund

<sup>2</sup> See Attachment 1 for details

<sup>3</sup> See Attachment 2 for details

<sup>4</sup> Service category includes: Police Services and Fire Services

<sup>5</sup> Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



**Municipality of Mississippi Mills  
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
		DC By-Law Period			Post DC By-Law Period						
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
<u>Road Services</u>											
Concession 11A	460,731.80	387,014.72									73,717.08
Sub-Total - Road Services	460,731.80	387,014.72	-	-	-	-	-	-	-	-	73,717.08
<u>Administration</u>											
Sub-Total - Administration	-	-	-	-	-	-	-	-	-	-	-
<u>Water and Sewer Services</u>											
Mid Term Storage	115,841.80	71,821.90					44,019.90				
Victoria St.	2,296,664.84	367,466.38						8.46		1,929,190.00	-
Ottawa/Honeyborne Looping	315,826.08	50,532.18					265,293.90				
Sub-Total - W&S	2,728,332.72	489,820.46	-	-	-	-	309,313.80	8.46	-	1,929,190.00	-
<u>Parks and Recreation</u>											
Riverfront Estates	3,526.00	3,173.40					352.60				
Gemmill Park Sun Shelter	13,000.00	11,700.00						1,300.00			
Gemmill Park Security Measures	3,964.00	3,567.00						397.00			
Sub-Total - Parks and Recreation	20,490.00	18,440.40	-	-	-	-	352.60	1,697.00	-	-	-
<b>Subtotal-Capital Transactions</b>	<b>3,209,554.52</b>	<b>895,275.58</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>309,666.40</b>	<b>1,705.46</b>	<b>-</b>	<b>1,929,190.00</b>	<b>73,717.08</b>

**Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions**

Operating Fund Transactions	Gross Cost	DC By-Law Period			Post DC By-Law Period			Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions						
<u>Daycare Programs</u>												
Sub-Total - Daycare	-	-	-	-	-	-	-	-	-	-	-	-
<u>Library</u>												
Collections	50,160.14	35,400.00						14,760.14				
Sub-Total - Library	50,160.14	35,400.00	-	-	-	-	-	14,760.14	-	-	-	-
<b>Subtotal-Operating Transactions</b>	<b>50,160.14</b>	<b>35,400.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,760.14</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions**

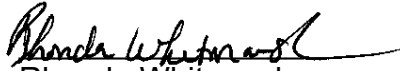
Operating Fund Transactions	Annual Debt Repayment Amount	DC Reserve Fund Draw		Post DC By-Law Period			Non-DC Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Road Services</u>									
Ottawa St. Financing	106,789.33	45,600.00	14,400.00				35,048.58	11,740.75	
Sub-Total - Road Services	106,789.33	45,600.00	14,400.00	-	-	-	35,048.58	11,740.75	-
<u>Protection</u>									
Firehall Financing	67,158.85	34,923.60	4,316.40				24,469.81	3,449.04	
Sub-Total - Protection	67,158.85	34,923.60	4,316.40	-	-	-	24,469.81	3,449.04	-
<u>Wastewater</u>									
WWTP Debt	459,442.44	86,272.92	153,374.08				77,791.98	142,003.46	
Sub-Total - Wastewater	459,442.44	86,272.92	153,374.08	-	-	-	77,791.98	142,003.46	-
<u>Parks and Recreation</u>									
SCC Debt	49,121.94	1,440.00	360.00				37,830.87	9,491.07	
Sub-Total - Parks & Recreation	49,121.94	1,440.00	360.00	-	-	-	37,830.87	9,491.07	-
<b>Subtotal-Operating Transactions</b>	<b>682,512.56</b>	<b>168,236.52</b>	<b>172,450.48</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>175,141.24</b>	<b>166,684.32</b>	<b>-</b>

Total DC Draw 1,098,912.10 172,450.48

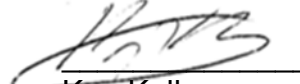
**SUMMARY**

Each year I am required to report to Council on the transactions related to development charges. I respectfully request that the 2019 report be approved as presented.

Respectfully Submitted

  
Rhonda Whitmarsh,  
Treasurer

Reviewed By

  
Ken Kelly,  
CAO

**CORPORATION OF THE TOWN OF MISSISSIPPI MILLS  
STATEMENT OF REMUNERATION AND EXPENSES PAID TO COUNCIL FOR THE YEAR 2019  
IN ACCORDANCE WITH SECTIONS 284 (1) OF THE MUNICIPAL ACT AND BY-LAW 19-07**

<b>COUNCIL MEMBER</b>	<b>2019 REMUNERATION</b>	<b>2019 PER DIEMS</b>	<b>2019 TRAVEL EXP.</b>	<b>2019 CONFERENCES</b>	<b>2019 TOTAL</b>
Christa Lowry, Mayor	\$ 34,823.00	\$ 1,200.00	\$ 832.75	\$ 6,449.29	\$ 43,305.04
Rickey Minnille, Deputy Mayor	\$ 17,425.50		\$ -	\$ -	\$ 17,425.50
Denzil Ferguson, Councillor	\$ 19,314.00	\$ 1,575.00	\$ 1,756.92	\$ 3,594.08	\$ 26,240.00
Janet Maydan, Councillor	\$ 19,314.00		\$ 279.56	\$ 223.52	\$ 19,817.08
John Dalgity, Councillor	\$ 19,314.00		\$ -	\$ -	\$ 19,314.00
Bev Holmes, Councillor	\$ 19,314.00	\$ 375.00	\$ 256.84	\$ 1,442.52	\$ 21,388.36
Cynthia Guerard, Councillor	\$ 19,314.00		\$ 256.84	\$ 610.56	\$ 20,181.40
<b>TOTAL</b>	<b>\$148,818.50</b>	<b>\$3,150.00</b>	<b>\$3,382.91</b>	<b>\$12,319.97</b>	<b>\$167,671.38</b>

