

Design and Operations Report Smiths Falls Compost Site Provisional Certificate of Approval No. A450106 Corporation of the Town of Smiths Falls

Prepared for:

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1. Introduction

1.1 Objectives

BluMetric Environmental Inc. (BluMetric®) was retained by the Town of Smiths Falls (the “Town”) to prepare a Design and Operations Report (D&O Report) for the Smiths Falls Compost Site, also referred to as “the Site”.

The D&O Report is intended to guide the ongoing operation of the composting Site in accordance with the Environmental Protection Act and the conditions outlined in the Site’s Provisional Certificate of Approval (CoA) (including future amendments), ensuring compliance with applicable regulatory requirements and best management practices.

1.2 Background and Regulatory Framework

The Smiths Falls Compost Site is owned and operated by the Town of Smiths Falls and operates under the Ministry of the Environment, Conservation, and Parks (MECP), Provisional Certificate of Approval (CoA) No. A450106, issued on October 5, 1992. A copy of the CoA is provided in **Appendix A**. The CoA authorizes the operation of a composting facility on municipally owned lands located in Concessions 5 and 6, Lots 1 and 2, within the Township of Drummond/North Elmsley, County of Lanark.

While the original application submitted by the Town on June 17, 1992 (provided in **Appendix A**), accurately identified the site location, the CoA was issued with a clerical error, referring to the location as Concessions 4 and 5, Lots 1 and 2 of North Elmsley Township.

Historically, the site was used for agricultural purposes until farming activities ceased in the 1950s. In subsequent decades, the surrounding lands were intermittently used by the Town of Smiths Falls as a repository for roadway construction materials. These practices have since been discontinued, and an environmental investigation is currently underway to assess the degree and extent of potential contamination from the historical deposition of construction waste.

It is noted that this D&O references conditions within the CofA as of October 5, 1992, all operations will comply with future amendments to A450106.

1.3 Site Visit and Operational Review

On July 4, 2025, BluMetric personnel completed a site visit, accompanied by a representative of the Town of Smiths Falls. The purpose of the site visit was to review current site conditions and observe operational procedures related to the composting process. The Town representative provided an overview of facility operations, including the handling of accepted materials, active composting areas, and associated material management practices. Key features such as access points, infrastructure, stockpile locations, and surface draining patterns were observed and documented. Following the operational review, BluMetric personnel completed a topographic survey using a Remotely Piloted Aircraft System (RPAS) to collect high-resolution spatial data on site topography and surface features to support design and planning activities. Photographs of the Site are provided in **Appendix B**.

2. Site Design and Development

2.1 Site Layout and Facility Components

Figure 02, provided at the end of this report, illustrates the layout of the Site, showing the locations of key operational areas, including the active receiving area, curing and storage area, and catchment pond. As operations at the Site continue, the locations of the screened compost piles will need to be adjusted to accommodate ongoing activities and site requirements.

The table below summarizes the physical site characteristics observed during the July 2025 site visit, supplemented by a review of background information and interviews with Town staff.

Table 1: Summary of Site Physical Setting Characteristics

Site Name and Approval No.		Smiths Falls Compost Site, Provisional CoA No. A450106
Characteristics	Yes/No	Comments
Site received only leaf and garden waste.	Yes	During the 2025 site visit, no evidence of non-compostable waste was found at the Site
Total 2025 volume of waste is estimated to be more than 1450 tonnes.	No	The total volume of waste received in 2025 was calculated to be approximately 467.63 tonnes.
Actual fill area exceeds CoA approved footprint area physically and/or quantity.	No	Both historic and active compost piles and windrows are located within the boundaries of the approved Compost Site.

Site Name and Approval No.		Smiths Falls Compost Site, Provisional CoA No. A450106
Characteristics	Yes/No	Comments
Actual fill area/approved footprint is less than 100 m from nearest surface water body, including headwater pond within a wetland.	Yes	The Provincially Significant Wetland (PSW) portion of The Swale Wetland lies approximately 35 metres south of the Site's southern corner at its nearest point.
Surface water is within the buffer area or larger attenuation zone.	Yes	The closest surface water feature is The Swale Wetland. Regulation setback boundaries associated with The Swale Wetland are all outside of the Compost Site boundary.
All surface runoff and Leachate from the processing site shall be contained to and collected on the site and shall not be discharged to the environment.	Yes	Surface water and leachate runoff from the processing pad will be collected in a catchment pond area after passing through a 4 m wide vegetation strip for treatment. All runoff and leachate are contained within the compost area.
Site including buffers and attenuation zones are within a Source Water Protection Area.	Yes	The Site is located within an intake protection zone (IPZ-3 with score of 8). The Site is not within an issue contributing area (ICA).
Dwellings or drinking water supplies are within buffers and attenuation zones.	No	The nearest water supply well is located 350m to the south, outside of the buffer and attenuation zone. No significant impacts to the well are anticipated from activities at the Site.
Existing buffers and attenuation zones fall outside Crown owned property boundaries?	No	The nearest private residence is located approximately 350 m south of the Compost Site.
A public road exists within 50 m of the waste footprint.	No	The nearest public road is Highway 43, located approximately 1300 m south of the approved composting site.

2.1.1 Receiving Area/ Pre-processing

The receiving area is located in the center of the Site and serves as the primary drop-off point for compostable materials, including grass clippings, leaves, and clean wood debris delivered by residents. Upon arrival, materials are visually inspected by Site staff for contaminants prior to placement into the windrow system.

In addition to the composting feedstock, a separate brush pile has been established nearby for the collection and temporary storage of large woody material that is unsuitable for immediate composting. This pile will be managed separately from active composting activities.

The receiving area is bordered by the stormwater catchment pond to the north, with berms in place to protect and control surface water movement.

The layout and location of the receiving area and brush pile are shown in the Site Plan (Figure 02), provided at the end of this report.

2.1.2 Windrow/Composting Area

The windrow composting area is designated for the active processing of organic materials. This is where compost piles are formed, turned regularly, and monitored for temperature to ensure proper decomposition and pathogen reduction.

The active windrow area is located in the southeast portion of the Site, positioned southwest of the receiving area and south to southeast of the curing and storage area. A berm borders the southern edge of this zone, providing a natural barrier.

The exact location and layout of the windrow composting area is illustrated in the Site Plan (Figure 02).

2.1.3 Curing and Storage Area

The curing and storage area is designated for compost that has completed the active processing phase and is undergoing stabilization prior to final use. This area is located in the northwest section of the Site, positioned north to northwest of the active windrow area and west of the receiving zone. A berm lies to the north, providing a natural boundary.

Cured compost is temporarily stored in this area while it undergoes verification testing to ensure it meets quality and regulatory standards. The exact location of the curing and storage area is shown on the Site Plan (Figure 02).

2.2 Equipment on Site

The Town of Smiths Falls utilizes several pieces of equipment to support composting operations, monitoring, and overall site maintenance. While the equipment is Town-owned, it is not stored on-site; instead, it is transported to the facility as needed during regular operations.

The following equipment is used to support the composting process:

- A front-end loader is used to turn windrows and manage material during active composting and curing stages.

- A screener with a mesh size of less than 5/8" is used to separate finished compost from oversized or non-compostable materials.
- A water truck is employed to suppress dust on access roads and work areas during dry conditions.
- A 4-foot Bi-Thermal Dial Thermometer is used for monitoring internal windrow temperatures to ensure compliance with required composting conditions.
- A "Coyote Shaker" noise deterrent device is used to help manage wildlife presence, particularly coyotes and small vermin.

All equipment is operated by trained Town staff in accordance with the procedures and safety practices outlined in this Design and Operations Report.

2.3 Site Capacity

The Site has an approved maximum annual processing capacity of 1,450 tonnes of organic material. This capacity is based on the available operating area within the 3.7-acre site and reflects current operational practices, including active composting, curing, and finished product storage.

The site layout and development plan were designed to optimize the use of available space while maintaining effective flow and separation between composting stages. Windrow dimensions and spacing are configured to ensure sufficient air movement, equipment access, and safe operations throughout the composting process.

Final site grading supports surface water management and efficient use of space, allowing for consistent rotation of compost batches while maintaining operations within the approved capacity limit. Annual throughput is monitored to ensure compliance with the CoA, and adjustments to processing volumes are made as necessary to remain below the permitted threshold.

2.4 Stormwater and Drainage Management

The Site is graded to direct surface water runoff toward the north-northeast, where it is collected in a designated catchment area. This area includes a vegetated buffer strip and a catchment pond, located between the Compost Site and the adjacent wetland, which provides passive control of stormwater flow. Stormwater management is detailed in the Stormwater Management Plan (Jp2g, 2025).

3. Existing Composting Site

3.1 Site Location and Legal Description

The Smiths Falls Compost Site is located within the Township of Drummond/North Elmsley, approximately 1.2 km northwest of the Town of Smiths Falls. The Site is accessed via County Road 43 and lies just outside the municipal boundary of Smiths Falls. The Site is owned by The Township of Drummond/North Elmsley, which supports the continued use of the property for composting operations.

The Site is legally described as being situated on Concessions 5 and 6, Lots 1 and 2, in the Township of Drummond/North Elmsley, County of Lanark. It is located at Universal Transverse Mercator (UTM) North American Datum 1983 (NAD 83), Zone 18U, with coordinates at Easting 417589 and Northing 4973920.

A Site Location Map is provided in Figure 01, and a Site Plan based on aerial imagery from July 2025 is included as Figure 02.

The Site includes designated areas for the receipt and temporary staging of incoming leaf and yard waste, active composting and curing. Materials are managed separately to ensure operational efficiency and prevent cross-contamination. Photographs of the Site are provided in **Appendix B**.

3.2 Land Use and Zoning

The Site is zoned Waste Disposal, which permits composting as a compatible land use. The zoning reflects its current function and aligns with its municipal ownership and purpose.

Zoning and land use designations for the adjacent lands are as follows:

- South-southeast: Zoned Institutional, which includes the Hillcrest Cemetery, located on the same municipally owned parcel.
- East, southwest, and northeast: Zoned Wetland, indicating natural heritage or environmental protection constraints.
- Northwest: Zoned Rural, which includes reforested lands associated with a former tree nursery.

The nearest private residence is located approximately 350 metres south-southwest of the Site.

A Zoning Map is provided in **Appendix C**.

3.3 Physical Site Setting

3.3.1 Topography and Hydrology

As mentioned previously, Figure 02 illustrates the Site Plan. This figure provides an aerial view of the current site conditions. Figure 03 shows the current surface features and elevation contours of the Site (July 2025).

The Smiths Falls compost Site is relatively flat with an average elevation of 126 m above sea level (masl). The general topography of the Site is sloping 3% (0.033) to the North-northeast. At the northeast border of the granular pad, is a 4m vegetation strip and beyond that is the catchment area before the buffer line (distance from pad to Wetland buffer is approx. 70m and 90m to wetland edge) of the marshy wetland.

The Site was constructed on well drained soils within an old farm field, southeast of the original proposed application location due to the presence of a tree nursery placed by Hydro One. The Town proceeded to place the granular pad and place berms around three sides of the Site to delineate the leaf and yard drop-off location. A stormwater management pond exists between the Compost Site and adjacent wetlands to mitigate surface water runoff and contain stormwater runoff and potential leachate during rain events. Due to the physical tree nursery barrier present within the noted 3.7-acre area (1.49 hectares), it was determined that it was more environmentally sustainable to construct the Site on well-drained soil and not dig up the tree plantings. There is a vegetation strip present within the catchment area that also provides a buffer to the wetlands. There has been no evidence of dying plants around the Site noted during weekly inspections during the compost season (May to November) that would indicate a leachate problem.

3.3.2 Surficial Geology

The Hydrogeological Assessment Report (RLC-HydroG, 2025) for the Site indicates the surficial geology in the area is till (stone-poor, sandy silt to silty sand) on Paleozoic terrain. Further details are provided in full in the Hydrogeological Assessment (RLC-HydroG, 2025).

3.3.3 Bedrock Geology

The Hydrogeological Assessment Report (RLC-HydroG, 2025) for the Site indicates the Site is located in an area where the Lower Ordovician March Formation is the uppermost bedrock unit and not in an area known, inferred, or potential karst.

3.3.4 Hydrogeology

The assessment of hydrogeology for the Site was conducted by RLC-HydroG an external consulting firm specializing in hydrogeological services and investigations and provided in full in the Hydrogeological Assessment Report (RLC-HydroG, 2025).

3.3.5 Local Wind Patterns

The prevailing winds in this area typically originate from the southeast, blowing in from the Rideau River. As shown on Figure 01, the Site is located away from residential areas, which significantly reduces the potential for public complaints.

3.4 Site Layout and Infrastructure

3.4.1 Existing Facilities

The 3.7-acre facility is located on Town owned land in Concessions 5 & 6, Lots 1 & 2 North Elmsley Ward of the Township of Drummond /North Elmsley. The Compost Site is an area of 120 m by 120 m. A granular pad, 60 m long by 40 m wide, was constructed of 0.3 m Granular “B” and covered with 0.1m of stone dust in 1993 and is regularly maintained to ensure no potholes are present or pooling of water. The pad is graded in such a way that the surface water and leachate runoff from the processing pad will be collected in a catchment pond area after passing through a 4 m wide vegetation strip for treatment. All runoff and leachate is contained within the compost area.

There is an approximately 2.5 m by 3 m shed on site for staff to use during storms located on the southern property limit of the Compost Site. There is a portable toilet for staff and residents to use by the shed at the Brush pile at the roadway entrance of the facility not at the Compost Site.

There is also a catchment pond beyond the vegetation strip should a large rain event produce flows greater than the rate of infiltration of the vegetation strip. Further information on the pond is available in the Stormwater Management Report (Jp2g, 2025). Observations over the years have not visually shown any issues with leachate (only natural breakdown of leaf and yard waste in piles) at the Site. Rainwater is absorbed into the compost piles and surrounding vegetation.

3.4.2 Service Area and Population Data

The service area for the Smiths Falls Compost Site includes the Town of Smiths Falls and Elmsley Township, with a combined population of 17,437 as of the 2021 Census.