Rhonda Whitmarsh, CPA, CA  
Treasurer

**Corporation of the Town of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2019  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**Denzil Ferguson, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Jan/19	OGRA		636.00	Registration Fees
Mar 7/19	OGRA	213.11	280.72	Travel & Meals
Mar 7/19	OGRA		969.40	Accommodations
Mar 11/19	OGRA-Awards Luncheon		71.23	Registration Fees
Mar 11/19	AMO-Land Use Planning		203.52	Registration Fees
Apr 4/19	AMO-Land Use Planning	262.23	199.29	Mileage, Meals and Accommodations
May 16/19	Meeting Attendance	429.32		Mileage
May 16/19	Ontario East Municipal Conference		706.25	Registration Fees
Oct 3/19	Ontario East Municipal Conference	196.67	527.67	Mileage, Meals and Accommodations
Dec 31/19	Meeting Attendance	655.59		Mileage
<b>TOTAL</b>		<b>\$1,756.92</b>	<b>\$3,594.08</b>	

**Corporation of the Town of Mississippi Mills  
Breakdown of expenses paid to Council for the year 2019  
In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**Christa Lowry, Mayor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Feb 4/19	City of Ottawa-Roundtable on Tourism	61.77		Parking & Mileage
Feb 12/19	County of Lanark-Essentials of Fire Protection		30.00	Registration Fee
Mar 11/19	AMO-Land Use Planning		203.52	Registration Fee
Mar 21/19	Meeting Attendance	42.15		Mileage
Apr 18/19	AMO-Land Use Planning	212.60	20.00	Mileage & Meals
Apr 18/19	Meeting Attendance	195.01		Mileage
Sept 19/19	Meeting Attendance re: Flooding	62.73		Mileage
Sept 19/19	Meeting Attendance-Eastern Ont. OFA Direct	61.81		Mileage
Oct 17/19	Agriculture Working Group Meeting-Beckwith	14.05		Mileage
Dec 31/19	Eastern Ontario Food Conference	182.63	267.40	Mileage, Registration and Accommodation
Dec 31/19	County of Lanark-2019 Conferences		5,928.37	Mileage, Registration, Accommodation, Me
<b>TOTAL</b>		<b>\$832.75</b>	<b>\$6,449.29</b>	

**Corporation of the Town of Mississippi Mills**  
**Breakdown of expenses paid to Council for the year 2019**  
**In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**Rickey Minnelle, Deputy Mayor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**Corporation of the Town of Mississippi Mills  
Breakdown of expenses paid to Council for the year 2019  
In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**John Dalgity, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	



**Corporation of the Town of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2019  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**Jan Maydan, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Mar 11/19	AMO-Land Use Planning		203.52	Registration Fees
Apr 4/19	AMO-Land Use Planning	132.71	20.00	Mileage & Meals
Nov 14/19	Meeting Attendance	146.85		Mileage
<b>TOTAL</b>		<b>\$279.56</b>	<b>\$223.52</b>	

**Corporation of the Town of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2019  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

**Bev Holmes, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Feb 4/19	ROMA		610.56	Registration Fees
Feb 21/19	ROMA		831.96	Meals & Accommodations
Mar 21/19	ROMA	256.84		Travel
<b>TOTAL</b>		<b>\$256.84</b>	<b>\$1,442.52</b>	

**Corporation of the Town of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2019  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 19-07**

Cynthia Guerard, Councillor

Date	Name of Conference/Seminar	Travel \$	Association & Conventions \$	Description
Feb 4/19	ROMA		610.56	Registration Fees
Mar 21/19	ROMA	256.84		Travel
<b>TOTAL</b>		<b>\$256.84</b>	<b>\$610.56</b>	

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 7, 2020

**TO:** Committee of the Whole

**FROM:** Rhonda Whitmarsh, Treasurer

**SUBJECT:** Interim Report on Financial Implications of COVID-19

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### **RECOMMENDATION:**

**For information purposes only.**

### **BACKGROUND:**

Effective March 16, 2020, the Municipality closed the Almonte Daycare including all school programs, all recreation facilities including the rental of the Almonte Old Town Hall Auditorium, and the Public Libraries to April 6, 2020. In addition, all other municipal facilities were closed to the public although Staff continue to work, some from home.

On March 17, 2020 Premier Doug Ford declared a state of Emergency in the Province of Ontario due to Covid 19 which would have resulted in the closure of the Daycare, recreation facilities and the libraries had the Municipality not already done so. The end date of these Provincially ordered closures is undetermined.

The closure of these facilities resulted in a loss of revenue for the Municipality that will continue until the Provincial order is lifted. Users of these facilities should not be charged for services that they are unable to receive. The purpose of this report is to attempt to quantify revenue losses that have been or may be incurred while the Covid 19 pandemic is ongoing. The report also provides cash flow information for the operation of the entire Municipality for Council's information at this time.

### **DISCUSSION:**

#### **Revenues vs. Cash Flows:**

There is a difference between revenues and cash flows. Revenues are earned and realized whenever a bill is issued by the Municipality. These bills may or may not be paid on the due date. The payment of these bills provides a flow of cash to the Municipality to operate and pay all its obligations such as payroll, contracts, heat, hydro, capital, debt repayments, etc. Should bills not be paid by the due dates, then the Municipality's cash flows are negatively impacted, and the funds required to pay the obligations of the Municipality may not be available.

### **Daycare, Recreation, Almonte Old Town Hall, Library:**

With the closure of facilities such as the Daycare, the arenas, the curling rink and the Almonte Old Town Hall Auditorium, the revenues that would otherwise be billed are forgone resulting in a loss in cash flows to pay obligations related to those facilities.

There may also be cost savings which would help to offset these losses such as utilities, food, programming and staffing costs due to declared emergency leaves or layoffs.

#### **Daycare:**

Refer to **Table 1** for an analysis of the finances of the Daycare. Daycare Staff, for the most part, are in an exceptional position compared to other Municipal employees in that they do not have the ability to work from home. The Daycare is fortunate to have reserves but the intent of the reserves is to be used for Capital projects not operational needs.

#### **Recreation:**

The revenues for the ice season, although lost from March 15<sup>th</sup> to the end of the season, could have been much higher had the facility been closed earlier in the year. There were also some revenues lost from hall rentals. **Refer to Table 2** for the financial analysis.

One of the large costs during the ice season is hydro related to the operation of the chiller. With an earlier shut down of the chiller, hydro costs should decrease although no hydro bill has been received yet to determine the actual savings. The Recreation Employees are still working providing maintenance in the facilities and will soon move outside to maintain parks and other outdoor recreation facilities.

#### **Almonte Old Town Hall Auditorium**

Staff are still working at the Almonte Old Town Hall and the tenants are still occupying the space even though the facility is closed to the public. The auditorium however is closed for public use and therefore there have been some losses of revenue as of March 16<sup>th</sup>. The average revenue for Jan and Feb/20 is \$1,072 per week. From March 16<sup>th</sup> to April 6<sup>th</sup> the loss equates to \$3,215. This weekly loss will continue as long as the facility is closed.

#### **Library:**

The Library does not generate significant revenue so their cash flows are not impacted from that point of view. The majority of their funding comes from grants and from the Municipality. With the closure, some Staff are unable to continue to work although the Chief Librarian has advised that many Staff are still working and able to perform duties that would otherwise be delayed due to other workload demand. In addition, Staff are providing services in alternate formats to users. Monthly salary and benefit costs are

approximately \$38,000 which would be paid through the Municipality's grant to the library regardless of being open or closed. This cost however is still a cash outflow for the Municipality.

### **Building Department:**

Revenues and therefore the cash flows for the building department, may only be delayed if builders are able to move ahead with planned projects once the pandemic is over or may be eliminated entirely if they are not. It is too soon to determine the financial implications to the building department as it is not yet peak building season. The Staff of the building department are still working and are appropriately billing and collecting on permits being issued. The building department's reserve balance at Dec 31/19 is \$646,564.71.

### **Taxation and other sources of Revenue:**

Other sources of revenue such as taxation, water and sewer, waste management, and miscellaneous sources of revenue, at this time, are still expected to be billed as required. The problem related to these revenues is the ability of residents to be able to make payment on these billings which will significantly impact the Municipality's cash flows. A further discussion on due dates, penalties and interest may be required depending on how long the pandemic continues although it is reasonable to believe that some residents will have a long road to financial recovery.

The Municipality was fortunate that it was able to issue the 2020 interim tax bills in January with a due date of February 27, 2020. The Municipality's share of the interim tax billing of approximately \$4.4 million represents roughly 40% of the Municipality's taxation revenue the purpose of which is to provide cash to operate until the final tax bills are issued in June each year (due July and September). Taxation, supplementary tax bills and payments in lieu represent roughly 50% of the municipalities revenues for the year.

The Municipality has also billed 40% of the County and School Boards taxes of approximately \$4.8 million on the 2020 interim tax bill. The Province has confirmed in writing that the school board taxation remittances will be deferred by 90 days so the June 30<sup>th</sup> payment will not be due until September 30<sup>th</sup> and the payment due on September 30<sup>th</sup> will now be due on December 30<sup>th</sup>. This will free up cash for the municipality following the final tax billing as we will have additional time to pay the school boards, or if the Municipality chooses to alter final tax billing due dates, it will provide more financial flexibility to do so.

### **Grants:**

To date, there has been no indication that there will be any delay in receiving operating grants for the Municipality, Daycare or Library.

On March 25, 2020 the Province announced that " \$250 million of direct support will be provided to Municipalities to assist with their efforts". At this time, there are no details of

what the funding is for or how it will flow to Municipalities. If any further announcements are made in this regard, Council will be advised.

### **Other Considerations:**

The discussion forum held by the Municipal Finance Officer's Association (MFOA) and the Ontario Municipal Tax and Revenue Association (OMTRA) advised against making hasty decisions that will have long term impacts to cash flows, so at this time I am providing this report as an interim update and will continue to do so as we move forward. Any potentially negative impacts to the Municipality's cash flows will be an important consideration for Council should decisions regarding financial relief to residents or altering due dates, etc. be required.

### **FINANCIAL IMPACT:**

**Tables 1 and 2** provide financial impacts for the Daycare and Recreation Department. Financial impacts to the Library and Almonte Old Town Hall are included above. **Table 3** provides a summary of the losses for these operational areas and **Table 4** provides monthly cash flow information for the Municipality as a whole.

At the time of writing this report, the Municipality has cash in the bank of \$9.7 million but \$1.8 is committed to the County remittance due April 15<sup>th</sup>. Investments total \$7.9 million. Combined the total of cash and investments is \$17.6 million less \$1.8 million due to the County for a remaining balance of \$15.8 million.