- The Town of Smiths Falls reported a population of 9,254 across 4,523 private dwellings in 2021, representing a 5.4% increase from 2016.
- Elmsley Township reported a population of 8,183 across 3,708 private dwellings in 2021, reflecting a 5.3% increase over the same period.

Assuming a similar rate of growth continues, the estimated combined population of both municipalities is projected to reach approximately 18,369 by 2026.

3.4.3 Estimated Quantities of Compost Materials

The Site does not operate a weigh scale; therefore, the quantity of incoming compostable materials is estimated using volume-to-weight conversion formulas and collection tally sheets. Based on these records, approximately 25,758 bags of yard waste were collected in 2024, corresponding to an estimated 220.03 tonnes of yard waste and 147.22 tonnes of brush, for a total of 367.25 tonnes (Town of Smiths Falls, 2024).

$$32,318.05 \times 25 \text{ lbs}/2.2\text{kg}/1000 = 367.25 \text{ tonnes}$$

In addition to drop-off volumes, Glenview Iron and Metal was contracted by the Town to carry out curbside leaf collection in the Spring and Fall of 2024. Collection occurred the day after residents' regular garbage collection. Based on weigh scale tickets provided by Glenview:

- 27.0 tonnes were collected in the Spring, and
- 43.38 tonnes in the Fall,

This results in a total of 70.38 tonnes of curbside-collected leaves.

Therefore, the total estimated volume of compostable materials diverted from landfill and processed at the Site in 2024 was approximately 467.63 tonnes (Town of Smiths Falls, 2024).

3.4.4 Existing Monitoring Programs

The existing monitoring program is detailed in Section 5.

4. Site Operation and Maintenance

4.1 Responsibilities of Owner and Operator

The Smiths Falls Compost Site is owned and administered by the Town of Smiths Falls. The Town is responsible for ensuring that all composting activities, site operations, maintenance, and development are conducted in compliance with the CoA and all applicable provincial regulations. The Town must also apply for amendments to the CoA should any changes occur to site ownership, accepted waste types, site configuration, or operational scope (e.g., the addition of transfer stations).

The Town is responsible for maintaining all operational and compliance-related records.

The Operator, acting on behalf of the Town, is responsible for implementing this Design and Operations Report (D&O) and ensuring that day-to-day activities align with the requirements of the CoA. The Operator shall be familiar with the conditions of the CoA and this D&O Report and must ensure that all staff are appropriately trained in site procedures, including operational and health and safety protocols.

The Operator is required to notify the Town immediately by telephone—followed by written notification—if any incidents of non-compliance occur that are beyond their control.

The Operator's duties include, but are not limited to:

- Supervising site access and controlling the acceptance of waste in accordance with site restrictions;
- Overseeing vehicle movements and disposal activities within approved areas;
- Performing or supervising routine site maintenance and housekeeping;
- Ensuring that the site gate is secured outside of operating hours;
- Maintaining site equipment and monitoring its performance;
- Reporting to the Town any developing issues involving personnel, equipment, waste streams, or public complaints; and
- Completing and maintaining required records as directed by the Town.

4.2 Hours of Operation

The Compost Site is open only when staffed by a Town employee to supervise and inspect incoming materials. The designated operating hours are as follows:

- Wednesdays: 9:00 AM to 3:00 PM (May through June)
- Saturdays: 8:00 AM to 4:00 PM (May through November)

Outside these hours, the Site remains closed and access is restricted to ensure proper oversight and compliance with operational requirements.

4.3 Site Staffing and Training

The Compost Site is operated by staff employed by the Town of Smiths Falls. All staff receive training prior to the commencement of site operations to ensure they are fully knowledgeable of Site procedures and requirements outlined in this report.

Training includes, but is not limited to:

- Proper recordkeeping practices, including verifying site eligibility for users;
- Inspection and observation of incoming materials to ensure compliance with accepted waste types;
- Identification and removal of non-compostable materials, such as plastic bags.

While on-site, staff are responsible for the overall operation of the composting facility, which includes adhering to the operational procedures detailed in this report, performing litter collection, ensuring non-compostable materials are removed and disposed of at approved off-site facilities, and maintaining general site cleanliness and safety.

4.4 Public Access

In accordance with Condition 10 of the CoA, personnel trained in site operations and contingency procedures shall be on duty at all times during the Site's operating hours to ensure appropriate supervision of all activities and to respond to any potential emergencies.

Public access to the facility is strictly limited to the hours of operation, as outlined in Section 4.2. During these times, residents are permitted to enter the Site for the purpose of depositing approved compostable materials. Site staff are present to guide users, conduct visual inspections of incoming materials, and ensure adherence to Site protocols.

Outside of operating hours, public access is not permitted. The entrance gate is locked when the facility is unattended, and additional site security measures are detailed in Section 4.8.2 – Site Security.

These access controls are in place to protect public safety, ensure proper material handling, and prevent unauthorized dumping or contamination of composting operations.

4.5 Waste Acceptance Procedures

4.5.1 Waste Types, Characteristics, and Sources

In accordance with Condition 9.1 of the CoA, the Site is approved to accept the following waste types:

- Waste leaves
- Clean wood chippings
- Grass clippings
- Other green yard waste

These materials may only be received from the Town of Smiths Falls and the Township of Drummond/North Elmsley. No waste from other municipalities or of other types shall be accepted or processed at the Site unless an amendment to the CoA is granted.

The Site primarily receives leaf and garden waste from residents, which is delivered in brown paper bags. Waste acceptance and processing activities are carried out using Town-owned equipment.

At present, there is no designated area for brush and woody materials on the pad. A brush pile area has been established nearby to allow for proper separation and handling of these materials.

Waste acceptance procedures at the Site are as follows:

- Residents enter through a gated access point.
- Signage and/or staff direct traffic to the appropriate drop-off locations.
- All incoming materials undergo a visual inspection by Town staff to ensure compliance with accepted waste types and sources.
- Residents manually place materials in designated areas.
- Prior to windrow formation, Town staff conduct a secondary visual screening to identify and remove contaminants and oversized items.

4.5.2 Maximum Quantities Received and Stored

In accordance with Condition 6.1 of the CoA, the maximum permitted capacity of the Compost Site is 1,450 tonnes of compostable material at any one time. This includes all material received, processed, cured, and stored on-site.

The Site is approved to receive up to 1,350 tonnes annually from the Town of Smiths Falls and 100 tonnes annually from the Township of Drummond/North Elmsley, for a total combined maximum of 1,450 tonnes.

After processing and confirmation of compliance with required quality standards, the finished compost is used by the Town for municipal landscaping and made available to residents of Smiths Falls, Drummond, and North Elmsley.

With consistent material turnover and proper curing and storage practices, the Site continues to operate well within its approved capacity, ensuring compliance with all requirements under the CoA.

4.5.3 Prohibited Materials and Cross-Contamination Prevention

In accordance with Condition 9.2 of the Certificate of Approval (CoA), only the leaf and yard waste types specified in Section 4.5.1 shall be accepted for processing at the Site. As per Condition 9.3, waste from any municipality not listed in Section 4.5.1 is prohibited.

The Site is not approved to accept industrial waste, household hazardous waste (HHW), electrical and electronic equipment (EEE), construction or demolition materials, chemical waste, or any other non-conforming materials. Such waste shall be refused and redirected to an appropriately licensed facility. No chemicals are stored or used on-site.

All incoming materials are visually inspected at drop-off. Yard waste, typically delivered in brown paper bags, is checked by staff for contamination. While the bags and organic matter decompose during the composting process, staff manually remove non-compostable items such as plastic, coffee cups, toys, and oversized twigs to maintain a high-quality final product.

To prevent cross-contamination, the Site enforces clear signage, routine load inspections, and restricts access to approved users during operating hours. In previous seasons, unauthorized dumping has occurred when the Site gate was unintentionally left open. These incidents, which involved untagged bags and non-permitted materials (e.g., decking or landscaping debris), were promptly addressed by Town staff and the waste was removed to Glenview Iron & Metal Ltd. for proper disposal.

Ongoing staff supervision, public communication, and adherence to site protocols are critical to maintaining compliance and protecting compost quality.

4.5.4 Waste Tracking and Recordkeeping

In accordance with Condition 11.1 of the CoA, the owner/operator shall maintain a comprehensive recordkeeping system for the composting facility. This system shall document the following information:

- Quantities of waste received, including source of generation (e.g., Smiths Falls or Drummond/North Elmsley Township);
- Quantities of finished compost produced or reuse or distribution;
- Quantities of material removed from the Site for disposal at approved waste management facilities (e.g., landfill or transfer station);
- Results of visual inspections performed during all operating hours to ensure that no unauthorized or non-compliant materials are received from outside approved municipalities.

For each composting mass, records shall include:

- Weekly temperature readings;
- Dates and frequency of windrow turning;
- Details of the curing process;
- Notes on any significant operational issues or anomalies observed during composting or curing.

This information shall be retained for a minimum of three years after curing is complete and must be available for review by regulatory authorities upon request.

In accordance with Condition 9 of the CoA, all incoming loads must undergo visual inspection during regular operating hours. Unauthorized loads shall be rejected, and any observed contamination or issues must be documented.

A record of odour complaints or other operational concerns received from the public shall be maintained. Each complaint shall be documented with a description of the issue, follow-up actions taken, and resolution outcomes. As per the CoA, all complaints shall be communicated to the MECP. Corrective actions shall be implemented as soon as possible in consultation with the MECP.

All data collected through the recordkeeping system shall be summarized and submitted in the annual report to the MECP by December 1st of each year, as required under Condition 11.2 of the CoA.

4.6 Composting Process

4.6.1 Pre-process and Blending

Upon arrival, vehicles are directed through a designated one-way traffic pattern to the leaf and yard waste drop-off area. Residents deliver materials primarily in brown paper bags. Site staff conduct visual inspections of all incoming materials to identify and remove any non-compostable or contaminated items, such as plastics, coffee cups, or oversized woody debris (greater than 5/8" in diameter).

Staff are available to guide residents on appropriate material placement and ensure compliance with site requirements. This front-line screening serves as the initial pre-processing step before the material is incorporated into the composting windrows.

Non-compostable materials identified during drop-off or during routine site inspections are manually removed and managed appropriately. This ensures that the integrity of the compost feedstock is maintained and that the final product meets regulatory quality standards.

In accordance with operational best practices, leaf and yard waste shall not be stored for more than four days prior to incorporation into the composting process.

4.6.2 Recipe (C:N ratio, bulk density, moisture content)

The composting process at the Site follows a balanced feedstock recipe composed of approximately 50% grass clippings and leaf and yard waste (including brown paper bags), and 50% woody materials, such as sawdust, wood chips, and dried leaves. This mixture supports the development of a stable compost matrix with appropriate texture, porosity, and nutrient balance.

The target carbon-to-nitrogen (C:N) ratio is maintained at approximately 30:1, which is optimal for aerobic decomposition. The C:N ratio is managed by adjusting the turning frequency, adding moisture and air, and incorporating bulkier materials like wood chips and twigs to enhance aeration and structural integrity.

Aeration is achieved through natural and passive means, supported by regular pile turning. Oxygen concentrations within the pile are maintained between 12–18% by volume, ensuring aerobic

conditions and minimizing the risk of odour generation or anaerobic zones. During turning events, wood chips are added to the piles to improve airflow and promote heat retention, accelerating the composting process.

The moisture content of the windrows is monitored to ensure levels remain within the optimal range of 45–55% (wet weight basis). A practical hand-squeeze test is used in the field: if water streams from the material when squeezed, the pile is considered too wet and is amended with absorbent materials such as shredded paper or sawdust.

Once the proper moisture and structure are achieved, windrows are turned a minimum of five times within the first 15 days to meet composting process requirements and support consistent breakdown of organic material. Water is added as needed to maintain target moisture levels, especially during hot or dry periods.

4.6.3 Composting Method, Turning, Aeration

Following pre-processing, composting materials are arranged into elongated windrows using a front-end loader. Windrows are formed with a roughly triangular cross-section, approximately 4 m wide at the base and 2 m high and are spaced at least 3 m apart to allow for access and passive aeration between rows.

The composting process utilizes a turned windrow method, in which materials are actively managed to maintain aerobic conditions. Ventilation is provided by regular turning, structural porosity from woody bulking agents, and natural airflow between rows. These conditions support oxygen levels necessary for effective aerobic decomposition.

Windrows are regularly inspected by staff for contamination, structural integrity, and temperature as part of routine monitoring conducted between May and October. Temperature is measured weekly at a depth of one m within the composting mass to assess progress and determine when piles require turning.

To meet the pathogen inactivation criteria, composting materials must reach a minimum internal temperature of 55°C for at least 15 days. For waste composted using the turned windrow method, the windrow must be turned at least five times at regular intervals after the temperature first reaches 55°C, and the temperature must again reach at least 55°C following the fifth turn.

If these time–temperature conditions are not achieved, the material will be reprocessed by reincorporating it into the active composting stage.

To minimize the potential for off-site odour impacts, outdoor turning shall only be conducted during favourable wind conditions.

4.6.4 Irrigation and Moisture Control

Leachate is generated when the windows become saturated with water during active decomposition. If leachate occurs, it is treated on-site through a vegetation strip located at the eastern boundary. Over the years, no visible issues with leachate have been observed, only the natural decomposition of leaf and yard waste in the piles.

4.6.5 Curing and Screening

After active composting, material is placed in the curing area to allow it to stabilize and mature. This stage helps ensure the compost is fully decomposed and ready for end use.

Curing piles are monitored weekly for temperature, which is measured at a depth of one metre within the pile. The total volume of compost in or past the curing stage must not exceed eighteen times the monthly processing capacity of the Site.

Once curing is complete, compost is sampled and analyzed as outlined in Section 5. Compost may not be removed from the Site unless it is part of a batch that has been tested and confirmed to meet the applicable quality standards, including the requirements in 5.1 - Temperature and Process Monitoring and Section 5.3 - Compost Quality Testing.