To address any cash flow issues that may arise depending on the length of time the pandemic continues there are some options that Council can consider such as:

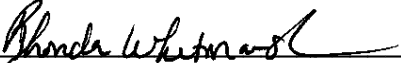
- Obtaining long term financing in advance for the water reservoir rather than waiting until it is completed which is historically the practice as:
  - It would provide the cash upfront to complete the work rather than using up cash on hand
  - The financing is already approved in the 2020 budget
  - Development charges have already been collected for this work
  - It is expected that interest rates will be more favourable than they may be once the project is completed.
- Use the \$1 million in interim borrowing available through RBC. Again, it is expected that interest rates will be favourable if this route is taken. Interim borrowing would be repaid once taxes are collected.
- Arrange for an increase in interim borrowing over \$1 million. It is expected that banks would provide this given the current economic situation.
- As mentioned, use the 90 day deferral of the School Board payments as additional cash until final tax bills are issued and collected should there be any delays.
- Investigate all opportunities for Federal, Provincial and County funding resulting from the emergency situation

- Consider further declared emergency leaves for those employees where there is a demonstrated shortage of work
- Consider delaying some capital projects however a discussion with the Senior Staff should occur first to determine what is essential. One project that is in the budget where funding has not been secured is the Levi Bridge at a cost of \$1.2 million. Putting off this project would mean that the Municipality could avoid the cash outlay of \$1.2 million.

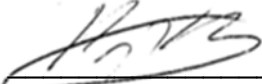
## SUMMARY

The purpose of this report is to provide information to Council with regard to losses sustained due to closures of facilities during the declared emergency by the Province of Ontario. Also provided is information on cash flows for the entire Municipality so that Council has some context when making decisions regarding deferral of spending, staffing or providing any sort of tax relief, changing due dates or adjusting penalty and interest charges during the Covid 19 pandemic.

Respectfully submitted,

  
Rhonda Whitmarsh, Treasurer

Reviewed by,

  
Ken Kelly, CAO



<b>Table 1</b>							
<b>Analysis of Loss of the Daycare due to Closure as of Mar 16, 2020</b>							
<b>Analysis of Revenues:</b>							
			\$				
Full Fee Revenue Jan/20			109,012.23				
Full Fee Revenue Feb/20			<u>116,679.84</u>				
Total Jan and Feb/20			<u>225,692.07</u>				
Average monthly revenue			<u>112,846.00</u>				
Average weekly revenue			<u>28,212.00</u>				
# of weeks from Mar 16 to April 5th			3.00				
<b>Estimated revenue loss to April 5th</b>			<b><u>84,636.00</u></b>				
<b>Analysis of Expenditures:</b>							
Some costs for the Centre have also been reduced as a result of the closure such as food and programming.							
Programming costs are not uniform by month therefore unable to quantify the savings at this time							
Food Costs per month			<u>4,350.00</u>				
Food costs per week			<u>1,088.00</u>				
# of weeks from Mar 16 to April 5th			3.00				
Estimated savings on food costs to April 5th			<u>3,264.00</u>				
<b>Net loss to April 5th (\$84,636-\$3,264)</b>			<b><u>81,372.00</u></b>				
<b>Reserves:</b>							
Balance at Dec 31/19			674,957.61				
2020 budget amounts			(203,686.00)				
<b>Remaining balance</b>			<b><u>471,271.61</u></b>		Reserves available for use if required		
<b>Other Financial Information</b>							
<b>Proportion of Revenues in 2020 budget</b>							
Full Fee Revenue		69%					
County Grants		24%					
Municipal Contribution		2%					
Reserves and Development Charges		4%					
Other revenue		1%					
		<u>100%</u>					
<b>Proportion of Costs in 2020 budget</b>							
Salaries and Benefits		89%	*Average monthly salary and benefit costs are \$154,000				
Travel and Training		.5%					
Food and Programming		7%					
General Operating		1%					
Maintenance and Repairs		1%					
Utilities		1%					
Insurance		.5%					
Capital		1%					
		<u>100%</u>					
*14 Full time, 10 supply/Part time, 1 cleaner							

<b>Table 2</b>	
<b>Analysis of Loss of the Recreation/Curling Department due to Closure as of Mar 16, 2020</b>	
<b>Analysis of Revenues:</b>	\$
Revenue Jan/20 and Feb/20	141,206.62
Average monthly revenue	<u>70,603.31</u>
Average weekly revenue	<u>17,651.00</u>
# of weeks from Mar 16 to April 5th	3.00
<b>Estimated revenue loss to April 5th</b>	<b><u>52,952.00</u></b>
<b>Indoor Revenue loss should be eliminated except for any hall rentals that may have been booked past April 5th</b>	
<b>If the Pandemic continues into the summer there may be additional programming and event losses if these have to be cancelled</b>	
<b>There are no recreation reserves to use for operations</b>	
<b>User fees represent 27% of the Recreation budget with the balance coming from the Municipality</b>	

<b>Table 3</b>	
<b>Calculated losses from March 16/20 to April 5/20</b>	
	\$
Daycare	81,372.00
Recreation	52,952.00
Library	-
Almonte Old Town Hall	<u>3,215.00</u>
<b>Total</b>	<b><u>137,539.00</u></b>
Library doesn't generate many revenues, staffing costs would be incurred and paid by the municipality regardless	