If needed, screening may be performed to remove oversized or non-compostable materials before compost is used or distributed.

4.6.6 Final Product Storage and Use

Once compost has been fully processed and confirmed to meet all quality standards, it is made available for beneficial use. Approved compost is distributed to Town staff and residents of Smiths Falls and Drummond/North Elmsley Township and is applied to municipal parks and other Town-owned properties for landscaping and soil enhancement.

4.7 Site House Keeping and Controls

4.7.1 Signage

In accordance with Condition 12.3 of the CoA, signage shall be posted at the Site indicating the hours of operation and notifying the public that access to the Site is restricted to those posted hours.

A prominently displayed sign, measuring approximately 1.2 m by 1.8 m, is located at the Site entrance on County Road 43. This sign communicates the Site's operating hours and explicitly states that unauthorized access and dumping are prohibited outside of these hours.

In accordance with Section 180 of the Highway Traffic Act, additional signage such as "No Littering" and "Maximum Fine for Littering" may be installed along the adjacent roadway to deter illegal dumping and reinforce proper public conduct.

To meet best practices, signage posted at the facility shall be of a sufficient size to be readable from the public roadway and include the following details:

- Address of the facility;
- Name of the Site owner;
- Contact name and phone number for emergencies or complaints;
- Hours of operation;
- Types of waste accepted and any rules related to their acceptance.

Based on the size and layout of the facility, no further on-site directional signage is required at this time. All posted signage will be maintained in good condition and updated as necessary to ensure clarity and compliance with regulatory requirements.

4.7.2 Site Security

In accordance with Condition 12.1 of the CoA, access to the Site shall be restricted by a locked gate or chain at all times when an attendant is not present.

The Site is further secured by natural barriers, including surrounding trees, forested areas, wetlands, and adjacent farmland, which collectively provide effective perimeter security (see Figure 01). The property is enclosed by a wire-and-rail fence, including a recently installed section along the laneway connecting to County Road No. 43, enhancing site containment.

The lock at the front gate was recently replaced to improve control over site access. Beginning in the 2025 operating season, an additional staff member will be assigned to the front gate to rigorously monitor all incoming materials, ensuring adherence to site guidelines and preventing unauthorized dumping.

4.7.3 Litter Control

Regular inspections are conducted on operational days to maintain site cleanliness, including the collection of litter. Due to limited operating hours, loose and bagged materials are often left outside the access gate when the Site is closed, resulting in concerns from local residents regarding unsightly accumulations at the entrance. Despite efforts to discourage after-hours deposits, these issues continue.

As materials left outside the Compost Site gate are located on County of Lanark property, the Town of Smiths Falls does not have jurisdiction to enforce regulations in this area. Town staff have recommended that the County consider enacting a by-law to grant enforcement authority to local police and by-law officers to address illegal dumping.

Until such measures are implemented, Town personnel will continue to remove any materials deposited outside the Site. Given the limited success of voluntary compliance, enforcement actions such as fines may be required to deter illegal dumping.

Under Section 180 of the Highway Traffic Act, “No Littering” and “Maximum Fine for Littering” signage may be installed to remind the public of proper conduct and consequences for non-compliance.

4.7.4 Visual and Noise

The Site is naturally screened by surrounding trees and wetland areas. The nearest residence is located approximately 350 meters to the south-southwest (see Figure 01), resulting in minimal visual and noise impacts from site operations.

Currently, visual screening and noise control are not issues at the Site. However, should tree removal or significant changes to the landscape occur, a reassessment of visual and noise mitigation measures will be conducted to ensure continued compliance with applicable standards and to minimize impacts on nearby residents.

4.7.5 Dust

The Site consists primarily of gravel surfaces including the access road and parking area and experiences low traffic volumes. As a result, dust generation is generally not an issue.

If dust does become a concern, it is managed by applying water or other appropriate dust control agents to dampen the on-site roads, particularly during dry weather conditions, using a water truck or similar equipment.

4.7.6 Odour

While the Site has not experienced any odour issues to date, operational controls are in place to prevent the development of odorous conditions.

Odours typically result from anaerobic decomposition due to insufficient aeration, high moisture content, or imbalanced carbon-to-nitrogen (C:N) ratios. To prevent this, composting materials are managed to maintain aerobic conditions, including regular turning, moisture control, and the appropriate use of bulking agents.

If odours are detected during operations, the affected pile shall be aerated and remixed with dry materials, such as leaves or wood chips, to restore proper composting conditions.

For detailed monitoring practices and complaint response protocols, refer to Section 5.2 – Odour and Nuisance Monitoring.

All odour-related complaints must be logged, along with any corrective actions taken.

4.7.7 Vector and Vermin

Effective control of vectors and vermin is essential to maintain public health and prevent nuisance conditions at the composting facility. Vectors such as flies and mosquitoes are attracted to decomposing organic material and standing water, while vermin such as rodents, birds, and scavenging wildlife (e.g., coyotes) may be drawn to the Site by the availability of food and shelter.

Potential problem areas for vector and vermin activity at the Site include:

- Receiving areas
- Active composting and processing zones
- Runoff and leachate catchment ponds
- Low-lying or uneven areas on the composting pad where water may collect

- Roadways and site perimeters

To minimize the risk of infestation and ensure a safe and sanitary site, the following management practices shall be implemented:

- Prompt incorporation of yard waste into active compost windrows upon receipt
- Maintenance of aerobic composting conditions to discourage anaerobic decomposition
- Control of ammonia production (a known fly attractant) by maintaining a carbon-to-nitrogen (C:N) ratio of 25:1 to 30:1
- Regular turning of windrows to discourage rodent or bird nesting and disrupt fly development cycles
- Routine inspection and maintenance of the catchment pond and other drainage features to prevent standing water
- Frequent cleaning of receiving areas to remove residual organic material
- Deployment of pest control traps or deterrent devices as needed

As part of daily operations, windrows are inspected for signs of small vermin, wildlife intrusion, and insect nests (e.g., wasps). If identified, appropriate management actions are taken promptly to ensure the safety of on-site personnel and members of the public accessing the facility.

While vector and vermin activity at the Site has been minimal to date, seasonal coyote presence has been occasionally observed during spring months. In response, staff have been provided with:

- Wildlife safety training, including notification and avoidance procedures
- A “coyote shaker” noise-making deterrent device to discourage animals from approaching the active areas of the Site

The Owner/Operator shall continue to monitor and document vector and vermin activity as part of routine site inspections and implement control measures as required to maintain compliance and minimize nuisance risks.

4.7.8 Stormwater Management and Leachate Control

In accordance with Condition 13.3 of the Certificate of Approval (CoA), all surface runoff and leachate generated within the compost processing area must be contained and collected on-site and shall not be discharged to the environment. Stormwater Management for the Site is detailed in the Stormwater Management Report (Jp2g, 2025).

The Site is graded to ensure that any stormwater or leachate that comes into contact with waste, compost, or leachate is directed into an adequately sized catchment pond. This pond is located beyond a vegetative buffer and is designed to capture and contain runoff during normal and heavy precipitation events.

Stormwater that does not come into contact with composting materials or leachate shall be directed away from the catchment pond, thereby preserving the pond's capacity for managing impacted water.

No visual signs of leachate breakout, surface ponding, or off-site discharge have been observed over several years of operation.

In accordance with Condition 13.4 of the CoA, any water collected in the catchment pond may be:

- Reused within the composting process, or
- Disposed of in an approved manner in accordance with Section 53 (formerly Section 24) of the Ontario Water Resources Act.

The Owner/Operator is responsible for maintaining proper drainage, inspecting the stormwater controls regularly, and ensuring continued compliance with all applicable environmental protection requirements.

4.8 Health and Safety

In accordance with Condition 12.1 of the CoA, the Owner and Operator shall ensure that the Site is operated in a safe and secure manner, and that all materials are processed and stored in a way that does not pose a risk or nuisance to Site personnel, the general public, or the environment.

To meet these requirements:

- The Site shall be supervised by trained personnel at all times during operating hours, as required under Condition 10 of the CoA. These personnel must be knowledgeable in the safe operation of composting facilities, health and safety protocols, and contingency response procedures.
- The Owner and Operator are responsible for ensuring that all staff receive appropriate training related to health and safety, the management of Compost Site, and the specific hazards associated with composting operations. Training will cover operating procedures, emergency response, equipment use, and hazard identification.

- Personnel working on-site must be aware of and prepared to manage various potential hazards, including:
 - Wildlife hazards (e.g., coyotes, racoons)
 - Physical hazards (e.g., unstable terrain, sharp or buried metals)
 - Biological hazards (e.g., leachate, hazardous plant material, discarded needles, ticks, or other disease vectors)
- A check-in protocol and emergency response plan shall be developed by the Operator to ensure worker safety during both routine operations and unplanned incidents. Emergency contact information is provided in Section 6 of this report and must be made readily accessible to all site personnel.
- Signage and physical barriers (e.g., fencing, gates, warning signs) shall be maintained at appropriate locations throughout the Site to clearly delineate restricted areas, identify hazards, and protect staff and the public from unsafe conditions.

5. Monitoring Programs, Contingency Plan, and Reporting

5.1 Temperature and Process Monitoring

To demonstrate pathogen reduction, the composting process at the Site must comply with one of the following two methods:

Option 1 – Time-Temperature Process Criteria (Windrow Composting Method)

Using the windrow composting method, composting material shall be maintained at a minimum temperature of 55°C for at least 15 days. The 15 days do not need to be consecutive, but each day must meet the minimum temperature requirement. In addition:

- The windrow must be turned at least five (5) times during the high-temperature period.
- Daily temperature monitoring is required for each composting mass until these criteria have been fully met.
- Once the time-temperature and turning requirements have been satisfied, temperature monitoring shall continue weekly until the compost enters the curing phase.

If monitoring indicates that the time-temperature relationship has not been achieved, the material must either be:

- Reprocessed by incorporating it back into the active composting stage, or
- Disposed of at a waste disposal site approved to accept such material.

Option 2 – Pathogen Reduction Testing

As an alternative to the time-temperature method, pathogen reduction may be demonstrated through laboratory testing of finished compost. The compost must meet the following microbiological criteria, based on a dry weight basis:

- E. coli: $\leq 1,000$ colony-forming units (CFU) or most probable number (MPN) per gram total solids
- Salmonella: ≤ 3 MPN per 4 grams total solids (based on the analysis of the entire 4-gram sample)

All laboratory testing must be conducted by an accredited laboratory using validated methods, and results must be retained on file and made available to the Ministry upon request.

5.2 Odour and Nuisance Monitoring

The Site shall implement odour and nuisance monitoring practices to minimize off-site impacts and ensure compliance with applicable environmental performance standards. Odour monitoring shall be conducted routinely by facility staff, with observations recorded in the daily site log. Staff shall identify and document any odorous conditions and investigate their causes to prevent recurrence. It is acknowledged that routine exposure to odours may reduce sensitivity in staff; therefore, particular attention shall be paid to any noticeable changes in odour intensity, duration, or character.

If odour issues are identified—either through internal monitoring or public complaints—the frequency of monitoring shall be increased, and operational conditions such as input material characteristics, composting process conditions, and airflow shall be assessed to determine potential contributing factors. In cases where odour becomes a recurring concern, the facility may be required to quantify odour concentrations and implement corrective measures.

Nuisance conditions, such as the accumulation of materials near the Site entrance or after-hours dumping, shall also be monitored regularly. Where evidence of unauthorized activity is observed, appropriate remedial measures shall be taken by facility staff. Signage, barriers, and public education may be implemented to reduce the occurrence of these issues.

A public contact number shall be posted at the Site to allow residents to report odour or nuisance concerns. Facility management is responsible for responding to such reports in a timely manner, documenting actions taken, and updating the complaint tracking system as outlined in Section 5.6.

5.3 Compost Quality Testing

Compost produced at the Site shall undergo quality testing following the completion of the maturation (curing) period and prior to being released for distribution or end use. All required analyses will be conducted by a laboratory accredited by the Standards Council of Canada (SCC) or the Canadian Association for Laboratory Accreditation (CALA), using recognized and validated analytical methods.

Testing shall be completed for all mandatory parameters listed in Table 2, including metals, pathogens, maturity, and foreign matter. Compost produced at the Site must meet the requirements for Category AA compost, including maximum allowable metal concentrations on a dry weight basis, in accordance with applicable regulatory standards.

Table 2: Maximum Concentration for Metals in Category AA Compost

Metal	Concentration (mg/kg dry weight)
Arsenic	13
Cadmium	3
Chromium	210
Cobalt	34
Copper	100
Lead	150
Mercury	0.8
Molybdenum	5
Nickel	62
Selenium	2
Zinc	500

In accordance with Section 13.1 of the CoA, any material that fails to meet compost quality standards shall be deemed waste. Such material must be disposed of at an approved landfill or soil conditioning site, or managed in a manner directed by the MECP District Manager.

All sampling must be representative of the compost's final form at the point of distribution or sale. Composite samples shall be created from at least 10 randomly selected grab samples, each between 1 to 3 litres in volume, collected from throughout the lot of compost. Two independent composite

samples must be prepared from separate sets of grab samples taken from different areas of the same compost lot:

1. One composite sample is submitted to the laboratory for analysis.
2. The second composite sample is retained on site for a minimum of six months to allow for potential duplicate analysis, if required by the Ministry.

Grab samples must be small enough to allow for thorough mixing of composite samples, ensuring sample homogeneity. All samples must be handled and stored appropriately to preserve their integrity throughout the testing and retention periods.

The baseline sampling frequency for compost testing is four samples per year, based on the Site's permitted annual processing capacity of 1,450 tonnes of leaf and yard waste (wet weight). Additional sampling may be required at the request of the Ministry or in response to operational changes, increased throughput, or non-compliant test results.

Test results shall be retained on file and made readily available to all end users upon request. A record of all compost analyses, including any laboratory reports received, shall be maintained as part of the Site's operational records. Each analysis record shall be retained for a minimum of three years from the date the analysis is performed.

5.4 Contingency Plan for Final Product

If monitoring as per Sections 5.1 and 5.3 indicates that the final product does not meet the intended quality standards or process objectives, the product will be:

- Reprocessed by incorporating it back into the active composting stage, or
- Disposed of at a waste disposal site approved to accept such material.

5.5 Surface Water Monitoring

The following details the surface water monitoring for the Site, as outlined in the Hydrogeological Assessment Report (RLC-HydroG, 2025). There are four surface water monitoring stations located on the Site, designated as S1, S2, S3, and S4 and shown on Figure 04. At each of these locations, field parameters—including pH, conductivity, total dissolved solids (TDS), and temperature—shall be measured using a calibrated multimeter pen. In addition to the field parameters, the depth and width of the water channel shall be recorded, along with a qualitative assessment of the flow conditions, categorized as low, moderate, or high.

To conduct the surface water sampling, the four designated locations must have samples collected once per year in July. Samples must be collected according to standard industry practices by trained personnel (i.e. nitrile gloves, lab supplied bottles with preservatives, temperature control, holding times and chain of custody protocols). Samples must be analyzed and submitted to a Canadian Association for Laboratory Accreditation (CALA) registered environmental laboratory under COC conditions.

Samples to be submitted for laboratory analysis of: hardness, alkalinity as CaCO_3 , electrical conductivity, pH, total oil and grease, total ammonia, un-ionized ammonia (calculated), nitrate, nitrite, total phosphorus, potassium, iron, manganese, copper, zinc, DOC, phthalates, and phenols.

5.6 Groundwater Monitoring

The following details the groundwater monitoring for the Site, as outlined in the Hydrogeological Assessment Report (RLC-HydroG, 2025). There are three groundwater monitoring stations located on the Site, designated as MW1, MW22, and MW7 and shown on Figure 04. At each of these locations, field parameters—including pH, conductivity, total dissolved solids (TDS), and temperature—shall be measured using a calibrated multimeter pen. In addition to the field parameters, groundwater elevation in each well must be measured using an electronic water level tape from the top of riser reference point.

To conduct the groundwater sampling, the three designated locations must have samples collected once per year in July. Samples must be collected according to standard industry practices by trained personnel (i.e. nitrile gloves, lab supplied bottles with preservatives, temperature control, holding times and chain of custody protocols). At the time of sampling, the same field parameters must be measured using the calibrated multimeter pen. Samples must be analyzed and submitted to a Canadian Association for Laboratory Accreditation (CALA) registered environmental laboratory under COC conditions.

Samples to be submitted for analysis of: hardness, alkalinity as CaCO_3 , electrical conductivity, pH, chloride, nitrate, nitrite, total phosphorus, potassium, iron, manganese, copper, zinc, DOC, phthalates, phenols, sodium, and total oil and grease.

5.7 Complaint Tracking and Response

In The Owner/Operator shall maintain a system to record, track, and respond to complaints related to the operation of the composting facility, including but not limited to odour, noise, dust, traffic, or other potential adverse effects.

All complaints must be addressed promptly, and the response process shall be designed to achieve the following objectives:

- Record the complaint for proper follow-up, tracking, and evaluation
- Identify the source or cause of the complaint, where possible
- Verify whether the Site is the source of the odour or adverse effect
- Implement appropriate remedial measures if the facility is confirmed to be the source
- Communicate with the complainant to acknowledge the issue, provide updates, and reassure them that the matter is being addressed
- Maintain regular follow-up with affected residents and the local MECP District Office representative, as necessary

All complaints and corrective actions taken shall be documented using a standardized form. A sample Complaint Response Form is provided in **Appendix D** and may be used to record key information, including:

- Date and time of the complaint
- Name and contact information of the complainant (if provided)
- Nature of the complaint
- Investigation findings
- Corrective or remedial actions taken
- Dates of follow-up communication

Complaint records shall be retained in accordance with MECP requirements and made available to Ministry staff upon request.

5.8 Annual Reporting

In accordance with Condition 11.2 of the CoA, the Owner/Operator shall prepare and submit an Annual Report to the District Manager of the MECP by December 1st of each year during which the Site is in operation. This report shall include all information collected through the Site's recordkeeping system, as outlined in Section 4.5.4 of this report.

The Annual Report shall summarize key operational and environmental performance data, including but not limited to:

- Quantities and types of materials received, processed, and removed from the Site
- Compost quality testing results
- Temperature and process monitoring records

- Equipment and operational issues
- Health and safety incidents (if applicable)
- Any contingency measures implemented during the reporting period
- Complaints or public concerns, and responses
- Summary of staff training and health and safety activities

The requirement for annual submissions shall remain in effect until such time as the Director or the District Manager provides written notice that the reporting obligation has been amended or discontinued.

In accordance with Condition 13.2 of the CoA, the Operator shall immediately notify the District Manager if questionable material is received at the Site, or if any material fails to meet the applicable compost quality guidelines and is subsequently disposed of.

All records and reports must be retained on file and made available to MECP staff upon request.

6. Emergency Response Plans

The Town of Smiths Falls Emergency Plan outlines the municipality's approach to emergency administration, operations, and support functions, as well as relevant supporting documents. This comprehensive plan includes procedures for responding to environmental incidents, including spills that may occur at the composting Site. A copy of the Town's Emergency Plan is included in **Appendix E** for reference.

The following sections detail some Site-specific emergency preparation, prevention, response and recovery for potential environmental emergencies.

6.1 Pollution Control - Spills

Spill prevention and response at the composting facility are addressed within the broader Town of Smiths Falls Emergency Plan (**Appendix E**). Also, a Spill Response Plan specific to the Site has been developed and is included in the Hydrogeological Assessment Report (RLC-HydroG, 2025).

In accordance with Condition 13.7 of the CoA, any spills or overflows from the surface runoff and leachate collection system (e.g., catchment pond) must be reported immediately to the District Manager of the MECP.

The Smiths Falls Fire Department, located approximately 1.5 km from the Site, has a response time of 3 to 5 minutes and is equipped to respond to spill-related incidents.

Smiths Falls Fire Department: 613-283-5869

All on-site personnel must be familiar with the spill response procedures and trained in emergency notification protocols. Spill containment supplies must be maintained on site, and regular drills or exercises should be conducted to ensure readiness and compliance.

6.2 Fire Response Plan

If an accidental fire occurs at the Site, the Operator will respond by calling:

Fire Emergencies: 911
Ottawa MECP District Office: 800-860-2195
Smiths Falls Fire Department: 613-283-5869

If a fire occurs in any waste, other than on clean wood, it is considered a spill according to the MECP. Refer to Section 6.1 for proper spill response.

Operators should be trained to extinguish small fires.

6.3 Power Outage and Equipment Failure

There is no permanent power supply or fixed equipment at the Site. In the event of an isolated equipment failure (e.g., loader, chipper), the primary contact is:

Public Works: Supervisor 613-430-9067

6.4 Severe Weather and Flooding

The Stormwater Management Plan (jP2g, 2025) details impacts of a storm events and inspection requirements.

In the event of a severe weather incident or site flooding, emergency services should be contacted as appropriate.

Key contacts include:
Emergency Services (Police/Fire/Ambulance): 911
Smiths Falls Fire Department: 613-283-5869
Public Works: Supervisor 613-430-9067

6.5 Odour Release

In the event of a significant odour release, the following contacts should be notified:

Smiths Falls Fire Department:	613-283-5869
Public Works: Supervisor	613-430-9067

6.6 Medical Emergencies, Incident and Accident Reporting

In the event of a medical emergency, serious incident, or accident at the Site, emergency services must be contacted immediately by calling 911. Additional notification should be made to the local fire department:

Smiths Falls Fire Department:	613-283-5869
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All incidents and accidents must be documented and reported in accordance with municipal health and safety protocols. Follow-up actions may include internal investigation, completion of incident reports, and implementation of corrective measures, as applicable.

7. Site Closure

7.1 Closure Conditions and Notification

In the event of permanent closure of the Site, the owner/operator shall notify the District Manager of the MECP in writing within 30 days of the decision to cease operations.

Following closure, the Site must not be used for any other purpose until it has been inspected by a Provincial Officer and written confirmation of closure has been provided by the District Manager. This inspection will confirm that the Site has been properly decommissioned in accordance with applicable regulatory requirements and environmental protection standards.

7.2 Final Equipment Removal and Site Restoration

In the event of permanent Site closure, a rehabilitation plan will be implemented to restore the area as green space. The plan includes covering the existing granular pad with a layer of topsoil and compost, followed by seeding with appropriate vegetation to establish ground cover. Where feasible, trees may also be planted, with the potential for use as nursery stock for the Town.

All equipment located on the Site at the time of closure will be removed and returned to the Town's Public Works facilities.

7.3 Final Product Disposal

In the event of Site closure, any remaining compost material will be removed and managed in accordance with applicable waste management regulations. As there is no landfill within the Town of Smiths Falls, materials requiring disposal will be transported to the Glenview Iron & Metal Ltd. Transfer Station.

Where feasible, alternative management options for surplus compost—such as transfer to other licensed composting facilities—may be explored, subject to regulatory approvals and facility capacity.

7.4 Post Closure Monitoring

Post-closure monitoring requirements will be confirmed prior to closure and in agreement with MECP. It is assumed that the monitoring plan detailed in the Hydrogeological Assessment Report (RLC-HydroG, 2025) will form the basis of post-closure monitoring at the Site.

8. Closure and Limiting Conditions

This Design and Operations Report has been developed for the Town of Smiths Falls.

The conclusions presented in this report represent our professional opinion and are based upon the work described in this report and any limiting conditions in the terms of reference, scope of work, or conditions noted herein.

The findings presented in this report are based on conditions observed at the specified dates and locations, the analysis of samples for the specified parameters, and information obtained for this project. Unless otherwise stated, the findings cannot be extended to previous or future site conditions or locations that were not investigated directly.

BluMetric Environmental Inc. makes no warranty as to the accuracy or completeness of the information provided by others, or of conclusions and recommendations predicated on the accuracy of that information.

This report has been prepared for the Town of Smiths Falls. Any use a third party makes of this report, any reliance on the report, or decisions based upon the report, are the responsibility of those third parties unless authorization is received from BluMetric Environmental Inc. in writing. BluMetric Environmental Inc. accepts no responsibility for any loss or damages suffered by any unauthorized third party because of decisions made or actions taken based on this report.

Respectfully submitted,
BluMetric Environmental Inc.



Oscar Fisher
Engineering Intern



Lauren Hamilton, B.Eng.
Engineering Intern



S'rana Scholes, B.A.Sc., P.Eng.
Senior Environmental Engineer



9. References

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Figures





LEGEND

- Site Boundary
- Hillcrest Cemetery
- Private Water Supply Well

1				
REV.	DESCRIPTION	YY/MM/DD	BY	CHK

REFERENCES

PROPRIETARY INFORMATION MAY NOT BE REPRODUCED OR DIVULGED WITHOUT PRIOR WRITTEN CONSENT OF BLUMETRIC ENVIRONMENTAL INC. DO NOT SCALE DRAWING. THIS DRAWING MAY HAVE BEEN REDUCED. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS.

1:10,000

CLIENT

Town of Smiths Falls

PROJECT

Smiths Falls Composting D&O

TITLE

Site Location

1682 Woodward Drive
Ottawa, ON K2C 3R8
TEL: (613) 839-3053
Email: info@blumetric.ca
Web: <http://www.blumetric.ca>

PROJECT # 250440		DATE July 09, 2025	
DRAWN MB	CHECKED LH	FIG NO. 01	REV 1



LEGEND

Site Boundary

Berm

Pile Outline

Retention Pond

Property Lines (County of Lanark)

1				
REV.	DESCRIPTION	YY/MM/DD	BY	CHK
<p>REFERENCES</p> <p>PROPRIETARY INFORMATION MAY NOT BE REPRODUCED OR DIVULGED WITHOUT PRIOR WRITTEN CONSENT OF BLUMETRIC ENVIRONMENTAL INC. DO NOT SCALE DRAWING.</p> <p>THIS DRAWING MAY HAVE BEEN REDUCED. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS.</p> <div><div>050100Metres</div><div>1:1,500</div></div> <div><div>N</div><div>W</div><div>E</div><div>S</div></div>				
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Town of Smiths Falls				
PROJECT				
Smiths Falls Composting D&O				
TITLE				
Site Plan				
<div><div><div><div></div><div>BluMetric®</div><div>Environmental</div></div><div><div>1682 Woodward Drive</div><div>Ottawa, ON K2C 3R8</div><div>TEL: (613) 839-3053</div><div>Email: info@blumetric.ca</div><div>Web: http://www.blumetric.ca</div></div></div></div>				
PROJECT #		DATE		
250440		July 10, 2025		
DRAWN	CHECKED	FIG NO.	REV	
MB	LH	02	3	



LEGEND

Site Boundary

Intermediate Topographic Contour (0.5m)

122m

Major Topographic Contour (2m)

1				
REV.	DESCRIPTION	YY/MM/DD	BY	CHK

REFERENCES

PROPRIETARY INFORMATION MAY NOT BE REPRODUCED OR DIVULGED WITHOUT PRIOR WRITTEN CONSENT OF BLUMETRIC ENVIRONMENTAL INC. DO NOT SCALE DRAWING. THIS DRAWING MAY HAVE BEEN REDUCED. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS.