<b>Table 4</b>		
	% of	
<b>Breakdown of Operating Expenditures:</b>	<b>2020 Budget</b>	
Materials and Contracts	29	
Salaries & Benefits	34	There is the potential to avoid some of this cost if layoffs occur
Long term Debt	9	
Utilities	2	
Insurance	1	
Community Grants	1	These have already been distributed for 2020
Cost Sharing	0.4	
	<b>76.4</b>	The majority of municipal expenditures cannot be avoided
<b>The other 23.6% of operating costs are made up of travel and training, general operations, fuel and oil, maintenance and repairs and transfers to reserves</b>		
<b>Estimate of Monthly Cash Outflows:</b>		
<b>*Cash outflows will increase for capital projects that have not yet started. Outflows are not uniform each month</b>		
<b>There are seasonal outflows for winter control and those associated with parks and recreation</b>		
<b>There are also other expenditures that are one time such as community grants and those that are paid quarterly such as county and school board remittances and cost sharing</b>		
<b>Scenario 1</b>		
<b>Trend Data:</b>		
Cash outflows per Nov/19 bank statement	2,416,804.06	Includes payment of 2019 capital and winter control related costs
Cash outflows per Dec/19 bank statement	4,298,357.98	Includes payment of 2019 capital and winter control related costs, County and School board remittances
Cash outflows per Jan/20 bank statement	2,434,961.95	Includes payment of 2019 payables and 2020 winter control costs
Cash outflows per Feb/20 bank statement	2,541,028.44	Includes payment of 2019 payables and 2020 winter control costs
<b>Based on this trend data the typical monthly outflows are between \$2.4 and \$2.5 million. These outflows include winter control and capital</b>		
Estimate of Cash outflows to June 30th based on Bank Statement		
March-June is 4 months	<u>10,000,000.00</u>	4 X \$2.5 million
<b>Scenario 2</b>		
<b>Financial Statement Data:</b>		
Expenditures per Jan/20 Financial Statement	1,093,713.07	
Expenditures per Feb/20 Financial Statement	1,582,673.44	
Total	<u>2,676,386.51</u>	Excludes capital as most capital project not started
Average monthly <b>operating</b> costs per the Financial Statements	<u>1,338,196.00</u>	Payroll costs is approximately \$395,000 per month.
Estimate of Operating Cash outflows to June 30th		
March-June is 4 months	<u>5,352,784.00</u>	4 X \$1,338,196 (Excludes capital requirements)
Availability of Cash and Investments as		
March 27, 2020	<u>15.8 million</u>	
<b>Estimate of Monthly Cash Inflows:</b>		
<b>* Cash Inflows are difficult to predict as taxation represents 50% of revenue and grants are 7% and these funds are not received monthly</b>		
<b>Water billings completed every 2 months, HST rebates are received quarterly</b>		
<b>Trend Data:</b>		
Cash inflows Nov/19 per bank statement	2,262,327.62	
Cash inflows Dec/19 per bank statement	1,449,190.08	
Cash inflows Jan/20 per bank statement	2,034,430.08	Includes payments of the 2020 interim tax billing
Cash inflows Feb/20 per bank statement	7,194,253.30	Includes payments of the 2020 interim tax billing
<b>Based on this trend data the typical monthly inflows are between \$1.5 to \$2 million.</b>		

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 20-025

**BEING** a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills passed Zoning Bylaw 11-83, known as the Zoning By-law, to regulate the development and use of lands within the Municipality;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Fourth Density" (R4) Zone to "Residential Fourth Density – Special Exception" (R4-16) Zone for the lands identified on the attached Schedule 'A', which are legally described as Block 70 Plan 27M-88, Part of Lot 14 Concession 10, Almonte Ward, Municipality of Mississippi Mills.
2. That Section 16 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:

*"16.3.16 Notwithstanding their "R4" zoning designation, lands delineated as "R4-16" on Schedule 'A' to this by-law may be used in accordance with the provisions of this bylaw, excepting however that:*

  - (1) the maximum density shall be no more than 1 unit per 111m<sup>2</sup> of lot area;*
  - (2) the minimum setback between a habitable room window and a parking space shall be 4.80m;*
  - (3) minimum 1.0m fence and no berm shall be required on the south property line of the site;*
  - (4) the minimum privacy yard depth shall be 4.30m;*
  - (5) the maximum combined width of driveways on the site shall be 13.4m."*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **7<sup>th</sup> day of April, 2020.**

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

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

**BY-LAW NO. 20-026**

**BEING** a by-Law to Adopt Amendment No. 23 to the Mississippi Mills Community Official Plan.

**WHEREAS** the recommendation has been made to Municipality of Mississippi Mills Council by the Committee of the Whole that the Explanatory Text and Schedule "A" constituting Amendment No. 23 to the Mississippi Mills Community Official Plan, be adopted by the Council in accordance with the provisions of the Planning Act, R. S. O. 1990.

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

1. That Amendment No. 23 to the Mississippi Mills Official Plan, a copy of which is attached to and forms part of this By-law, is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the County of Lanark for the approval of the aforementioned Amendment No. 23 to the Mississippi Mills Community Official Plan.

**BY-LAW** read, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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

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

**AMENDMENT NO. 023  
TO THE COMMUNITY OFFICIAL PLAN  
OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

- PART A - CERTIFICATE OF COMPLIANCE with the requirements for giving of notice of open house, public meeting
- PART B - THE PREAMBLE does not constitute part of this Amendment.
- PART C - THE AMENDMENT consisting of the following schedules and explanatory text constitutes Amendment No. 023 to the Community Official Plan of the Municipality of Mississippi Mills.
- PART D - APPENDICIES

**PART A - CERTIFICATE OF COMPLIANCE WITH THE REQUIREMENTS FOR  
GIVING OF NOTICE PUBLIC MEETING**

I, Niki Dwyer, Director of Planning for the Municipality of Mississippi Mills, hereby certify that Official Plan Amendment **No. 023** has been adopted and processed in accordance with the notice, public meeting and notice of adoption requirements under Sections 17(15), 17(17), 17 (19), 17(20), and 17(23) of the Planning Act, RSO 1990 as amended.

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Niki Dwyer MCIP, RPP, MA BES  
Director of Planning  
Municipality of Mississippi Mills

## PART B - THE PREAMBLE

### **Purpose and Effect of the Amendments**

The purpose of the Community Official Plan Amendment is a site-specific amendment to recognize an increased net density on the proposed site to permit the development of a three-storey, 42-unit apartment dwelling unit on the subject lands. The Community Official Plan recognizes a general maximum net density of “medium density development[s]” of 35 units per ha (Policy 3.6.5). The proposed Amendment seeks a net site density of 91 units per ha (previously 94 units per ha).