050100Metres

1:1,500

N

W

E

S

CLIENT			
Town of Smiths Falls			
PROJECT			
Smiths Falls Composting D&O			
TITLE			
Topographic Map			
<div><div><div><div></div><div>BluMetric®</div><div>Environmental</div></div><div><div>1682 Woodward Drive</div><div>Ottawa, ON K2C 3R8</div><div>TEL: (613) 839-3053</div><div>Email: info@blumetric.ca</div><div>Web: http://www.blumetric.ca</div></div></div></div>			
PROJECT #			
250440			
DATE			
July 09, 2025			
DRAWN	CHECKED	FIG NO.	REV
MB	LH	03	0



LEGEND

- Site Boundary
- Hillcrest Cemetery
- Monitoring Wells
- Surface Water Sample

1				
REV.	DESCRIPTION	YY/MM/DD	BY	CHK
<p>REFERENCES</p> <p>PROPRIETARY INFORMATION MAY NOT BE REPRODUCED OR DIVULGED WITHOUT PRIOR WRITTEN CONSENT OF BLUMETRIC ENVIRONMENTAL INC. DO NOT SCALE DRAWING. THIS DRAWING MAY HAVE BEEN REDUCED. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS.</p> <div></div> <p>1:3,000</p>				
<p>CLIENT</p> <p>Town of Smiths Falls</p>				
<p>PROJECT</p> <p>Smiths Falls Composting D&O</p>				
<p>TITLE</p> <p>Monitoring Locations</p>				
<div><p>1682 Woodward Drive Ottawa, ON K2C 3R8 TEL: (613) 839-3053 Email: info@blumetric.ca Web: http://www.blumetric.ca</p></div>				
<p>PROJECT #</p> <p>250440</p>		<p>DATE</p> <p>July 09, 2025</p>		
<p>DRAWN</p> <p>MB</p>	<p>CHECKED</p> <p>LH</p>	<p>FIG NO.</p> <p>04</p>	<p>REV</p> <p>1</p>	

Appendix A

Provisional Certificate of Approval
Original Application



**PROVISIONAL CERTIFICATE OF APPROVAL
FOR A WASTE DISPOSAL SITE**

**CERTIFICAT D'AUTORISATION PROVISOIRE
DE DÉCHARGE**

**Provisional Certificate Number A450106
Certificat d'autorisation provisoire no.**

**Page 1 of 10
de**

Under the Environmental Protection Act and Regulations, and subject to the limitations thereof, this Provisional Certificate of Approval is issued to:

Aux termes de la Loi sur la protection de l'environnement et des règlements y afférents et sous réserve des restrictions qui s'y appliquent, ce Certificat provisoire d'autorisation est délivré à:

**Corporation of the Town of Smith Falls
77 Beckwith Street, North
Smith Falls, Ontario
K7A 4T6**

For the use and operation of a waste processing site all in accordance with the plans and specifications:

- 1. The "Application for a Certificate of Approval for a Waste Disposal Site (Transfer)" dated June 17, 1992.**
- 2. "Schedule "A" Site Plan" providing supporting location plans, Plan No. 1, Plan No. 2, and Plan No. 3.**
- 3. "Schedule "B" Operating Plan" providing information on site location, site operation and contingency planning.**
- 4. Letter from the Town of Smith Falls to the Ministry of the Environment dated August 25, 1992 providing plans for the catchment basin.**

**Located in: Concession 4 and 5, Lots 1 and 2
North Elmsley Township**

and to be used for the operation of a composting facility.

and subject to the following definitions and conditions:

**PROVISIONAL CERTIFICATE OF APPROVAL
FOR A WASTE DISPOSAL SITE**

**CERTIFICAT D'AUTORISATION PROVISOIRE
DE DÉCHARGE**

**Provisional Certificate Number A450106
Certificat d'autorisation provisoire no.**

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de**

Definitions:

"Certificate" means the entire certificate of approval including its schedules, if any, issued in accordance with Section 27, Part V of the Environmental Protection Act;

"Director" means Director of the Southeastern Region of the Ministry or his appointee;

"District Manager" means the District Manager, Ottawa District Office, Southeastern Region of the Ministry or his appointee;

"Ministry" means the Ontario Ministry of the Environment;

"Owner" means the Town of Smith Falls;

"Operator" means the Town of Smith Falls; its officers, employees, agents or contractors;

"Site" means the area(s) to be used for the operation of the compost processing facility and which is subject to this approval;

"Facility" means the composting operation approved for this site;

"Windrow" means raw material stacked into an elongated (approximately triangular cross-section) shape and turned on a regular basis.

General Conditions

1. The requirements of this Certificate are imposed pursuant to Part V of the Environmental Protection Act. The issuance of this Certificate in no way abrogates the owner/operator's legal obligations to take all reasonable steps to avoid violating other applicable provisions of this legislation and other legislation and regulations.

**PROVISIONAL CERTIFICATE OF APPROVAL
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2. (1) The requirements of this Certificate are severable. If any requirement of this Certificate, or the application of any requirement of this Certificate to any circumstance, is held invalid, the application of such requirement to other circumstances and the remainder of this Certificate shall not be affected thereby.

(2) In all matters requiring the interpretation and implementation of this Certificate, the conditions of the certificate shall take precedence, followed in descending order by the application and the documentation, referred to in this Certificate, which is submitted in support of the application.
3. The owner/operator must ensure compliance with all the terms and conditions of this Certificate. Non-compliance constitutes a violation of the Environmental Protection Act and is grounds for enforcement.
4. (1) The owner/operator shall, forthwith upon the request of the Director or District Manager, furnish any information requested concerning compliance with this Certificate including any records required to be kept by this Certificate.

(2) In the event the owner/operator provides to the Ministry information, records, documentation of notification in accordance with this Certificate,
 - (a) the receipt of said information by the Ministry;
 - (b) the acceptance by the Ministry of the information's completeness or accuracy; or,
 - (c) the failure of the Ministry to prosecute the owner/operator, or to require the owner/operator to take any action, under this Certificate or any statute or regulation in relation to said information;

**PROVISIONAL CERTIFICATE OF APPROVAL
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shall not be construed as the approving, excusing or justifying by the Ministry of any act or omission of the owner/operator relating to said information, amounting to non-compliance with this Certificate or any statute or regulation.

(3) All records referred to in this Certificate shall be retained on file in a secure manner for a period not less than two years.

5. The owner/operator shall allow Ministry personnel, or a Ministry authorized representative(s), upon presentation of credentials, to carry out any and all inspections authorized by Section 156, 157 or 158 of the Environmental Protection Act, as amended from time to time, of any place to which this Certificate relates; and, without restricting the generality of the foregoing, to:

(a) enter at reasonable times upon the premises, or the location where the records required by the conditions of this Certificate are kept;

(b) have access to and copy, at reasonable times, any records required by the conditions of this Certificate;

(c) inspect at reasonable times any facilities, equipment, practices, or operations required by the conditions of this Certificate; and

(d) sample and monitor at reasonable times for the purpose of assuring compliance with the conditions of this Certificate.

For the purposes of the Condition, "presentation of credentials" means:

- (i) in the case of a provincial officer, production of a copy of his or her designation;
- (ii) in the case of Ministry personnel, production of his or her Ministry Identification Card;

**PROVISIONAL CERTIFICATE OF APPROVAL
FOR A WASTE DISPOSAL SITE**

**CERTIFICAT D'AUTORISATION PROVISOIRE
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**Provisional Certificate Number A450106
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(iii) in the case of a Ministry authorized representative, production of a letter from the Director or District Manager authorizing entry and inspection in accordance with this condition.

6. (1) The owner/operator shall notify the District Manager Officer in writing of any change in ownership, the operator, yearly tonnage estimates or termination of facility within 30 days of the change occurring.

Capacity for this site is limited to 1450 tonnes which includes the following estimates: 1350 tonnes from the Town of Smith Falls and 100 tonnes from the Township of North Elmsley.

(2) In the event the site is permanently closed a Provincial Officer shall inspect the site and the site shall not be used for any other purpose prior to the inspection and written clearance by the District Manager.

(3) The owner/operator shall ensure that all communications made pursuant to this site will refer to this Certificate's number.

7. (1) In accordance with Section 19(4) of the Environmental Protection Act this Certificate, the application filed to obtain it and documentation referred to in this Certificate which may be reasonably necessary for a proper reading and understanding of it, shall be made available for public inspection at the request of any person.

(2) Additional information to that set out in subcondition (1) relating to this Certificate and contained in Ministry files may be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

**PROVISIONAL CERTIFICATE OF APPROVAL
FOR A WASTE DISPOSAL SITE**

**CERTIFICAT D'AUTORISATION PROVISOIRE
DE DÉCHARGE**

**Provisional Certificate Number A450106
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8. Except as specified in this Certificate the site shall be operated in accordance with the "Application for a Certificate of Approval to for a Waste Disposal Site (Transfer)" dated June 17, 1992 including supporting information described in items 1 to 4 on page 1 of this Certificate; and the Ministry of the Environment "Interim Guidelines for the Reduction and Use of Aerobic Compost in Ontario, November 1991" as may be amended from time to time.
9. (1) The operation of the processing facility is limited to open windrow processing of waste leaves, clean wood chippings, grass clippings and other green yard waste from the Town of Smith Falls and the Township of North Elmsley.

(2) No wastes other than those listed in subcondition (1) shall be collected and processed at this site without amendment to this Certificate.

(3) No municipalities other than those noted in subcondition (1) shall use this site without amendment to this Certificate.
10. The operator shall ensure that personnel trained in the operation of this site and contingency planning are on duty at all times during operating hours of the site to provide proper supervision of activities and emergencies.
11. (1) The owner/operator shall maintain a record system for the processing facility. All waste received at the processing facility shall include, but not necessarily be limited to, the documentation of quantities received; source of generation; quantities of processed product produced for reuse; and quantities of waste material taken from the site for disposal to approved waste landfill and waste transfer sites, etc.

**PROVISIONAL CERTIFICATE OF APPROVAL
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**CERTIFICAT D'AUTORISATION PROVISOIRE
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**Provisional Certificate Number A450106
Certificat d'autorisation provisoire no.**

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(2) The information collected under subcondition (1) shall be submitted in a report to the District Manager on or before the first day of December during each year of operation or until the Director or the District Manager has given notice, in writing that these submissions are no longer required.

12. (1) The owner/operator shall ensure that the site is operated in a safe and secure manner; and that the wastes are properly processed/stored on the site so as not to pose any threat or a nuisance to the general public, site personnel and the environment.

(2) Access to the site shall be restricted by a locked gate/chain at all times when an attendant is not present.

(3) Signs shall be posted showing the hours of operation of the composting site and giving notice that access to the site and waste disposal is restricted to those hours.

13. (1) Processed material from the site shall be tested in accordance with the Guidelines. Material from the composting process that fails to meet the Guidelines shall be deemed to be a waste and shall be disposed of in an approved landfill or soil conditioning site or shall be utilized for uses and locations as directed by the District Manager.

(2) The operator shall advise the District Manager forthwith of any questionable material received at the site or the disposal of any material described under subcondition (1). The District Manager may at any time order any or all such material to be either landfilled or direct the waste to be utilized for specific uses and locations.

(3) All surface runoff and leachate from the processing site shall be contained to and collected on the site and shall not be discharged to the environment.

**PROVISIONAL CERTIFICATE OF APPROVAL
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**CERTIFICAT D'AUTORISATION PROVISOIRE
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(4) The collected runoff under subcondition (3) may be reused in the processing operation and/or shall be disposed of in an approved manner under Section 53 (formerly Section 24) of the Ontario Water Resources Act.

(5) No fencing is required for the processing area but the operator shall maintain a record of all incidents of illegal dumping and access, vandalism and other site control problems and complaints; and if site control becomes a problem the operator shall provide the District Manager with recommendations to rectify the situation by fencing or other means. A site control problem and any proposal to correct the situation shall be approved by the District Manager.

(6) The District Manager may at any time request the construction of adequate fencing on the site if site control or public safety becomes a problem.

(7) Any spills or overflows from the surface runoff and leachate collection system (catchment pond) shall be reported forthwith to the District Manager.

14. All waste shall be delivered to the site by residences responsible for the waste, through approved waste management systems or in a manner approved by the Director.

All waste water and leachate described under Condition 13(3) removed from the site shall be disposed of by an approved waste management system or as per written instructions from the District Manager.

15. The Certificate expires with the termination of the processing facility; when all wastes have been removed from the site; and the restoration of the site has been approved, in writing, by the District Manager.

**PROVISIONAL CERTIFICATE OF APPROVAL
FOR A WASTE DISPOSAL SITE**

**CERTIFICAT D'AUTORISATION PROVISOIRE
DE DÉCHARGE**

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The reasons for the imposition of these conditions are as follows:

- 1. Conditions 1, 2, 3, 4 and 7 are to clarify the legal rights and obligations of this Provisional Certificate of Approval.**
- 2. Condition 5 is to ensure that the appropriate Ministry staff have ready access to the waste disposal site to inspect the operations that are approved under this Provisional Certificate of Approval. The condition is supplementary to the powers of entry afforded a Provincial Officer pursuant the Environmental Protection Act, as amended.**
- 3. Conditions 6, 8, and 15 are to ensure that the waste disposal site is operated in accordance with the application for this Certificate and supporting information and not under any name or in any way which the Director has not been asked to consider; and to ensure the property is cleaned up and restored to the satisfaction of the Ministry prior to closure.**
- 4. Condition 9 is to ensure that this facility is used only to collect and process waste in a manner approved under this Provisional Certificate of Approval.**
- 5. Conditions 10, 12, and 13 are to ensure that the waste site is properly managed in a safe and environmentally acceptable manner.**
- 6. Condition 11 is to provide the owner/operator and the Ministry of the Environment with a record for the site.**
- 8. Condition 14 is to ensure that the collection and transportation of the waste is conducted in an environmentally acceptable manner in accordance with provincial regulations.**

You may, by written notice served upon me and the Environmental Appeal Board within 15 days after receipt of this Certificate, require a hearing by the Board. Section 142 of the Environmental Protection Act, R.S.O. 1990 c. E-19, as amended, provides that the notice requiring the hearing shall state:

- 1. The portions of each term or condition in the approval in respect of which the hearing is required, and;**

**PROVISIONAL CERTIFICATE OF APPROVAL
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**CERTIFICAT D'AUTORISATION PROVISoire
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Certificat d'autorisation provisoire no.**

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- 2. The grounds on which you intend to rely at the hearing
in relation to each portion appealed.**

In addition to these statutory requirements, the notice should include:

- 3. The name of the appellant;**
- 4. The address of the appellant;**
- 5. The Certificate of Approval number;**
- 6. The date of the Certificate of Appeal;**
- 7. The name of the Director;**
- 8. The municipality within which the works are located;**

and the notice should be signed and dated by the appellant.

This notice should be served upon:

**The Secretary
Environmental Appeal Board
112 St. Clair Avenue West
5th Floor
TORONTO, Ontario
M4V 1N3**

AND

**The Director
Section 39, E.P.A.
Ministry of the Environment
133 Dalton Avenue, Box 820
KINGSTON, Ontario
K7L 4X6**

Dated at Kingston this 05th day of October, 1992.

**THIS IS A TRUE COPY OF THE ORIGINAL
CERTIFICATE SIGNED BY B.R. WARD**

AND MAILED ON: 6 Oct/92

BY: [Signature]



Ministry
of the
Environment
Ontario

APPLICATION FOR A CERTIFICATE OF APPROVAL FOR A WASTE DISPOSAL SITE (TRANSFER)

IMPORTANT NOTE:-

If this application is for notification of changes in use, operations, or ownership, specify the MOE number on your certificate and fill in only the data on this form which are being revised.

1. Applicants:

Municipal (☒) Provincial () Other ()

Name: Corporation of Town of Smiths Falls

Address: 77 Beckwith St. N.
Smiths Falls, Ontario

Postal Code: K7A 4T6

City/Prov.:

Telephone: (613) - 283 - 4124

If Applicant not Municipal or Provincial complete the following:

() Proprietorship

Name, if different than applicant:

() Corporation: President's Name:

() Partnership - Name all partners:

(i)

(ii)

2. Land Owner: (if not applicant)

Name: Corporation Town of Smiths Falls

Address: 77 Beckwith St. N., Smiths Falls

3. Lessee (if applicable)

Name:

Address:

4. Site Operator

Name: Chris Kowalewski P.Eng. Title: Director of Public Works

Address: 77 Beckwith St. N. Smiths Falls

5. Site Location:

City ()

Town () Name: North Elmsley

Village ()

Township (☒)

Other

Concession: V & VI

Lot No:

Part of Lot: 1 & 2

Street Address: N/A

Include a copy of the plan of survey of any lands on which the site is to be located.

6. Site Characteristics and Waste Category

- a. Present land use Agricultural - unused in 40 years
- b. Present official plan designation of site - Rural "A"
- c. Present zoning category Rural "A"
- d. Present land use of all adjoining properties to be provided on location map.
- e. Rate at which site can receive waste per day.

Domestic 9.0 ☒ Tonnes
☐ Cu. Meters

Commercial ☐ Tonnes
☐ Cu. Meters

~~Processed~~ Organic Waste ☐ Litres (leaves, grass clippings, vegetation)

If any of the following waste categories are intended to be received at the site, attached a description of each, including their source to the Application.

Liquid Industrial ☐ Tonnes
☐ Cu. Metres ☐ Litres

Non Hazardous Solid Industrial ☐ Tonnes
☐ Cu. Metres ☐ Litres

Hazardous ☐ Tonnes
☐ Cu. Meters ☐ Litres

Other ☐ Tonnes
☐ Cu. Meters ☐ Litres

- f. Number of days/year the site is open 156 +/-
- g. Population served 12,000
- h. Names of all municipalities/major industries intended to be served by the site:
 - 1) Town of Smiths Falls 4)
 - 2) Township of North Elmsley 5)
 - 3)

i. Total area of site 1.5 hectares or acres

j. Estimated storage capacity: ☐ Tonnes
(if intended for storage) ☐ Cu. Meters
☐ Litres

k. Type of facility/operation:

- ☐ open container
- ☐ compacting
- ☐ storage - lagoon ☐
- ☐ - tank ☐
- ☒ other (specify) composting site

7. List all disposal site (for final disposal)

(i) Site Certificate No.: N/A

Location: Compost will be available for use in local parks

(ii) Site Certificate No.:

Location:

8. List all supporting documents submitted with this application:
- 1.-Covering letter
 - 2.-Application
 - 3.-Schedule "A"
 - 4.-Schedule "B"

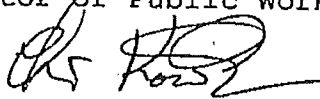
9. Signature

Applicant Name (printed) Chris Kowalewski

P.Eng.

Title Director of Public Works

(Signature)



Date June 17, 1992

SEAL OF COMPANY
(if applicable)

APPLICATION FOR APPROVAL OF
COMPOSTING SITE
SMITHS FALLS, ONTARIO

SCHEDULE "A" SITE PLAN

Attached please find a letter addressed to the Town of Smiths Falls from the Township of North Elmsley, approving the planned use of the site.

Plan #1 , locates the site in relationship to the Town of Smiths Falls.

Plan #2 , provides greater detail regarding topography, watercourses, habitation, etc. scale 1 : 10,000.

Plan #3. shows actual site

The Municipality of the Township of North Elmsley

MICHAEL C. McEWEN

CLERK

TELEPHONE 613-267-3371

R. R. No. 5

PERTH, ONTARIO

K7H 3C7

TOWN OF SMITHS FALLS,
Box 695,
77 Beckwith St., N.,
Smiths Falls, Ontario.
K7A 4T6.

June 15/92

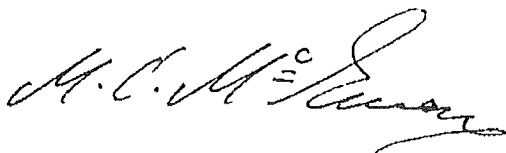
Attn.: Mr. Chris Kowalewski,
Dir. of Public Works

RE: Town of Smiths Falls, application for
composting site property: Conc.5 & 6, Part of Lots 1 & 2

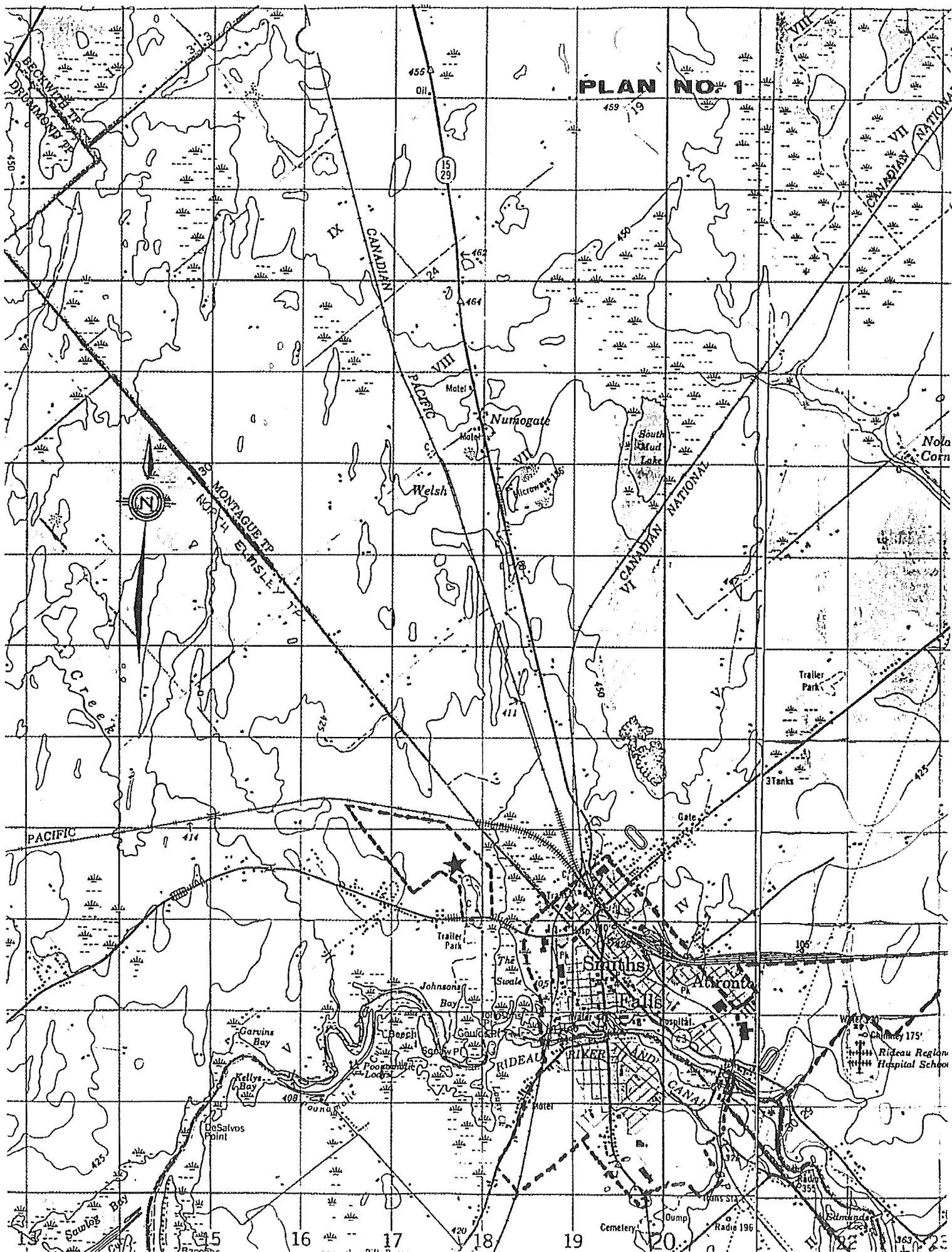
Dear Sir:

The Council of North Elmsley have reviewed your application and have granted approval on the condition that any resident of North Elmsley Township has permission to use the proposed site free.

Sincerely,



M.C. McEwen, A.M.C.T.,
Clerk.



LO. CON 6

PLAN NO. 2
SCALE 1 10,000

CPR

TREE
PLANTING
AREA

PROPOSED
SITE

CEMETERY

NEAREST
RESIDENCE

HWY 43

LOT 1
CON 5

SMITHS
FALLS

SWALE



Rideau

River

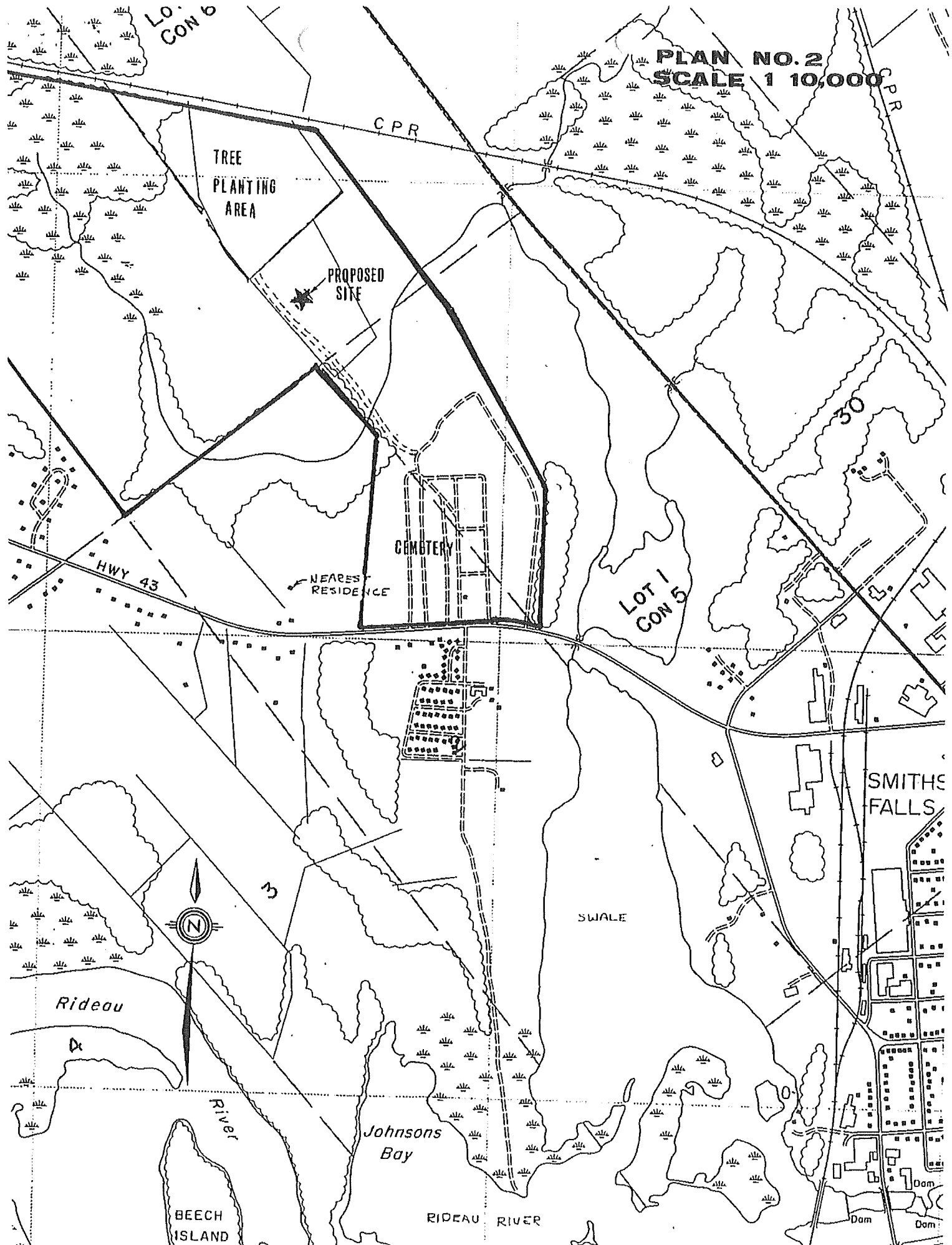
BEECH
ISLAND

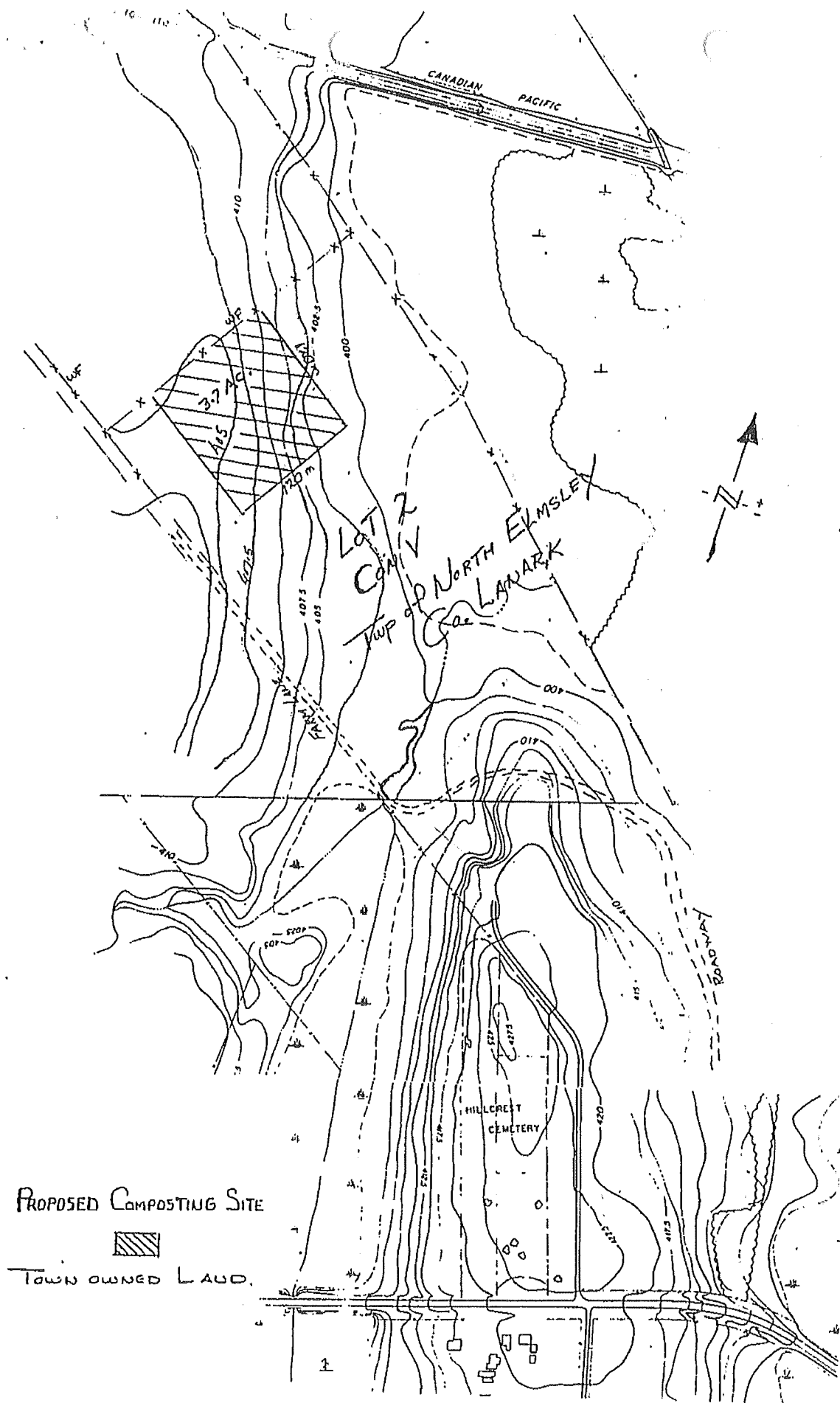
Johnson's
Bay

RIDEAU RIVER

Dam

Dam





APPLICATION FOR APPROVAL OF
COMPOSTING SITE
SMITHS FALLS, ONTARIO

SCHEDULE "B" OPERATING PLAN

1. SITE LOCATION :

The proposed 3.7 acre composting site is located on Town owned land, however it is on Lot 2, Conc. V, Township North Elmsley County of Lanark. This site is immediately adjacent to and directly north - northwest of the Town of Smiths Falls.

As stated in the accompanying letter from The Township of North Elmsley, they have no objection to the use of the proposed site for composting. The township has furthermore requested inclusion into the programme.

It is currently zoned Institutional and designated as a future area for expansion of our Municipal Cemetery, however it is highly unlikely it will ever be needed for that expansion because of the amount of land the Town owns in that area.

This proposed site is an old abandoned farm, which has not been farmed for more than forty years. The area in question still has a good wire fence around the entire section and a new fence along a lane way to Highway #43, which is the only access to the site.

The existing drainage of this area runs due east and eventually ends up in a swale, then flows by way of a creek to the nearest significant body of water which is located approximately 1400 metres southeast of the site (Rideau River) . The nearest residence is located approximately 480 metres to the south-southeast.

The actual soil condition of the proposed site is a mixture of Farmington loam and Tennyson sandy loam. Both drain well over a mixture of Beekmantown and Potsdam limestone. As stated in a study done in 1967 by the Ontario and Canadian Agricultural Departments " the soils in this class are capable only of producing perennial forage crops, and improvements practices are not feasible".

2. OPERATIONS :

The site is primarily intended for use during the autumn when the Town forces will be collecting bagged leaves that are put out by our residents. We hope to be able to keep it open at designated times throughout the week so people may drop off compostable material.

The site will only be opened when a Town employee can be there to check loads. Items which we will accept are, grass cuttings, leaves, chipped wood and other compostable matter allowed by the Ministry.

The Town estimates that approximately 1350 tonnes of material could be composted on this site each year from its own residents and another 100 tonnes from North Elmsley Township (also allowed use of this site.)

Site security is maintained by means of a metal gate and padlock barring access from the sole entry point at Highway # 43 . Overland access is difficult thereby discouraging vandalism.

In accordance with MOE guideline, April 1991 (DRAFT), Section 6.1 Town forces would turn the pile over by means of a backhoe every third day for 15 days to inactivate pathogens throughout the pile.

Signs shall be posted at the entrance showing the hours of operation of the site and giving notice that access and dumping at the site is prohibited when the site is closed.

3. FACILITY DESIGN DESCRIPTION;

The composting site will be a 120 metre by 120 metre pad, constructed of not less than 32 centimetres of compacted granular "B" material and covered with not less than 10 centimetres of compacted stone dust.. The pad will be graded in such a way that the surface water and leachate runoff from the processing pad will be collected in a catchment pond, for reuse on the processing site and/or disposed of in an acceptable manner as set out in Section 24 of the OWRA.

The composted material will be stacked in elongated piles approximately triangular in shape ,cross-section shape (approx. 4 metre base to a point no higher than 2 metres) and be spaced no closer than 3 metres apart.

These windrows will be all free standing to allow easier turning of the piles.

4. MONITORING ;

The Town will ensure that each batch of finished compost does not exceed the following concentrations as calculated on a dry weight basis:

<u>Metal</u>	<u>Concentration (mg/kg dry wt.)</u>
Arsenic	10
Cadmium	3
Chromium	50
Cobalt	25
Copper	60
Lead	150
Mercury	0.15
Molybdenum	2
Nickel	60
Selenium	2
Zinc	500

Organic Chemical

Aldrin/Dieldrin
Chlordane
DDT/DDE/DDD
Lindane
PCB

0.5

Samples will be taken to ensure the temperature is maintained between 55 C. and 60 C. throughout the windrow, for at least fifteen consecutive days during the composting process to inactivate pathogens.

If the required temperature has not been achieved, the compost will be disposed of or reprocessed

The Town will test the moisture content and add water to the windrow to ensure that an initial moisture content in the range of 45 to 55 percent on a wet weight basis is achieved The windrows will be turned at least five times at regular intervals within the first 15 days of first achieving this percent.

The Town will ensure that the windrow has adequate natural or forced ventilation for proper aeration and maintain oxygen in the range of 12 to 18 percent by volume.

All incoming loads will be visually checked by a Town Employee, to ensure no that unauthorized material is allowed into the site.

As the composted material becomes available the Town will utilize it in the fertilization of a municipal park in which Parks Canada and the Town are developing along the Rideau River.

The land use around the proposed site is as follows; to the southeast an existing cemetery, to the southwest an area of brush and a existing road, to the north west is a area in which Ontario Hydro have planted trees for the Town (this area is shown on plan # 2) , to the northeast nothing but a abandoned farm field and than brush.

5. CONTINGENCY PLAN;

Unacceptable waste will be turned away and will have to be disposed of by some other means.

In the case of a fire or of a spill, the Smiths Falls Fire Department, and the Ministry would be notified. The Fire Department is located 1 1/2 Km. from the site, with a response time of 3 to 4 minutes and are equipped to handle a spill of that nature.

The wind in this area normally blows in off the river which is southwest of the site. As may be seen from Plan #2 the site is removed from local habitation minimizing the likelihood of complaints from the public.

RURAL ZONE (A)

(1) USES PERMITTED

No person shall within any A Zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following A uses, namely:

(a) RESIDENTIAL USES:

- an accessory dwelling house;
a single-family dwelling house.

(b) NON-RESIDENTIAL USES:

- a bunkhouse;
- a communications tower;
- a conservation use;
- a farm, including a specialized farm;
- a forestry use;
- a home occupation;
- a kennel;
- an open storage area;
- a public use;
- a rural home occupation;
- a wayside pit or wayside quarry.



SCHEDULE
ZONE MA
Township
North Elm

Appendix B

Site Photographs



Photo 1: Site Entrance – Facing North.



Photo 2: Signage at Main Entrance Gate.



Photo 3: Signage at Main Entrance Gate.



Photo 4: Access Road to Composting Site



Photo 5: Storage Shed - Outside



Photo 6: Storage Shed - Inside



Photo 7: Washroom on Access Road



Photo 8: Brush Pile for Temporary Storage



Photo 9: Composting Site from Access Road



Photo 10: Curing Pile (left) and Composting Pile (right)



Photo 11: Composting Pile - Facing West



Photo 12: Receiving Pile – Facing West



Photo 13: Receiving Pile – Facing North



Photo 14: Receiving Pile (left) and Curing Pile (right) – Facing Southeast



Photo 15: Receiving Pile (left), Composting Pile (center) and Curing Pile (right).



Photo 16: Temporary Large Tree Debris



Photo 17: Stormwater Pond – Facing Southeast



Photo 18: Stormwater Pond – Facing North



Photo 19: Surrounding Vegetation



Photo 20: Berm with Vegetation and Tree Debris.



Photo 21: MW1 Location – Facing East



Photo 22: MW2 Location – Facing South



Photo 23: MW3 Location – Facing East



Photo 24: MW4 Location – Facing Northwest.



Photo 25: MW5 Location – Facing Northwest



Photo 26: MW6 Location – Facing East



Photo 27: MW7 Location – Facing South



Photo 28: S1 Location – Facing South.



Photo 29: S2 Location – Facing Northwest



Photo 30: No Dumping Signs on Access Roads

Appendix C

Zoning Map

Appendix D

Sample Complaint Form

Appendix 5: Sample Complaint Form

Complaint Receipt

Complaint Received

Date:

Time of incident:

Time reported to facility:

Date and time reported to MOE (if applicable):

Complainant

Name:

Address:

Phone:

Details (e.g., type of complaint; for an odour complaint, description of the odour, including odour intensity based on a scale of 1-10, with 10 being the strongest):

Meteorological Conditions

Temperature:

Cloud Cover: (Full / Partial / None)

Wind Speed:

Precipitation:

Wind Direction:

Site Activities (windrow turning, waste receipt, screening etc.):

Response

Actions taken to remediate cause of complaint:

Action to prevent recurrence:

Follow Up Call:

Appendix E

Town of Smiths Falls Emergency Response Plan



SMITHS FALLS

RISE AT THE FALLS



Town of Smiths Falls Emergency Plan

UPDATED May 2024

Emergency Quick Reference Guide

- ⇒ Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.
- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.
- ⇒ The Mayor must inform the Province of Ontario that the Town of Smiths Falls has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.

The number to use for this purpose is **(416) 314-0472 or 1-866-314-0472.**

- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
- ⇒ Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

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Appendices

Appendix A

Emergency Notification System

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- Members of Council
- Outside Emergency Assistance

Appendix B

Vital Services Directory

Appendix C

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Appendix D

Emergency Management Act, 2003

Appendix E

Local Bylaw

Appendix F

Hazard Identification & Risk Assessment

Appendix G

Critical Infrastructure Identification

Appendix H

EOC Log's & Message Forms

Appendix I

Declaration Checklist

Appendix J

Declaration of Emergency Form

Appendix K

Termination of Emergency Form

Appendix L

EOC Layout & Set-up Guide

Appendix M

Town of Smiths Falls Internal Support Group

Appendix N

Glossary of Terms

Appendix O

Emergency Management Checklist

Appendix P

Source Water Protection

Introduction

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

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

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

Aim

The Aim of this plan is to protect the health, safety, welfare and property of the citizens of Smiths Falls, from the effects of a natural, technological or human caused emergency.

Authority

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

This Emergency Plan is Schedule “A” of By-law No. 7865-2004 which is the local authority for this plan and related activities. A copy of the By-law itself is contained within “Appendix E” of this Emergency Plan.

Freedom of Information and Protection of Privacy

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

Plan Maintenance

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

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

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

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

The Vital Services and/or Local Services Directory should be updated annually.

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

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

Distribution List

Position/Location	Number of Copies
Mayor	1
Chief Administrative Officer (CAO)	1
Dir. Community Services	1
Dir. Corporate Services/Treasurer	1
Fire Chief/CEMC	1
Fire Dispatch Centre	1
Director of Public Works & Utilities	1
Police Chief	1
Medical Officer of Health	1
Public Information Officer	1
Information Technology Officer	1
Administrative Assistant	1
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Emergency Response Plan Amendments

Amendment No.	Date of Amendment	Date Entered	Entered by
Amendment 01	January 2006	January, 2006	Nadine Botham
Amendment 02	September 2006	September, 2006	Nadine Botham
Amendment 03	December 13, 2006	December 13, 2006	Nadine Botham
Amendment 04	September 21, 2009	September 21, 2009	Nadine Botham
Amendment 05	March 2, 2011	March 2, 2011	Nadine Bennett
Amendment 06	October 2, 2012	October 2, 2012	Sandra Watters
Amendment 07	September 27, 2013	September 27, 2013	Sandra Watters
Amendment 08	December 1, 2014	December 1, 2014	Sandra Watters
Amendment 09	February 11, 2015	February 11, 2015	Sandra Watters
Amendment 10	August 26, 2016	August 26, 2016	Sandra Watters
Amendment 11	June 3, 2021	June 3, 2021	Brianne Harper
Amendment 12	November 5, 2021	November 5, 2021	Brianne Harper
Amendment 13	April 20, 2023	April 20, 2023	Joanne Plontz

Part 2 Emergency Operations and Procedures

2.0

Municipal Community Control Group (MCCG) – Responsibilities and Implementation

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

The MCCG is made up of the following members;

Mayor (or alternate)
Chief Administrative Officer (CAO) (or alternate)
Police Chief (or alternate)
Fire Chief/CEMC (or alternate)
Director of Community Services (or alternate)
Director of Corporate Services/Treasurer (or alternate)
Director of Public Works & Utilities (or alternate)
Medical Officer of Health (or alternate)
Public Information Officer (or alternate)
Information Technology Officer (or alternate)
Administrative Assistant (Scribe) (or alternate)

IMPLEMENTATION:

Any member of the Community Control Group may request, through the CEMC/alternate, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to notify the CEMC/alternate whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, the Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation as determined by the CEMC/alternate.

The Fire Chief will immediately notify the Fire Dispatching Center who will contact the Mayor and other members of the Municipal Community Control Group (MCCG). Notification lists and procedures are located in Appendix A.

All members must respond to the who is responding app/callout. If a member is unable to attend they are to forward notification details to their alternate. This includes vacation and personal leave dates.

2.1

Emergency Operations Centre Procedures (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MCCG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location; Smiths Falls Town Hall
77 Beckwith Street North

Secondary EOC Location; Waste Water Treatment Plant
180 Queen Street

Upon receiving notification, the CEMC/alternate or Chief Administrative Officer will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

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

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

Upon leaving the EOC, each MCCG member will;

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

Once the initial response is established, routines are put into place by the Operations Officer. The MCCG functions most efficiently on a system known as an Operations Cycle.

2.2

Operations Cycle

An operations cycle is how the MCCG manages overall emergency operations. MCCG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Chair of MCCG. It is essential that every member, covering each area of responsibility, be heard from during this process. The MCCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MCCG meeting. The frequency of the meetings are determined by the Chair in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

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

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MCCG members, and EOC support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Chair.

In order to maintain an appropriate level of control, the MCCG Chairperson MUST be the Chief Administrative Officer.

2.3

Municipal Community Control Group (MCCG)

The MCCG is responsible for the following:

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

2.4 Mayor (Mayor)

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Town of Smiths Falls.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the Chairperson and CEMC/alternate.
- h. Maintain a personal log.

2.5

Chief Administrative Officer (Control Group Chairperson)

The Chief Administrative Officer is referred to as the “Chairperson MCCG” for emergency purposes. The responsibilities of the Chairperson (*or alternate*) are:

- a. Requesting Activation of the emergency notification system through CEMC/Alternate CEMC.
- b. As the Chairperson, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chair meetings of the Municipal Community Control Group.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CEMC/alternate.
- f. Approves additional staff as required.
- g. Monitor all events and actions taken.
- h. The provision of public information and inquiries.
- i. Maintaining a personal log.

2.6

Director of Community Services (Community Services)

The Director of Community Services or alternate is responsible for;

- a. Requesting activation of the emergency notification system through the CEMC/alternate.
- b. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- c. Liaise with the Director of Social Services, or alternate, regarding use of municipal facilities for evacuation/reception centers.
- d. Providing municipal staff and coordinate the organization of volunteers to assist in operations of evacuation/reception centres.
- e. Establish a communication with Director of Social Services respecting the provision of care, feeding and shelter of evacuees.
- f. Seek assistance from public or private facility and coordinators respecting alternate evacuation for use during an emergency.
- g. Maintain a personal log.

2.7

Director of Corporate Services/Treasurer (Corporate Services)

The Director of Corporate Services/Treasurer or alternate is responsible for;

- a. Requesting activation of the emergency notification system through the CEMC/alternate.
- b. The provision of any additional support staff.
- c. The provision of I.T. assistance.
- d. The provision of finance assistance.
- e. The provision of logistics/purchasing assistance.
- f. The provision of staff and volunteer health and safety.
- g. Advising the head of council on policies and procedures, as appropriate.
- h. Maintain a personal log.

2.8 Director of Public Works & Utilities (Public Works & Utilities)

Director of Public Works and Utilities or alternate is responsible for;

- a. Requesting activation of the emergency notification system through the CEMC/alternate.
- b. Providing the MCCG with information and advice on Public Works, Water/Waste Water matters.
- c. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. The provision of engineering assistance.
- e. The construction, maintenance and repair of public roads.
- f. Assistance with road closures and/or roadblocks.
- g. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- h. Liaise with Electrical, Gas or other utilities.
- i. Providing public works vehicles and resources to any other emergency service, as required.
- j. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- k. Maintenance of sanitation and safe supply of potable water as required.
- l. The provision for equipment for emergency pumping operation.
- m. Assess the potential impacts of emergency conditions on sources of municipal drinking water. Provide the MCEG with information and advice on matters related to utilities including the location of intakes and/or supply wells and anticipated contaminant travel times. Take actions to prevent contamination of drinking water supplies, including liaising with water treatment plant operators to determine if pumping from water sources or pumping to the distribution system should be suspended temporarily until the emergency is over.
- n. Identify any transportation corridors which could lead to the drinking water supply being impacted during an emergency. Provide advice to the MCEG on estimated travel times to the drinking water supply via transportation corridors.
- o. Providing an Operations Liaison if required.

- p. Maintain a personal log.

2.9 Police Chief (Police)

The Police Chief or alternate is responsible for:

- a. Requesting the activation of the emergency notification system through the CEMC/alternate.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site as required.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Operations Section Chief if requested to by the MCCG.
- k. Maintaining a personal log.

2.10**Fire Chief**

The Fire Chief, or designate, is responsible for:

- a. Providing the MCCG with the information and advice on fire fighting and rescue matters.
- b. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- c. Initiating Mutual Aid as required.
- d. Determining if additional or specialized equipment is required ie. Haz Mat, Technical Rescue or other specialized resources.
- e. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- f. Notify the MOECG Spills Action Centre (SAC) and the MCCG, with an increase awareness of protection zone for municipal drinking water sources and local source protections plans.
- g. Liaise with Office of the Fire Marshall (OFMEM).
- h. Liaise with Electrical, Gas or other utilities.
- i. Providing an Operations Section Chief as required.
- j. Maintaining a personal log.
- k. The protection of life and property.
- l. Secure scene if needed.

2.11 CEMC (Alternate)

The Community Emergency Management Coordinator is responsible for:

- a. Activating the emergency notification system.
- b. Providing information, advice and assistance to members of the MCCG on emergency management programs and principles.
- c. Coordinate the provision of clerical staff to assist in the Emergency Operations Center as required.
- d. Provide direction to the EOC Support staff as required in support of the Control Group and ensure proper set-up and operation of the EOC.
- e. Maintain Emergency Response Plan in accordance with requirement of the Emergency Management Act.
- f. The Coordinator can update the appendices of an emergency response plan to include information about vulnerable areas and other relevant information, as part of the annual review of the program and plan. The local lead source protection authority can provide the data to enable municipalities to produce their own maps of vulnerable areas, or provide the maps directly. The Coordinator could ensure that neighboring municipalities are aware of the location of other drinking water intakes/wellheads and take this into account through their emergency management programs. This would apply in the event of an emergency in one municipality that could impact the local drinking water supply of another. The Coordinator could also establish notification procedures between neighboring municipalities to ensure the protection of drinking water sources in an emergency.
- g. Participates in interviews and media conferences.
- h. In conjunction with the Administrative Assistant, coordinate a post-emergency debriefing and assist in development of a final report to Mayor and Council.
- i. Is the liaison to the PEOC, Field Officer and OFMEM.
- j. Will provide Council with updates and post emergency debrief.
- k. Responsible for the annual Emergency Management exercise.
- l. Responsible for completing forms for annual compliance.
- m. Maintain a personal log.

2.12 Medical Officer of Health

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

- a. Participate as a member of the activated Municipal Emergency Control Group.
- b. Ensure the implementation of provisions under the Health Protection and Promotion Act (HPPA) including but not limited to making specific recommendations/issuing orders regarding health hazards, evacuation, isolation, and quarantine.
- c. Ensure essential public health services relevant to the emergency are provided including but not limited to:
 - Public health announcements
 - Food safety
 - Water quality
 - Vaccination clinics
 - Control of disease outbreaks
 - Health information
 - Inspecting evacuation/reception centres and feeding operations
 - Health hazard identification, communication, mitigation/remediation
- d. Provide advice on public health matters to the Municipal Emergency Operations Centre.
- e. Identify groups most at risk from the emergency and ensure appropriate actions are taken to mitigate the effects of the emergency on them (vulnerable populations).
- f. Liaise with the emergency and social services, relevant agencies, government ministries, departments, volunteer groups, as required.
- g. Implement recommendations for limiting morbidity and mortality of citizens and responders affected by the emergency based on risk assessment, epidemiology and data analysis.
- h. Prevent and control the spread of infectious disease(s) by providing accurate information to health care professionals and the public.
- i. Provide accurate information to officials, the media and concerned citizens.
- j. Ensure that all media releases and interviews on public health issues are coordinated through the Public Information Officer at the activated Municipal Emergency Operation Centre.

- k. Ensure that records are kept of orders given, actions taken and results of special investigations undertaken.
- l. Evaluate the effectiveness and efficiency of the public health response to the emergency.
- m. Provide advice on any matters which may adversely affect public health, provide authoritative instruction on health and safety matters to the public through the Public Information Officer, and ensure the safety of drinking water in conjunction with the Superintendent of Utilities (water/waste water).
- n. Cooperate with other emergency response agencies to ensure a coordinated and comprehensive response.
- o. In the event of mass casualties, liaise with the coroner and monitor the situation to ensure the spread of disease is minimized.
- p. Provide services to address post emergency issues resulting from the emergency and assist with the recovery phase.
- q. Assist in the restoration of normal services in the community.
- r. Participate in debriefing.
- s. Compile a report on all decisions made and actions taken during the emergency to be submitted to the Municipal Emergency Operations Centre upon termination of the emergency.
- t. Liaison with the ambulance service representatives.
- u. Maintaining a personal log.

2.13 Public Information Officer (Information Officer)

The Public Information Officer reports to the Chairperson and is responsible for:

- a. Ensuring that the Information Centre is set up and operational following a directive from the Emergency Control Group.
- b. Prepare initial and subsequent media releases in the Emergency Management Control Group template related to the state of emergency, subject to approval by the Mayor, Chairperson and CEMC/alternate in a timely fashion.
- c. Establish and maintain linkages with provincial, county and industry media officials as appropriate.
- d. Coordinate interviews and media conferences under the direction of the Chairperson, Mayor and CEMC.
- e. Ensuring set up and staffing of public inquiry lines.
- f. Coordination of public inquiries in consultation with the Director of Corporate Services/Treasurer.
- g. Monitoring news coverage.
- h. Maintaining copies of all media releases.
- i. Ensure effective information transfer including drinking water advisories issued by the Medical Officer of Health.
- j. Liaise with the Chairperson, Mayor and CEMC/alternate regarding media releases/interviews and media conferences.
- k. Maintaining a personal log.

2.14

Information Technology Officer (I.T.)

The Information Technology Officer or alternate reports to the CEMC/alternate and is responsible for:

- a. When required, activation of who is responding APP.
- b. Ensuring that the communication system in the Emergency Operations Centre is activated and functioning.
- c. Initiating the necessary action to ensure that the Town of Smiths Falls telephone system at the Emergency Operations Centre functions as effectively as possible.
- d. Ensuring that the Town of Smiths Falls telephone messaging is adjusted appropriately to reflect the circumstances of the emergency.
- e. Ensure that connectivity to the Internet/E-mail and any other communication technology is maintained as required.
- f. Obtaining extra cellular phones, as required.
- g. Preparing a distribution list of items issued and maintaining an inventory of telephone lines, equipment, etc.
- h. Provide advice and assistance as required.
- i. Maintain a personal log.

2.15 Administrative Assistant (Scribe)

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

- a. Assisting the CEMC/alternate, as required.
- b. Ensuring all important decisions made and actions taken by the Municipal Community Control Group are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Arranging for printing of material and/or distribution of material as required.
- e. Ensuring identification cards are issued to authorized MCCG members and Support Staff for access to EOC.
- f. Notifying any additional support staff as directed by the Director of Corporate Services/Treasurer.
- g. Other duties as assigned by the Chairperson or CEMC/alternate.
- h. GEMS Operator.
- i. Maintain a personal log.

When required by the Incident Commander, the emergency support member will support the MCCG.

- a. Upon receiving notification, activate the local Red Cross Emergency Response Plan.
- b. Provide support to the emergency response.
- c. Provide registration and inquiry services if required.
- d. Assist Ambulance personnel at first aid stations established at reception centres, on an as-need basis.
- e. Liaise with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.

- a. Establish and maintain contact with the Incident Commander.

3.1

Clergy Responsibilities

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

3.2

Boards of Education - Responsibilities

- a. Provide schools for reception centres, as required and/or practical.
- b. Provide schools for evacuation centres, as required and/or practical.
- c. Provide access to school facilities in accordance with the agreement regarding access/use of schools by the municipality in the event of an emergency for reception and evacuation facilities.
- d. Provide liaison with the Director of Community Services, Social Services and the MCCG.

3.3

Legal Advisor - Responsibilities

- a. Provide legal opinions and advice to the MCCG as required.
- b. Provide legal representation as required.



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