### **Location and Site**

The subject land represents an area of approximately 0.4 ha, with frontage on both Johanna and Spring Street, of 89m and 51.2m respectively. The lands are at the end of the open Spring Street allowance. The majority of land adjacent to the subject property is located within the Riverfront Estates Subdivision, with the exception of the holding to the south of the site which is an active agricultural operation. These agricultural lands are owned by Houchaimi Holdings and rented for agricultural purposes.

The property is immediately to the north of the Settlement and Ward Boundary for Almonte Ward.

### **BASIS**

Schedule B of the Official Plan identifies the subject lands as “Residential”.

#### **3.3.1 Goal and Objectives**

##### ***It is a goal of this Plan to:***

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

Generally, “Residential” lands shall be used for low and medium density uses and accessory uses (Policy 3.6.2). The application seeks relief from the general maximum net density of “medium density development” of 35 units per ha (Policy 3.6.5). The proposed Amendment seeks a net site density of 91 units per ha.

The Residential Land Use objectives instruct that the Municipality should “*Promote and support development which provides for affordable, rental and/or increased density of housing types*” and where intensification is planned within existing neighbourhoods that the new development is “*compatible with surrounding uses in terms of design*”.

Affordable Housing provisions of the Community Official Plan describe that an “*adequate supply of affordable housing*” shall be encouraged and that “[*t]he [Municipality] shall attempt to have 25% of all new residential construction affordable*” based on a three-year average (Policy 3.6.3). The Plan also provides



that the Municipality may leverage increased height and density provisions in order to achieve the affordable housing policies of this plan.

In accordance with the Provincial Policy Statements definition of “Affordable”, staff have analyzed the current market conditions for both ownership and rental housing within the prescribed “regional market area” (Lanark County).

The PPS defines affordable owner-occupied housing as the lesser of the following:

- *Where the purchase price results in an annual accommodation cost of less than 30% of the gross annual household income for low and moderate income<sup>1</sup> households:*
  - o The Ministry of Municipal Affairs and Housing reports this statistic in Lanark County as less than \$323,700.00<sup>2</sup>.
- *Where the purchase price is at least 10% below the average purchase price for a resale unit in the regional market area:*
  - o The Ministry of Municipal Affairs and Housing reports this statistic to be \$368,000.00 in Lanark County<sup>3</sup>.

**Consequently, affordable owner-occupied housing is determined to be housing purchased as less than \$323,700.00.**

Staff similarly reviewed the average sales value of dwellings in Mississippi Mills as reported in the Housing Study published by the County of Lanark in October 2018<sup>4</sup>. The County reported that the average sales value of all owned dwellings within the County was \$324,400.00 while the median value of said homes was reported at \$296,772.00. These numbers increased when the scope of analysis was restricted to Mississippi Mills specifically, where the sales value was reported at \$380,403.00 and \$349,130.00 respectively. These contextual findings suggest that a dwelling purchased at less than 10% of the average purchase price in Mississippi Mills would be \$342,363.00.

The PPS defines affordable rental housing as the lesser of the following:

- *Rent not exceeding 30% of the gross annual household income for low and moderate income<sup>5</sup> households:*
  - o The Ministry of Municipal Affairs and Housing reports this statistic in Lanark County as less than \$1,130 a month<sup>6</sup>.
- *Rent which is at or below the average market rent of a unit in the regional market area:*

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<sup>1</sup> “in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*,” PPS Definition

<sup>2</sup> Based on 2016 Statistics Canada data.

<sup>3</sup> Based on 2016 Statistics Canada data.

<sup>4</sup> All reported values based on 2016 Statistics Canada data.

<sup>5</sup> “in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.” PPS Definition

<sup>6</sup> Based on 2016 Statistics Canada data.

- This is not a statistic which is accurately reported by the Ministry, however staff reviewed the average market rents reported by Lanark County in their recent Housing Study. The Study only reported rental values by Settlement Area (ie Almonte Ward) and is not consistent with the assessment of the “regional market area” in accordance with the PPS. The reported finds are included in the table below:

**Figure 6 - Average Market Rent by Bedroom Size\*  
(Housing Study, 2018, Lanark County)**

<i>Almonte</i>	<b>Room</b>	<b>Bachelor</b>	<b>1 Bdrm</b>	<b>2 Bdrm</b>	<b>3 Bdrm</b>
<i>AMR</i>	\$575	\$624	\$709	\$951	\$1,190
<i>Annual Household Income to Afford Rent</i>	\$23,000	\$24,960	\$28,360	\$38,040	\$47,560

**For the purposes of this report, affordable rental housing is determined to be a one bedroom dwellings rented for less than \$710.00/month.**

The Official Plan does not recognize a distinction between rental and owner-occupied housing in the targeted supply of affordable housing. The Policy only encourages the Municipality to attempt to have 25% of all new residential construction be affordable. Consequently, a review of the total number of new residential “units” has been summarized below:

**Figure 7 – Number of Affordable Housing Units Constructed in Mississippi Mills (2017-19)**

<b>Construction Year</b>	<b>Number of Units Constructed</b>	<b>Number of Affordable Units<sup>7</sup></b>	<b>Total Percentage Affordable</b>
<b>2017</b>	165	92	56%
- Owned	165	92	56%
- Rented (Apt)	0	-	-
<b>2018</b>	232	66	28%
- Owned	171	54	32%
- Rented (Apt)	61	12	20%
<b>2019</b>	110	84	76%
- Owned	102	84	82%

<sup>7</sup> Owned Affordable Units Determined by Reported Construction Value of Dwelling + Market Serviced Land Value ≤ \$323,700.00; Rented Affordable Units Determined by advertised rental rate ≤ the average market rent of a unit in the regional market area as reported by Lanark County.

- Rented (Apt)	8	0	0%
<b>Three Year Average</b>	<b>507</b>	<b>242</b>	<b>48%</b>
- Owned	438	230	53%
- Rented (Apt)	69	12	17%

As noted in the table above, the three-year average for new construction between 2017-2019 supports that 48% of all new units can be deemed affordable as defined by the Provincial Policy Statement. The majority of these units are owner-occupied townhomes in Riverfront Estates subdivision. The three-year average of newly constructed apartment dwellings indicates that the only new units that are rented for less than the regional market rent have been provided by Carebridge Community Support. There has been a notable increase in the number of apartment dwelling units in recent years and while the units are marketed at market rate, they provide housing options for residents who can afford market rent but may not be able to afford home ownership.

The applicant has indicated that the units in the proposed apartment dwelling in Riverfront Estates will be rented at market rates.

Affordable Housing can be generated through the establishment of a diverse housing base at mixed densities and housing types. Generally, dwelling units offered at a medium or high density can be offered at a more affordable price point as the cost to develop the land is less than lower density forms of development.

The Official Plan establishes a mixed density target of 70% low density (15 units per gross hectare) and 30% medium density (35 units per net hectare) (Policy 3.6.5). When evaluated by unit type, the entire subdivision represents a density ratio of 59:41, if the development proceeds with 42 apartment dwellings. If the apartment dwelling block was developed to meet the general density of 35 units/ha, the density ratio would be representative of a 60:40 distribution.

**Figure 8 – Density Distribution of Riverfront Estates**

<i>Density</i>	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Total
<i>Singles/Semis</i>	59	53	46	42	82	282
<i>Towns/Apartments</i>	21	12	22	41	100	196
<i>Total Units</i>	80	65	68	83	182	478
<i>Density Ratio</i>	<b>74:26</b>	<b>82:18</b>	<b>68:32</b>	<b>51:49</b>	<b>45:55</b>	<b>59:41</b>

The density ratio of 59:41 suggests that there is a higher potential to offer affordable dwellings than the targeted 70:30 distribution.

As previously described, the gross density of Phase V of the Subdivision was projected to be 36 units/ha. This calculation did not include the total number of units for the apartment/condominium development which would be considered a

medium density development evaluated at net density. The current proposal for the development demonstrates a calculated net density of the site of 91 units/ha. The subject lands represent an area of approximately 0.46ha which could support 16 units in accordance with the Policy's general density targets.

Medium density development proposal must also demonstrate compliance with the following criteria (Policy 3.6.5):

*(i) Proximity to shopping, parkland, health care, education and other community amenities;*

The subject land is located on a local municipal road with direct pedestrian access to the passive greenspace along the Mississippi River and is within 300 m of the subdivision's neighbourhood park. The site is serviced by two local elementary schools within 1km and is serviced by municipal amenities such as the local hospital (1km), community centre (1.5 km -18 min walk), library (1.8 km – 21 min walk), and downtown core (1.4km – 17 min walk). The site is also within a 3-minute drive or 19-minute walk to the local drug store, grocery store and banks<sup>8</sup>.

*(ii) compatibility with existing land uses in the immediate area and the historical character of existing buildings;*

The subject lands are located within the final phase of the Riverfront Estates Subdivision, which is currently under construction. The neighbourhood represents new constructed dwellings on small lots in a built form typical of most modern development. There is no historical character to the existing buildings in the neighbourhood.

*(iii) designed with a maximum of three (3) stories and where possible, a building profile which conforms visually with the surrounding residential structures;*

The proposed building complies with the maximum three storey height and has been designed to feature a step-back on the third floor in an effort to reduce the visual impact of the building on the adjacent bungalow dwellings. The site is also notably at the bottom of the sloped subdivision site which varies by as much as 5.5m from east to west along Johanna Street. As a result, the topography of the site suggests that the proposed three storey apartment dwelling (10.5m) would be 0.84m shorter than a bungalow (6.34m) at the top of the street.

*(iv) availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles;*

The site will have direct vehicular access to Johanna Street, a local road which is intended to provide access out of the subdivision onto Paterson Street or Spring Street. The site will have sidewalks along the Johanna Street frontage and pedestrian access to the parkland on Spring Street.

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<sup>8</sup> Walking and driving times generated by GoogleMaps

The site is required to provide a minimum of 60 spaces for tenant and visitor parking. The design proposes 39 spaces to be located in an underground parking garage and an additional 21 spaces at grade uncovered.

*(v) necessary buffering from abutting uses;*

The building has the potential to have the most significant impact on the semi-detached dwellings located immediately to the east of the site. The building's location is proposed to have a 7.5m setback to the property line.

The Policy also recognizes a 30m setback from adjacent Agricultural lands to mitigate adverse impacts between non-complementary uses (Policy 3.6.16). The impact on residential uses in the subdivision on the agricultural lands were evaluated in the 2009 Agricultural Review. At the time the study recommended consideration be given to the following mitigative measures at the time of site design:

- Ensure that all residential buildings are setback at least 30m from the southern boundary/property line of the subdivision.
- Develop and register a restrictive covenant for placement on individual property titles for lots along the southern boundary of the subdivision. The covenant should state that the lot is adjacent to an agricultural area and may therefore be conducting normal farm practices. It should also contain provisions that prohibit the construction of accessory structures, including swimming pools and decks within 20m of the southern boundary.
- Construct a 2.45m high, sturdy, long lasting fence along the southern boundary of the subdivision. The fence should be climb resistant and there should not be any gates or openings in it to allow access to the adjacent farm property.
- Prepare and implement a landscape plan to establish a vegetative buffer and screening area along the southern boundary of the subdivision, just north of the fence. Trees and other vegetation should be selected to provide a dense visual and access buffer to the adjacent farm property.

**The concept plan has been revised to ensure that the minimum 10m setback prescribed in the Zoning Bylaw is satisfied and has been designed to include a 1.6m terrace set 3m into the property topped by a 1m high fence and an evergreen buffering wall (proposed to be composed of cedars). The density and planting distribution of the buffer, as well as the details of the fencing will be evaluated at site plan control approval.**

*(vi) suitable landscaping, lot grading, drainage and on-site amenities; and,*  
The development proposes to work with the sloping topography by building into the hill and utilizing the low point of the site for the entrance to the below grade parking garage. Drainage is proposed to surface drain to the street and northwest to the drainage outlet into the Mississippi River. Preliminary landscaping of the site shows a garden separating the residential units from the parking area as well as tree plantings throughout the front yard to give presence and frame the pedestrian pathways.

*(vii) the availability of full municipal services to accommodate the proposed density of development.*

The site is proposed to be serviced by municipal water and sanitary services. A Servicing Options Report has been submitted and reviewed by the Director of Public Works. There are no concerns pertaining to the availability of services to accommodate the proposed increase density.

Range of housing provisions also encourage the adherence of a 70:30 housing tenure target. The proposed development assists in meeting the 30% rental housing stock as all 42 of the dwelling units are proposed to be rented. The developer has also indicated that approximately 50-60 of the existing units within the Riverfront Estates Subdivision are rented at this time.

With respect to the developments ability to improve access to special needs housing, the development does not expressly propose to build universally accessible units however the building will be serviced by elevators and level entry points to the building. As is the case with all new construction, the design will comply with current Ontario Building Code and Accessibility for Ontarians with Disabilities Act, which will establish a housing stock which is more compatible for residents with mobility challenges.

## PART C THE AMENDMENT

### INTRODUCTORY STATEMENT

All of this part of the document entitled "PART 3 - The Amendment" and consisting of the following text constitutes amendment No. 23 to the Mississippi Mills Community Official Plan.

### DETAILS OF THE AMENDMENT

The Municipality of Mississippi Mills Community Official Plan, as amended, is hereby further amended with a site specific Community Official Plan amendment by revising the policy in Section 3.6.5.4 with the following amended policy as it applies specifically to Part of Lot 14, Concession 10; being Block 70 on PLAN 27M-88, Almonte Ward, Municipality of Mississippi Mills, County of Lanark, identified on Schedule 'A' of this bylaw.

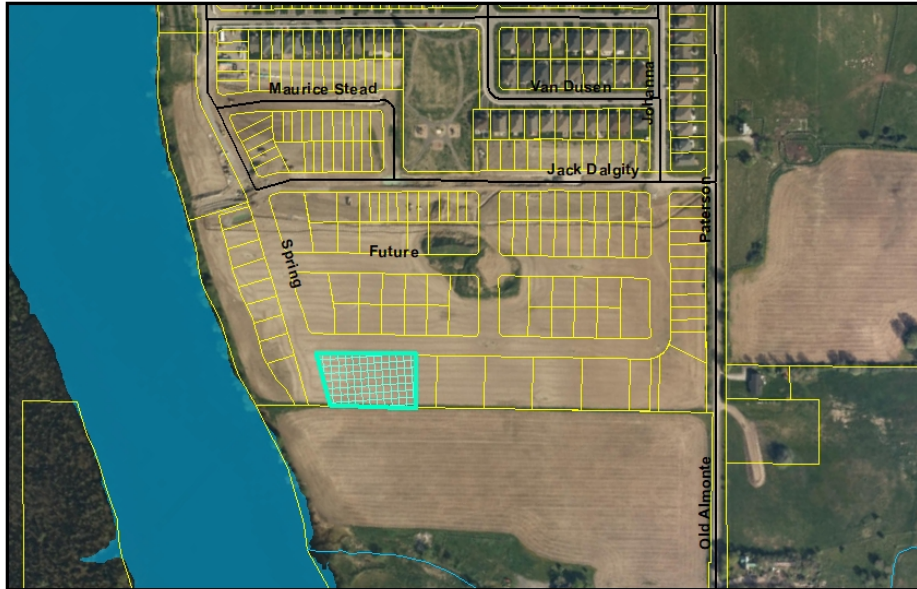
#### **3.6.5 Range of Housing Types**

*4. Medium density residential development shall include four-plex housing, townhouses, 3 storey apartments, converted dwellings of three or more units and similar multi-unit forms of housing. ~~In general~~, medium density residential development shall have a maximum **net density** of ~~35~~ **91** units per net hectare (15 units per net acre).*

# PART D – APPENDICES



Application Z-16-19 / OPA 23  
Block 70 27M-88  
Riverfront Estate Subdivision  
Almonte Ward  
Municipality of Mississippi Mills





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

**BY-LAW NO. 20-027**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 48 on 27M-88 in order to recognize one semi-detached dwelling (2 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 48, described as Parts 1 and 2 on Reference Plan 27R-11415, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

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

**BY-LAW NO. 20-028**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 49 on 27M-88 in order to recognize one semi-detached dwelling (2 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 49, described as Parts 3 and 4 on Reference Plan 27R-11415, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

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

**BY-LAW NO. 20-029**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 50 on 27M-88 in order to recognize one semi-detached dwelling (2 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 50, described as Parts 5 and 6 on Reference Plan 27R-11415, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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

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Jeanne Harfield, Clerk

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

**BY-LAW NO. 20-030**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 51 on 27M-88 in order to recognize one semi-detached dwelling (2 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 51, described as Parts 7 and 8 on Reference Plan 27R-11415, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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

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

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

**BY-LAW NO. 20-031**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 55 on 27M-88 in order to recognize one row of street townhomes (5 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 55, described as Parts 1-9 inclusive on Reference Plan 27R-11384, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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

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

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

**BY-LAW NO. 20-032**

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 58 on 27M-88 in order to recognize one row of street townhomes (5 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of 27M-88, Block 58, described as Parts 1-9 inclusive on Reference Plan 27R-11414, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 7<sup>th</sup> day of April, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of April, 2020.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk