



Municipality of Mississippi Mills

SPECIAL COUNCIL AGENDA

Tuesday, April 21, 2020, 2:00 p.m.

E-participation

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

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

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

1. Release of Buy-Back Covenant - a proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act s 239 (c))

C. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

Council minutes dated April 7, 2020

Pages 4-10

F. REPORTS

Mississippi Mills Public Library

1. COVID-19-Update from the Library

Pages 11-13

Recommendation:

That Council accept this report as information.

Fire Department

2. Open Air Burn Bylaw Update

Pages 14-16

Recommendation:

THAT Council pass a by-law to amend changes to the Offences and Penalties section in Bylaw 17-35 (Open Air Burning).

Roads and Public Works

3. Award of Contract – Mill Workers Stairs- Tender # 20-08 Page 17-19

Recommendation:

That Council award contract for the Tender No. 20-08, Mill Workers Stairs project be awarded to Premium Construction in the amount of \$127,700.00 (HST not included).

4. Insurance Payout for Damaged Dump/Plow Truck Pages 20-22

Recommendation:

That Council direct staff to pursue Option 1 regarding the insurance claim for Truck #23 in the Roads & Public Works department fleet.

5. Ottawa Street Intersection Study – Table 6 Pages 23-26

Recommendation:

That Council receive the proposed amendments for consideration to implement at the Ottawa Street intersection of Menzie Street and Paterson Street, as well as the intersection of Ottawa Street and Martin Street as prepared by the A/Director of Roads & Public Works, dated April 21, 2020;

And that Council direct staff to ensure there are four (4) signs indicating “Crossing Ahead” and four (4) signs indicating “School Crossing” at appropriate locations at this intersection;

And that Council direct staff to procure and install the signage that is currently not in place.

6. Recycle Collection & Processing Contract Pages 27-32

Recommendation:

That Council enter into a contract with Emterra Environmental Ltd. for recycle collection and processing services effective June 1, 2020 through to December 31, 2022 with the option of three (3) one (1) year extensions;

And that Council direct staff to pursue one of the Options outlined in the Environmental Compliance Coordinator’s report;

And that Council direct staff to offset additional costs from revenue if available, or reserves if required, of the waste management budget;

And that Council direct staff to transition out of the Provincial Blue Box program to align with the Recycle Collection & Processing Contract.

Finance and Administration

7. Interim Report #2 on Financial Implications of COVID-19 Pages 33-42

Recommendation:

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

G. BY-LAWS

That By-laws 20-035 and 20-036 be taken as read, passed, signed and sealed in Open Council.

20-035 Open Air Burning

Pages 43-44

20-036 Lifting 0.3m Reserve Part 2 Ref Plan 27R-11430

Page 45

H. CONFIRMATORY BY-LAW – 20-037**I. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #09-20

MINUTES

A special meeting of Council was held on Tuesday, April 7, 2020 at 2:00 p.m. via e-participation.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 2:00 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 104-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Council enter into an in camera session at 1:45 p.m. re: litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Municipal Act s. 239 2(e))

CARRIED

Resolution No. 105-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT Council return to regular session at 1:55 p.m.

CARRIED

Rise and Report

1. Glen Isle Shore Ltd. Minutes of Settlement

Staff direction was provided in camera.

ATTENDANCE

PRESENT:

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

ABSENT:

Ken Kelly, CAO
Jeanne Harfield, Clerk

Rhonda Whitmarsh, Treasurer
Dave Armstrong, Operations Manager
Abby Armstrong, Environmental Compliance Coordinator
Niki Dwyer, Director of Planning

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 106-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

E. APPROVAL OF MINUTES

Resolution No. 107-20

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the Council Minutes March 3, 17 and 30, 2020 be approved as presented.

CARRIED

F. REPORTS

Committee of the Whole

1. March 3, 2020 Committee of the Whole Report

Moved by Councillor Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT Council receive the technical memorandum prepared by Parsons dated February 18, 2020, entitled "Mississippi Mills Traffic and Safety Review" as information;

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

Motion to divide the question

Resolution No. 108-20

Moved by Councillor Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the question be divided.

CARRIED

Resolution No. 109-20**Moved by Deputy Mayor Minnille****Seconded by Councillor Ferguson**

THAT Council receive the technical memorandum prepared by Parsons dated February 18, 2020, entitled "Mississippi Mills Traffic and Safety Review" as information.

CARRIED**Resolution No. 110-20****Moved by Councillor Dalgity****Seconded by Councillor Maydan**

THAT Council defer discussion on Table 6 regarding Ottawa St intersection study until April 21st, 2020;

AND THAT Council direct staff to consult with individual councillors with individual amendments prior to April 16th, 2020.

CARRIED**Resolution No. 111-20****Moved by Councillor Maydan****Seconded by Councillor Dalgity**

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

CARRIED**Roads and Public Works**

2. Fire Truck Conversion Running Gear Tender

Moved by Councillor Dalgity**Seconded by Councillor Maydan**

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

CARRIED*Motion to Amend***Resolution No. 112-20****Moved by Councillor Dalgity****Seconded by Councillor Maydan**

Strike out: from reserves.

Insert: from year end surplus or reserves if required.

CARRIED

Motion as Amended

Resolution No. 113-20

Moved by Councillor Dalgity

Seconded by Councillor Maydan

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

CARRIED

3. Almonte Drinking Water System

Resolution No. 114-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

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

CARRIED

4. Extension of Seasonal Employment Contracts

Resolution No. 115-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

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

CARRIED

5. Waste Management Garbage Collection Extension

Resolution No. 116-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

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

CARRIED

Resolution No. 117-20**Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** Council direct staff to review options regarding the municipal collection contract prior to the next contract extension and bring back a report by August 2020.**CARRIED****Finance and Administration**

6. 2019 Statement of Reserve Funds

Resolution No. 118-20**Moved by Councillor Dalgity****Seconded by Councillor Ferguson****THAT** Council accept the Treasurer's 2019 Statement of Reserve Funds as presented.**CARRIED**

7. Council Expenses 2019

Resolution No. 119-20**Moved by Deputy Mayor Minnille****Seconded by Councillor Holmes****THAT** Council receive the statement of Council Expenses for 2019 as information.**CARRIED**

8. Interim Report on Financial Implications of COVID-19

Resolution No. 120-20**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** Council receive the interim report on financial implications of COVID-19 as information.**CARRIED****G. BY-LAWS****Resolution No. 121-20****Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** By-laws 20-026 and 20-032 be taken as read, passed, signed and sealed in Open Council;**AND THAT** by-law 20-025 be pulled for further consideration.**CARRIED**

Resolution No. 122-20**Moved by Councillor Maydan****Seconded by Councillor Ferguson**

THAT By-law 20-025, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for the lands which are legally described as Block 70 Plan 27M-88, Part of Lot 14 Concession 10, Almonte Ward.

CARRIED**Resolution No. 123-20**

THAT By-law 20-026, being a by-law to Adopt Amendment No. 23 to the Mississippi Mills Community Official Plan (Riverfront Estates)

CARRIED**Resolution No. 124-20**

THAT By-law 20-027, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 48 on 27M-88 (Stewart Lee).

CARRIED**Resolution No. 125-20**

THAT By-law 20-028, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 49 on 27M-88 (Stewart Lee).

CARRIED**Resolution No. 126-20**

THAT By-law 20-028, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 49 on 27M-88 (Stewart Lee).

CARRIED**Resolution No. 127-20**

THAT By-law 20-029, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 50 on 27M-88 (Stewart Lee).

CARRIED**Resolution No. 128-20**

THAT By-law 20-030, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 51 on 27M-88 (Stewart Lee).

CARRIED

Resolution No. 129-20

THAT By-law 20-031, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 55 on 27M-88 (Stewart Lee).

CARRIED

Resolution No. 130-20

THAT By-law 20-032, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act for the land in Block 58 on 27M-88 (Spring St.)

CARRIED

H. CONFIRMATORY BY-LAW

By-law 20-033

Resolution No. 131-20

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT By-law 20-033, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 7th day of April, 2020, be read, passed, signed and sealed in Open Council this 7th day of April, 2020.

CARRIED

I. ADJOURNMENT

Resolution No. 132-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 4:13 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

MISSISSIPPI MILLS PUBLIC LIBRARY REPORT

DATE: April 21, 2020
TO: Council
From: Christine Row, CEO/Chief Librarian
Subject: COVID-19-Update from the Library

RECOMMENDATION

THAT Council accepts this report as information.

BACKGROUND

The Library closed to the public on Saturday, March 14, 2020 due to health concerns caused by COVID-19. The municipality issued letters to all staff stating that regular wages would be paid until April 5, 2020. Library staff continued to work, dealing with returned items, managing collections (weeding, relabelling), planning online programs, and communicating with residents about new service delivery.

Council held an emergency meeting on Monday, March 30th and approved the decision to offer declared emergency leave to staff unable to work because of the closures. An emergency Library HR committee meeting was held on Tuesday, March 31st and the committee agreed to hold an in-camera discussion at the Board meeting on Friday, April 3, 2020 to discuss a lay-off plan for library staff.

DETAILS

As of Monday, April 6th, ten part-time staff members were placed on declared emergency leave and all seven Student Assistants were laid off. Currently, there are four library staff members working. The CEO/Chief Librarian and HR committee continue to monitor work plans weekly to determine if staffing levels need to be adjusted.

The remaining staff members are responsible for essential library operations. The two full-time staff, CEO/Chief Librarian and Deputy Librarian, oversee and maintain library operations. The Tech Tutor works 20 hours per week, offering online tech help to municipal staff, small businesses, and residents. The final part-time staff person (22.5 hours per week) is responsible for online communication including the library's social media sites, website, newsletter, and helps with collection maintenance. All remaining

staff members continue to be responsible for their regular duties included in their job descriptions, with the exception of any in-person service.

Following is a list of library service highlights from March 14-April14, 2020.

Service	Usage/Statistics	Notes
Overdrive/Libby-eBooks/Audiobooks	1,695 downloads	1,328 (2019) 1,366 (Feb-Mar 2020) monitoring usage-purchasing new material to decrease hold lists
Kanopy - streaming video service	293 plays	new service
Wi-Fi connections	Almonte = 394 Pakenham = 87	looking to boost WIFI to garden in Almonte
Website visits	Unique site visitors per day = 1064 Page visits = 2716	
Social media engagement	MMPL Facebook : Post Reach: 5188 up 48% over last month this is how many users have seen MMPL Facebook posts	Post Engagement (most important) : 4306 up 314% over last month! this is total of all engagements on MMPL posts - via reactions, comments, shares and clicks
Newsletter subscribers	We have 236 newsletter subscribers.	Our average open rate is 63%

Library service offered throughout closure:

- Online patron registration
- Tech Tutoring (online) - promoting service to residents (library Facebook/website/newsletter), small businesses (Tiffany's newsletter), municipal staff.
- Online programs- Zoom Babytime, Online Book Club, Online Cookbook Club, Game night
- Online readers advisory- helping people find books to read

- Online reference –help find online quality information
- Book/material ordering –fall/winter order due
- Collection development- evaluating collections to see if we need new material (i.e-diabetes information out of date?)
- Cataloguing material
- Database maintenance- fix mistakes/migration issues
- Creating new literacy kits- READy to go backpacks
- Preparing for new shelving
- Print service for students (online courses)
- Maintaining free libraries -books/DVDs library outside branches

New services –when possible

- Curbside pick-up or delivery service –plan and procedures, including safety measures, to be submitted to the municipality for approval on April 16, 2020
- Seed Library (pick-up)- same as above
- Online summer kids programming -if approved for 100% Canada Summer Jobs wage subsidy
- Partial reopening – when restrictions lifted

FINANCIAL IMPLICATIONS

While being closed, the Library will lose approximately \$1,500 per month in self-generated revenue (fines, photocopying, room bookings, and donations). In terms of expenses, the declared leaves and lay-offs issued on April 3 will reduce the library's salaries budget by approximately \$15,000 per month. These changes will result in a \$13,500 per month reduction in the Library's operating costs.

If we receive the 100% wage subsidy for summer students, our salary budget would be reduced by an additional \$10,000.

Respectfully submitted,

Christine Row

CEO/Chief Librarian

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2020
TO: Council
FROM: Fire Chief, Chad Brown
SUBJECT: Open Air Burn Bylaw Update

RECOMMENDATION:

That Council pass a by-law to amend changes to the Offences and Penalties section in Bylaw 17-35 (Open Air Burning).

BACKGROUND:

Municipal council enacted Bylaw 17-35 on April 4, 2017. This Bylaw limits enforcement options and cost recovery measures for the Mississippi Mills Fire Department (MMFD).

DISCUSSION:

There have been several burning complaints received by MMFD since the Municipal and Provincial burn bans came into effect on April 2, 2020. Enforcement options, including the use of Provincial Offences, poses additional challenges due to the COVID-19 Pandemic. Amendments to the Bylaw will create new enforcement options for MMFD.

OPTIONS:

The MMFD is seeking an update to the Offences and Penalties section of Bylaw 17-35 so that enforcement options can be conducted by staff. Enforcement options will ensure that costs associated to open air burning response are borne by those who burn illegally.

MMFD continues to adapt to changes caused by the Pandemic. Emergency response to preventable fires places our responders and the public to unnecessary risk. Enforcement of the Bylaw will support the fire department in risk reduction and serves as an additional measure to protect property. Our responders need to be available in the long-term as the effects of the pandemic are expected to last into the summer.

MMFD recommends the following updates to Bylaw 17-35

Offences and Penalties

42. Every person who contravenes any of the provisions of this Bylaw is guilty of an offence and is liable to a penalty as specified in this Bylaw.

43. The Fire Chief, or designate, shall administer all Offences and Penalties noted in this Bylaw. The Fire Chief may impose such penalties to owners for any contraventions of this Bylaw.
44. All persons setting an open air fire shall be responsible for any injury or damage to persons or property resulting from the said fire.
45. All persons who set an open air fire in contravention of this Bylaw shall be responsible for all costs incurred by the fire department, if the fire department is called to investigate or extinguish the said fire. Such costs shall be calculated in accordance with the current fee structure established by the Ministry of Transportation Ontario (MTO).
 - a) Per vehicle for a two hour minimum – based on current MTO rates
 - b) Per vehicle per hour thereafter – based on current MTO rates
 - c) Cost recovery – All other actual costs to the fire department
46. Every person who sets a fire in contravention of this Bylaw or who fails to extinguish a fire once ordered to do so by the fire department shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
47. Any person who sets an open air fire without first obtaining necessary permit or without the necessary fire department notification shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
48. Any person who falsifies information regarding a permit application or obstructs the fire department when investigating shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
49. Any campground in contravention of this Bylaw or requires the fire department to extinguish a fire that was set under this Bylaw shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
50. Any person who disposes ashes from a wood burning appliance and causes a grass or brush fire in contravention of this Bylaw and shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
51. Times shall be calculated from the receipt of the alarm through to the time the responding personnel and apparatus are operational ready. There shall be a minimum of two (2) hours per incident when the fire department is notified.
52. Any costs chargeable to any person pursuant to this section shall be invoiced to the owner and paid to the Municipality within thirty (30) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes and added by the Treasurer of the Municipality to the Collector's Roll and collected in the same manner as municipal taxes.

FINANCIAL IMPLICATIONS:

The proposed Bylaw amendment will permit cost recovery for the Fire Department. Property owners that are burning in contravention of the Bylaw may be subject to enforcement and cost recovery. These measures ensure that those who require fire department response when open air burning will be responsible for the costs related to their preventable fire.

SUMMARY:


Council adopt the proposed amendments to Bylaw 17-35.

Respectfully submitted by,

Reviewed by:



Chad Brown
Fire Chief



Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2020
TO: Committee of the Whole
FROM: Cory Smith
SUBJECT: Award of Contract – Mill Workers Stairs- Tender # 20-08

RECOMMENDATION:

THAT Council award contract for the Tender No. 20-08, Mill Workers Stairs project be awarded to Premium Construction in the amount of \$127,700.00 (HST not included).

BACKGROUND:

The Mississippi Mills Riverwalk is a pathway of constructed bridge sections and hard surfaced pathways the follows the Mississippi River through our downtown core. A working group has been planning an extension of the Riverwalk. Part of these works include the recreation of a historical set of stairs known as the Mill Workers Stairs. The stairs will allow the Riverwalk to connect Coleman Island to the Ottawa Valley Rail Trail.

It should be noted that part of the Stairs would be on lands owned by Mississippi River Power Corporation, and Lanark County. Both parties support this project and we are working with them to put a Memorandum of Understanding (MOU) in place for the Mill Workers Stairs. The MOU's would also incorporate long term access for the Riverwalk trail. A private property owner also owns a small bridge that provides access to the area of the stairs. The owner also supports this project and staff are working with the owner to put a legal agreement in place for long term access.

A design was completed for the Stairs and the works for the Stairs have been tendered. As part of the tender the Contractor is also responsible for obtaining separate access agreements with Lanark County, MRPC and the private land owner and a requirement for the contractor to provide the Municipality with letters signed off by Lanark County, MRPC and the private land owner that they are satisfied with the restoration of their lands after completion of construction. With this requirement being part of the contract this allows the Municipality leverage to ensure the contractor leave the works in a clean tidy manner to the satisfaction of the Municipality and all other land owners.

DISCUSSION:

The contract for the Mill Workers Stairs project was released for public tender (Tender No. 20-08) February 24, 2020 and subsequently closed on March 12, 2020. The advertisements were posted in the Canadian/Gazette and on the Municipal Website. A total of 4 tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price (Taxes Not Included)
D.W. Building Restoration Services Inc.	\$137,424.73
TLC Exteriors	\$157,208.00
Premium Construction	\$127,700.00
M. Sullivan and Son Limited	\$251,157.00

The tender submissions were reviewed by HP Engineering. A detailed review for accuracy and completeness of the low bid was completed by HP Engineering. HP Engineering also checked references for Premium Construction and reviewed their sub-contractors qualifications. Based on HP Engineering's review and recommendations staff is presently recommending that Premium Construction be awarded the contract.

FINANCIAL IMPLICATIONS:

The prices for tendered services are within the budget reserved for this item under Recreation and Culture Capital Budget (Current Allocation - \$150,000.00, with \$122,500.00 coming from fundraising). The current budget break-out for this project remains as follows:

ACTIVITY	Amount (Works are HST Exempt)
Premium Construction	\$127,700.00
Construction Contingency and Inspection Works	\$22,300.00
Total	\$150,000.00
Available Budget	\$150,000.00

Please note that it is recommended that we do not declare any surplus funds until the project has sufficiently advanced to substantial completion.

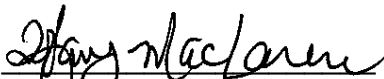
SUMMARY:

After reviewing the tender submissions, it is recommended that the contract be awarded to Premium Construction. Should additional time be required, staff can request Premium Construction provide a written extension of the term of the tender submission.

Respectfully submitted,




Cory Smith,
Public Works Technologist



Tiffany MacLaren,
Community Economic & Cultural Coordinator

Reviewed by,



Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2020
TO: Council
FROM: David Armstrong, C.R.S.
A/Director of Roads & Public Works
SUBJECT: Insurance Payout for Damaged Dump/Plow Truck

RECOMMENDATIONS:

THAT Council direct staff to pursue Option 1 regarding the insurance claim for Truck #23 in the Roads & Public Works department fleet.

BACKGROUND:

The Roads & Public Works department currently maintains 9 dump/plow trucks primarily to carry out winter maintenance activities throughout the Municipality. Truck #23 is a 2010 International Tandem Dump/Plow Truck with 152,317 km's and 6,136 hours on the engine. It suffered near-disastrous damage when it slid off the road performing winter maintenance activities on Friday February 14th, 2020. As a result of this, our insurance provider Avia has deemed the truck unfit for the road in its current state.

Truck #31 is a 1995 International Tandem Dump/Plow Truck with 375,000 km's and 15,000 hours on the engine.

DISCUSSION:

The proposed payout from Avia is \$276,772.43, less our \$10,000.00 deductible, which equates to an actual payout of \$266,772.43. With the current climate of the North American economy, the US dollar has elevated substantially over the last couple of months leading up to the COVID-19 outbreak. Similarly, commercial truck manufacturers are overwhelmed with orders, dating some new builds that were ordered earlier in 2020 having the delivery date postponed until 2022.

OPTIONS:

OPTION 1 (RECOMMENDED)

Take the payout from Avia, keep the damaged truck and release a Tender for new running gear to be purchased and installed, as well as release a Tender for a new truck chassis, plow equipment and upfit. With this option we can release a Tender for a new truck chassis, plow equipment and upfit, while keeping a serviceable truck in the fleet. The final payout from Avia will be \$276,772.43, less \$10,000 (deductible), which equals \$266,772.43. This amount is less than the cost to purchase a new truck. It will cost \$28,079.00 to purchase the damaged truck from our insurance provider.

In order to effect the necessary repairs to our existing truck, we would need to strip the damaged dump box and plow gear, replace the front and rear suspension, straighten the truck frame, complete a wheel alignment, have the frame re-certified, sandblast and paint the frame, and complete cab and wheel repairs.

Alongside that we would release a Tender for new running gear to be purchased and installed, as well as have a dump body installed - similar to Tender No.20-04 that was approved by Council on April 7, 2020 for the Fire Truck conversion.

The dump body will be utilized from Truck #31. This box was replaced in 2010 and is in exceptional condition. Truck #31 is a 1995 International with 375,000 km's and 15,000 hours on the engine. The engine should last the estimated year or two while the replacement truck is built but is showing signs of needing a full engine rebuild. Keeping this box will save us approximately \$42,801.10 as outlined in Tender No. 20-02 which had us procure a new box. Truck #31 should be slated for replacement in 2022.

We have received quotes for the following work:

• Strip damaged dump box and plow gear	\$2,500
• Replace front and rear suspension	\$7,000
• Straighten truck frame	\$5,000
• Complete wheel alignment	\$500
• Re-certify the frame	\$695
• Sandblast, paint; cab and wheel repairs	\$10,000
• Tender – purchase and install new running gear	\$88,931
• Purchase damaged truck chassis	<u>\$28,079</u>
TOTAL:	\$142,705

Completing these works would replace Truck #31 and extend the useful life of Truck #23 for approximately half of the price of procuring a new truck. This truck meets all current emission criteria, and our Mechanic estimates the useful life once back on the road to be approximately 12-15 years.

OPTION 2

Take the payout from Avia and release a Tender for a new truck chassis, plow equipment and upfit. The final payout from Avia will be \$276,772.43, less \$10,000 (deductible), which equals \$266,772.43. This amount is less than the cost to purchase a new truck.

FINANCIAL IMPLICATIONS:

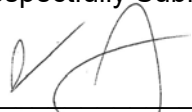
OPTION 1		
Strip damaged dump box and plow gear	\$2,500	BREAKDOWN
Replace front and rear suspension	\$7,000	
Straighten truck frame	\$5,000	
Complete wheel alignment	\$500	
Re-certify the frame	\$695	Insurance payout \$266,772.43
Sandblast, paint; cab and wheel repairs	\$10,000	Truck #23 cost \$142,705
Tender – purchase and install new running gear	\$88,931	leaves \$124,067.43
Purchase damaged truck chassis	\$28,079	New Truck Cost \$300,000
TOTAL COST TO RESTORE #23	\$142,705	ESTIMATED SHORTFALL TO PROCURE 2 TRUCKS
ESTIMATED COST TO TENDER TRUCK #31	\$300,000.00	
TOTAL COST FOR TRUCKS #23 AND #31	\$442,705	
		\$175,932.57

OPTION 2		
AMOUNT TO TENDER NEW TRUCK FOR #23	\$266,772.43	ESTIMATED SHORTFALL TO PROCURE 2 TRUCKS
ESTIMATED COST TO TENDER TRUCK #31	\$300,000	
TOTAL COST FOR TRUCKS #23 AND #31	\$566,772.43	\$333,227.57

SUMMARY:

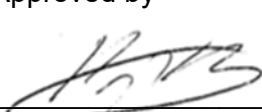
At this time staff is recommending that we pursue Option 1. There is a greater financial return with this Option as it extends the useful life of our current assets and substantially lessens our contribution to necessary future Capital purchases.

Respectfully Submitted



 David Armstrong, C.R.S.
 A/Director of Public Works

Approved by



 Ken Kelly
 CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2020
TO: Council
FROM: David Armstrong, C.R.S, A/Director of Roads and Public Works
SUBJECT: **Amendments to Table 6 of the Mississippi Mills Traffic and Safety Review – Technical Memorandum**

RECOMMENDATIONS:

THAT Council receive the proposed amendments for consideration to implement at the Ottawa Street intersection of Menzie Street and Paterson Street, as well as the intersection of Ottawa Street and Martin Street as prepared by the A/Director of Roads & Public Works, dated April 21, 2020;

AND THAT Council direct staff to ensure there are four (4) signs indicating “Crossing Ahead” and four (4) signs indicating “School Crossing” at appropriate locations at this intersection;

AND THAT Council direct staff to procure and install the signage that is currently not in place.

BACKGROUND:

By resolution of Council, staff posted signage indicating that Paterson Street between Ottawa Street and Robert Hill Street is deemed a Community Safety Zone. Following that, by resolution of Council, the municipality hired crossing guards for the Ottawa Street intersection of Paterson Street and Menzie Street.

At the April 7th, 2020, Council meeting, by resolution of Council, staff were requested to engage with Councilors to discuss suggested amendments to Table 6 of the Technical Memorandum contained within the Mississippi Mills Traffic and Safety Review as prepared by Parsons Corporation.

DISCUSSION:

After reviewing the Memorandum and discussing with Council, the following amendments are proposed:

- Install signage to make traffic aware that there are school crossings and crossing guards present at the Ottawa Street intersection of Paterson Street and Menzie Street
- Re-paint the traffic arrows at the intersection of Martin Street and Ottawa Street
- Re-paint the traffic arrows at the Ottawa Street intersection of Paterson Street and Menzie Street
- Ensure the lane extension markings are adequate for the lanes that are present at the Ottawa Street intersection of Paterson Street and Menzie Street prior to having them re-painted

FINANCIAL IMPLICATIONS:

Signage for the school crossing areas as described above will cost approximately \$150/location for supply and installation.


Line painting for these areas are already accounted for in the 2020 Roads & Public Works Transportation Services operating budget.

SUMMARY:

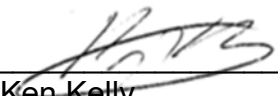
Staff has prepared this report in response to Council Resolution No. 110-20 with direct consultation with Council.

Respectfully submitted,

Reviewed by,



David Armstrong, C.R.S.
A/Director of Roads and Public Works








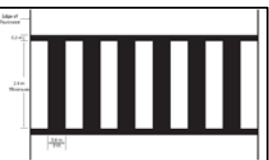
Ken Kelly
CAO



**SCHOOL
CROSSING**

**CROSSING
AHEAD**

Table 6 Summary of Recommended Mitigation Measures

Mitigation Option	Summary of Benefits/Disbenefits	Potential Location(s)	Cost Estimate
<p>Intersection Monitoring</p>	<p>The Municipality should monitor intersections upon implementation of any mitigation measures to evaluate their efficacy and adjust if necessary.</p>	<p>Industrial/Ottawa Paterson/Ottawa Martin/Ottawa</p>	<p>N/A</p>
<p>Remove School Crossing Sign</p> 	<p>The 'School Crossing' sign (Wc-2A) facing northbound traffic on Paterson Street at Ottawa Street must be accompanied by school crossing guards, which was not justified based on a literature review of current practices in Ontario municipalities.</p> <p>A school crossing guard summary has been provided among mitigation measures for future consideration.</p>	<p>Paterson/Ottawa</p>	<p>N/A</p>
<p>Signal Timing Adjustments</p> 	<p>Increase the Flashing Don't Walk signal timing duration to accommodate 1m/s pedestrian crossing speed.</p> <p>Investigate other options to leverage signal timings to improve pedestrian safety, which have been noted in Future Considerations.</p>	<p>Industrial/Ottawa Martin/Ottawa</p>	<p>N/A</p>
<p>Adjust/Add Street Name Signs</p> 	<p>Consideration should be given to improving the location and size of the street name signs as the existing signs are very difficult to see. Drivers unfamiliar with the area may concentrate more on confirming the street name than watching for vulnerable users.</p> <p>Industrial/Ottawa is the largest study area intersection and has only one street name sign. A second should be considered on the SW corner.</p>	<p>Industrial/Ottawa Paterson/Ottawa Martin/Ottawa</p>	<p><\$150 per sign</p>
<p>Pavement Markings</p> 	<p>A review of pavement markings was completed and found minor gaps in the study area to be addressed to improve traffic safety.</p> <p>At Martin/Ottawa, the eastbound through-right turn lane should be marked with a symbol similar to the westbound approach for symmetry and consistency.</p> <p>The Paterson/Ottawa westbound right-turn lane was still gored, with right-turn symbols painted otop when the lane is open. The Municipality confirmed the gored area would not be reinstated and will eventually fade over time.</p>	<p>Martin/Ottawa</p>	<p>\$250 per symbol</p>
<p>Lane Line Extensions</p>  <p>Source: MUTCD Section 3B.08</p>	<p>Lane Line Extensions are used in highway design or reduced visibility conditions to provide control or to guide vehicles through an intersection. In this context, they may help left-turning vehicles turn into the proper lane, and not turn into on-coming traffic lanes.</p> <p>Pavement markings extended into or continued through an intersection shall be the same color and at least the same width as the line markings they extend. To the extent possible, they should be designed in a manner that minimizes potential confusion for drivers in adjacent or opposing lanes.</p>	<p>Industrial/Ottawa: EB left-turn Optional - SB left-turn</p>	<p><\$250 per intersection</p>
<p>Ladder Crosswalks</p> 	<p>The application of ladder crosswalks should be considered at locations with high pedestrian traffic or locations with noted pedestrian safety concerns.</p> <p>Ladder crosswalks provide enhanced visibility of the crosswalk and thereby increases drivers' awareness of potential conflict. The use of ladder crosswalks was considered optional at Industrial/Ottawa due to the low pedestrian volumes.</p>	<p>Martin/Ottawa Optional - Industrial/Ottawa</p>	<p>\$1,000 - \$2,000 per intersection</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2020
TO: Council
FROM: Abby Armstrong, BA (Env.)
Environmental Compliance Coordinator
SUBJECT: **Recycle Collection & Processing Contract**

RECOMMENDATIONS:

THAT Council enter into a contract with Emterra Environmental Ltd. for recycle collection and processing services effective June 1, 2020 through to December 31, 2022 with the option of three (3) one (1) year extensions;

AND THAT Council direct staff to pursue one of the Options outlined in the Environmental Compliance Coordinator's report;

AND THAT Council direct staff to offset additional costs from revenue if available, or reserves if required, of the waste management budget;

AND THAT Council direct staff to transition out of the Provincial Blue Box program to align with the Recycle Collection & Processing Contract.

BACKGROUND:

The present recycle collection and processing contract expires on May 31, 2020. The contract allows for three (3) one (1) year extensions subject to agreement by both sides, however the present contractor, Green For Life Ltd., indicated that they would not continue with the current contract without higher fees and additional processing fees.

The Municipality is part of a Municipal Waste Group (MWG) wherein municipalities within Lanark County collaborate on various waste management partnerships in order to ensure cost savings and efficiencies in waste management programs.

In partnership with some members of the MWG, the Town of Carleton Place and the Township of Montague, a request for proposal was developed as the municipalities require similar services. Proposals were received up until 11:00 a.m. on Friday, February 21st, 2020 for the provision of Recycle Collection and Processing Services. The tender was structured such that each municipality enters into its own separate contract to ensure that each municipality's unique requirements are met and allows each party to accept the most favourable submission.

DISCUSSION:

A total of six (6) recycling contractors obtained the bid documents with three (3) recycling contractors submitting a bid. The bid process allowed for the bidders to provide a variety of options that included our present single stream collection, dual stream collection, and an alternative. In conjunction with what the Province has requested of municipalities, staff outlined in the RFP a 2 ½-year term, with the ability to extend the new contract for three (3) further 1-year terms subject to the agreement of both parties.

Staff reviewed the proposal submissions with the lowest bid received from Emterra Environmental and Topps Environmental Services (TES) as their subcontractor to provide the collection services. Emterra Environmental's submission included weekly single stream collection/processing, weekly dual stream collection/processing, and an alternative of alternating weeks of dual stream collection/processing.

Emterra Environmental has been in the industry since 1976, with operations in British Columbia, Saskatchewan, Manitoba, Ontario, and the State of Michigan. Recently Emterra Environmental acquired the Beauman recycle processing and marketing facility in Renfrew, Ontario having completely refurbished the building and updated all equipment.

The routes and timing would remain the same in the Municipality for all of their options, with the exception of Emterra Environmental's alternative of alternating weeks dual stream collection/processing, one week would be container and the other week would be fibre collection; similar to Drummond North Emsley, Perth, and Smiths Falls that currently have this type of collection in their respective municipalities.

There are also provisions within the new contract that would allow the Municipality and the contractor to enter into negotiations should the Municipality wish to pursue a pilot project such as polystyrene collection, the option for front end bin collection and depot collection, or for discussion on how the Municipality is charged for fuel (i.e.: monthly, annually), if at all.

SINGLE STREAM COLLECTION/PROCESSING - WEEKLY

The Municipality's present collection is single stream where all recyclable material is put in one container, collected on a weekly basis, and is sorted at a Materials Recovery Facility (MRF). The following are the pros and cons of this type of collection/processing:

PROS	CONS
<ul style="list-style-type: none">- Easier for residents to administer- Increases diversion rates- Increases recycling rates- Collection is more efficient – contractor accepts most items- Decreases garbage collection costs – typically less to dispose of,	<ul style="list-style-type: none">- Complicated for MRFs to manage- Contaminated material- Lower quality of recycled materials due to mixed material- Difficult to recycle all items- Risk of possible equipment failure with mixed material

residual from recycle collection is disposed of by the MRF	
------------------------------------------------------------	--

DUAL STREAM COLLECTION/PROCESSING - WEEKLY

Dual stream collection/processing is when recyclable material is separated and sorted into two (2) streams; containers and fibres; and two (2) bins. The following are the pros and cons of this type of collection/processing:

PROS	CONS
<ul style="list-style-type: none"> - Easier for MRFs to manage/market - Cleaner marketing product - Lower contaminated material - Lower residual - MWG members program 	<ul style="list-style-type: none"> - Roll out of program will take a few months - Complicated for residents to sort - Residents will be left with their recycling if it is improperly sorted - Residents must store two (2) bins - Collection may take longer with multiple bins of dual stream materials

DUAL STREAM COLLECTION/PROCESSING – ALTERNATING WEEKS

Dual stream collection/processing is when recyclable material is separated and sorted into two (2) streams; containers and fibres; and two (2) bins. The following are the pros and cons of this type of collection/processing:

PROS	CONS
<ul style="list-style-type: none"> - Easier for MRFs to manage/market - Cleaner marketing product - Lower contaminated material - Lower residual - MWG members program 	<ul style="list-style-type: none"> - Roll out of program will take a few months - Complicated for residents to sort - Residents will be left with their recycling if it is improperly sorted - Residents must store two (2) bins - Residents must remember to alternate bins on alternate weeks

Emterra has allowed for a twelve (12) week transition working with the Municipality should the Municipality choose to move toward weekly dual stream collection/processing or dual stream collection/processing on alternating weeks. This transition includes promotion and education material, as well as drivers assisting and providing feedback to residents and municipal staff.

FINANCIAL IMPLICATIONS

The following bids were submitted and are ranked from lowest price to highest price for the first year of service for single stream, dual stream, and alternatives provided by the bidders; note that fuel surcharges are variable and based on fuel market prices, as well as for discussion on how the Municipality is charged (i.e. monthly, annually), if at all.:

CONTRACTOR	SINGLE – WEEKLY	DUAL – WEEKLY	DUAL – ALTERNATE WEEKS	FULL AWARD – MWG GROUP – SCHEDULE CHANGE	FULL AWARD – GARBAGE & RECYCLE COLLECTION	FUEL
Emterra Environmental Ltd.	\$668,650.08	\$1,250,719.68	\$624,130.08	N/A	N/A	\$17,954.50
Green For Life Ltd.	\$728,648.64	N/A	N/A	N/A	N/A	N/A
Waste Management Ltd.	\$1,824,175.92	\$1,903,282.08	N/A	\$910,674.24	\$686,421.12	\$19,479.73

Note: HST is in addition to the above prices

During budget deliberations Roads & Public Works staff were apprehensive regarding the potential cost increase and under budgeted at \$508,000.00. The Municipality will be over budget as outlined in the Options below, however these costs could be offset by revenues in the waste management budget at the end of 2020 if available, or reserves if required.

OPTION 1

Continue with status quo of single stream collection/processing with the low bid Emterra Environmental proposal, providing the Municipality with weekly single stream collection/processing for a total first year cost of \$668,650.08 for a 2 ½-year term with the option of three (3) one (1) year terms. The 2020 budget would be over budget by ~\$95,000.00. This Option has no transition other than a new general contractor and MRF. Promotion and education costs would continue on par due to no requirement to alternate the present program.

OPTION 2

Move forward with the low bid Emterra Environmental proposal, providing the Municipality with weekly dual stream collection/processing for a total first year cost of \$1,250,719.68 for a 2 ½-year term with the option of three (3) one (1) year terms. The 2020 budget would be over budget by ~\$435,000.00. The contractor will purchase, store, and deliver new yellow bins to introduce dual stream at their own cost. Should the Municipality not extend their contract beyond the initial end date of December 31, 2022, the Municipality will pay a pro-rated amount of 50% of the cost of these bins back to the contractor; this cost would be ~\$20,000.00. If the Municipality extends the maximum allowable length of the RFP (three (3) one (1) year extensions) the contractor bears full cost of the yellow bins. At this time, it would not be recommended to extend the contract for the whole term as the total cost of the yellow boxes is ~\$40,000.00 (no HST) and if available to opt out of the recycling program through previously announced provincial programs between 2023 and 2025, the savings would substantially outweigh the cost of bins. This Option has a transition as outlined in the report.

OPTION 3

Move forward with the low bid Emterra Environmental proposal, providing the Municipality with alternating weeks dual stream collection/processing for a total first year cost of \$624,130.08 for a 2 ½-year term with the option of three (3) one (1) year terms. The 2020 budget would be over budget by ~\$70,000.00. The contractor will purchase, store, and deliver new yellow bins to introduce dual stream at their own cost. Should the Municipality not extend their contract beyond the initial end date of December 31, 2022, the Municipality will pay a pro-rated amount of 50% of the cost of these bins back to the contractor; this cost would be ~\$20,000.00. If the Municipality extends the maximum allowable length of the RFP (three (3) one (1) year extensions) the contractor bears full cost of the yellow bins. At this time, it would not be recommended to extend the contract for the whole term as the total cost of the yellow boxes is ~\$40,000.00 (no HST) and if available to opt out of the recycling program through previously announced provincial programs between 2023 and 2025, the savings would substantially outweigh the cost of bins. This Option has a transition as outlined in the report.

OPTION 4

Re-tender for recycling collection and processing services. This is not recommended as the current recycling contract is ending on May 31, 2020. The Municipality would also be proposing solo due to the other members of the MWG moving forward with a bidder from this RFP process. Completing another RFP would create a rushed transition and could end up excessively higher than current bids.

OPTION 5

Status Quo, do not move forward with Emterra Environmental and stay with the current contract. This is not recommended as the current contractor indicated that they would not continue with the current contract without higher fees and additional processing fees.

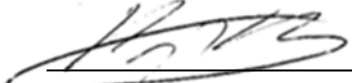
SUMMARY

The Municipality’s recycle collection contract expires May 31, 2020. In collaboration with neighbouring municipalities, the Municipality developed a Request for Proposal for contractors to bid on both single stream collection, dual stream collection, and an alternate proposal. Emterra Environmental was the lowest bidder at \$668,650.08 for weekly single stream collection, \$1,250,719.68 for weekly dual stream collection, and \$624,130.08 for alternate weeks dual stream collection. Should Council choose OPTION 1 to continue with single stream collection there is no change to the present recycle collection program, should Council choose OPTION 2 or OPTION 3 to transition to dual stream collection, the transition process would take approximately twelve (12) weeks starting June 1, 2020.

Respectfully submitted,

Approved by,


Abby Armstrong, BA (Env.)
Environmental Compliance Coordinator


Ken Kelly, CA
Chief Administrative Officer

Info List 01-20 Item #3

Resolution No. 021-20

THAT Council receive the information from AMO regarding the transition of the Municipality's Blue Box program to full producer responsibility;

AND THAT Council direct staff to further investigate the appropriate timing to transition the blue box program in Mississippi Mills to full producer responsibility.

CARRIED

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: April 21, 2020

TO: Council

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: INTERIM REPORT #2 ON FINANCIAL IMPLICATIONS OF COVID 19

RECOMMENDATION:

THAT Council accept the Treasurer's interim report on the financial implications of Covid 19 dated April 21, 2020 as information.

BACKGROUND:

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

On March 17, 2020 Premier Doug Ford declared a state of Emergency in the Province of Ontario due to Covid 19 which would have resulted in the closure of the Daycare, recreation facilities and the libraries had the Municipality not already done so. At the time of writing this report, the Province has extended the closures for a further 28 days to May 12, 2020 however, further extensions may occur. The end date of the emergency closures remains undetermined.

The purpose of this report is to provide some additional information to Council on any financial implications for the Municipality resulting from Covid 19 related closures and is supplemental to the report provided on April 7, 2020.

DISCUSSION:

Revenues vs. Cash Flows:

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

Daycare, Recreation, Almonte Old Town Hall, Library:

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

Daycare:

Refer to Table 1 for an analysis of the finances of the Daycare from January 1, 2020 to April 14, 2020 with comparative information for the same period in 2019. Note that the Daycare is in a deficit position to April 14th. The totals include salaries for the pay period ending Friday, April 3, 2020. Effective Monday, April 6, 2020 all Daycare employees, with the exception of the Daycare Manager, have been placed on temporary leave to mitigate the financial implications of the emergency closure. The Daycare is fortunate to have reserves but the intent of the reserves is to be used for Capital projects not operational needs.

Recreation:

Refer to Table 2 for the financial analysis of the Recreation and Curling Departments from January 1, 2020 to April 14, 2020 with comparative information for the same period in 2019. The combined deficit for Recreation and Curling to April 14th is \$3,863.

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

Almonte Old Town Hall Auditorium

Staff are still working at the Almonte Old Town Hall and the tenants are still occupying the space even though the facility is closed to the public. The auditorium is closed for public use as well. The total revenue for the Almonte Old Town Hall from January 1, 2020 to April 14, 2020 is \$14,449 and was \$14,754 in 2019. Loss information provided in the previous report for the facility was estimated based on trend data however as of April 14, 2020 revenues are consistent with 2019 for the same time period.

Library:

Refer to Table 3 for the financial analysis of the Library from January 1, 2020 to April 14, 2020 with comparative information for the same period in 2019. The deficit for the library to April 14th is \$16,730. It is not unusual for the library to have a deficit at this time of year as they are waiting on household grants to come from the Province.

With the closure, some Staff are unable to continue to work therefore effective, April 6, 2020 all but 4 Library employees have been placed on temporary leave. Monthly salary and benefit costs are approximately \$38,000.

Building Department:

Refer to Table 4 for the financial analysis of the Building Department from January 1, 2020 to April 14, 2020 with comparative information for the same period in 2019. The Department is operating with a surplus of \$11,360 to April 14th. Revenues and therefore the cash flows for the Building Department, may only be delayed if builders are able to move ahead with planned projects once the pandemic is over or may be eliminated entirely if they are not.

It is too soon to determine the financial implications to the Department as it is not yet peak building season. The Staff of the Building Department are still working and are appropriately billing and collecting on permits being issued although new Emergency Orders imposed since the previous financial report places restrictions on the residential construction industry. The Building Department's reserve balance at Dec 31/19 is \$646,564.71.

Water and Sewer

Refer to Table 4 for the financial analysis of the Water and Sewer Department from January 1, 2020 to April 14, 2020 with comparative information for the same period in 2019. Water and Sewer continues to be billed appropriately and has no financial impacts at this time. Council has agreed to defer the next water billing due date from 30 days to 45 days. There is the possibility that users will be unable to pay future water bills on time which will have impacts on the Municipality's cash flows.

Taxation and other sources of Revenue:

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

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

The Municipality has also billed 40% of the County and School Boards taxes of approximately \$4.8 million on the 2020 interim tax bill. The Province has confirmed in

writing that the school board taxation remittances will be deferred by 90 days so the June 30th payment will not be due until September 30th and the payment due on September 30th will now be due on December 30th. This will free up cash for the municipality following the final tax billing as we will have additional time to pay the school boards, or if the Municipality chooses to alter final tax billing due dates, it will provide more financial flexibility to do so.

Grants:

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

Other Considerations:

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

FINANCIAL IMPACT:

Tables 1 to 4 provide financial impacts for the Daycare, Recreation Department, Library, Building Department and Water and Sewer. **Table 5** provides monthly cash flow information for the Municipality as a whole.

At the time of writing this report, the Municipality has cash in the bank of \$7.75 million as the \$1.8 million remittance due on April 15th to County as indicated in the previous report has now been paid. Investments total \$8.02 million. Combined the total of cash and investments is \$15.77 million.

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

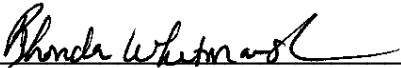
- Obtaining long term financing in advance for the water reservoir rather than waiting until it is completed which is historically the practice as:
 - It would provide the cash upfront to complete the work rather than using up cash on hand
 - The financing is already approved in the 2020 budget
 - Development charges have already been collected for this work
 - It is expected that interest rates will be more favourable than they may be once the project is completed.
- Use the \$1 million in interim borrowing available through RBC. Again, it is expected that interest rates will be favourable if this route is taken. Interim borrowing would be repaid once taxes are collected.

- Arrange for an increase in interim borrowing over \$1 million. It is expected that banks would provide this given the current economic situation.
- As mentioned, use the 90 day deferral of the School Board payments as additional cash until final tax bills are issued and collected should there be any delays.
- Investigate all opportunities for Federal, Provincial and County funding resulting from the emergency situation
- Consider further declared emergency leaves for those employees where there is a demonstrated shortage of work
- Consider delaying some capital projects although this decision has been somewhat made by the Province as new emergency orders indicate that only critical infrastructure can proceed at this time.

SUMMARY

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

Respectfully submitted,


Rhonda Whitmarsh, Treasurer

Reviewed by,

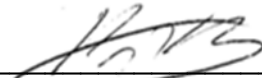

Ken Kelly, CAO

Table 1					
Daycare Revenues and Expenditures January 1, 2020 To April 14, 2020					
with comparisons with the same period in 2019					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
DAYCARE					
REVENUE					
Fees & Service Charges	\$2,514,081.00	\$553,697.00	\$1,960,384.00	77.98%	553,264.00
Municipal Grant	\$29,921.00	\$7,480.00	\$22,441.00	75.00%	3,397.00
TOTAL REVENUE	\$2,544,002.00	\$561,177.00	\$1,982,825.00	77.94%	556,661.00
EXPENDITURES					
Salaries & Benefits	2,273,907.00	529,755.00	\$1,744,152.00	76.70%	444,898.00
Supplies	172,750.00	28,207.00	\$144,543.00	83.67%	24,873.00
Service/Rent	97,345.00	23,753.00	\$73,592.00	75.60%	30,524.00
Total Daycare Expenses	2,544,002.00	581,715.00	1,962,287.00	77.13%	500,295.00
Net Daycare Fund	0.00	(20,538.00)	20,538.00	0.00%	56,366.00
Reserves:					
Balance at Dec 31/19		674,957.61			
2020 budget amounts		(203,686.00)			
Remaining balance		471,271.61	Reserves available for use if required		
Other Financial Information					
Proportion of Revenues in 2020 budget					
Full Fee Revenue	69%				
County Grants	24%				
Municipal Contribution	2%				
Reserves and Development Charges	4%				
Other revenue	1%				
	100%				
Proportion of Costs in 2020 budget					
Salaries and Benefits	89% *Average monthly salary and benefit costs are \$154,000				
Travel and Training	.5%				
Food and Programming	7%				
General Operating	1%				
Maintenance and Repairs	1%				
Utilities	1%				
Insurance	.5%				
Capital	1%				
	100%				
*14 Full time, 10 supply/Part time, 1 cleaner					

Table 2					
Recreation and Curling Revenues and Expenditures January 1, 2020 To April 14, 2020					
with comparisons with the same period in 2019					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$300.00	\$0.00	\$300.00	100.00%	\$0.00
Municipal Grants	1,309,995.00	327,499.00	\$982,496.00	75.00%	287,352.00
Fees & Service Charges	512,321.00	159,104.00	\$353,217.00	68.94%	174,250.00
Total Revenue	1,822,616.00	486,603.00	1,336,013.00	73.30%	461,602.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	188,098.00	52,421.00	\$135,677.00	72.13%	43,590.00
Other Payroll Expenses-F/T	211,272.00	58,227.00	\$153,045.00	72.44%	54,337.00
Other Payroll Expenses-P/T	24,900.00	4,380.00	\$20,520.00	82.41%	4,233.00
Total Expense	424,270.00	115,028.00	309,242.00	72.89%	102,160.00
GENERAL EXPENSES					
General Rec. Expenses	400,616.00	65,438.00	\$335,178.00	83.67%	30,859.00
Total General Expenses	400,616.00	65,438.00	335,178.00	83.67%	30,859.00
Almonte Arena Expenses	279,596.00	82,224.00	\$197,372.00	70.59%	77,925.00
SCC Arena Expenses	216,946.00	60,951.00	\$155,995.00	71.90%	68,369.00
Sports Fields & Parks	199,852.00	8,939.00	\$190,913.00	95.53%	5,870.00
Vehicles & Equipment	26,750.00	562.00	\$26,188.00	97.90%	2,113.00
Programs	24,025.00	586.00	\$23,439.00	97.56%	1,503.00
Events	59,100.00	1,598.00	\$57,502.00	97.30%	2,591.00
Other Recreation	172,609.00	145,743.00	\$26,866.00	15.56%	128,078.00
Total Expense	978,878.00	300,603.00	678,275.00	69.29%	286,449.00
Total Recreation Expense	1,803,764.00	481,069.00	1,322,695.00	73.33%	419,468.00
Net Recreation Fund	18,852.00	5,534.00	13,318.00	0.00%	42,134.00
=====					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
CURLING FUND					
REVENUE					
Beverage Sales	\$37,000.00	\$24,093.00	\$12,907.00	34.88%	\$27,890.00
Food Sales	0.00	0.00	\$0.00	0.00%	0.00
Curling Lounge Rental	2,500.00	0.00	\$2,500.00	100.00%	119.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	0.00
Curling Surface Bar Proceeds	0.00	0.00	\$0.00	0.00%	0.00
Curling Ice Rental-Curling Club	33,544.00	16,997.00	\$16,547.00	49.33%	16,127.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	73,544.00	41,090.00	32,454.00	44.13%	44,136.00
EXPENDITURES					
Insurance	6,346.00	5,764.00	\$582.00	9.17%	6,044.00
Utilities	36,300.00	14,568.00	\$21,732.00	59.87%	15,979.00
Misc. Expense	100.00	0.00	\$100.00	100.00%	116.00
Ice Rental Lounge Maint.	14,000.00	9,923.00	\$4,077.00	29.12%	6,995.00
Ice Rental Locker Maint.	2,200.00	2,751.00	(\$551.00)	(25.05%)	2,444.00
Ice Rental Surface Maint.	3,800.00	295.00	\$3,505.00	92.24%	0.00
Equipment Maintenance- Ice Plant	4,500.00	451.00	\$4,049.00	89.98%	75.00
Equipment Maintenance-Ice Scraper	0.00	0.00	\$0.00	#DIV/0!	0.00
Curling Bar	25,150.00	16,735.00	\$8,415.00	33.46%	17,320.00
Total Expense	92,396.00	50,487.00	41,909.00	45.36%	48,973.00
Net Curling Fund	(18,852.00)	(9,397.00)	(9,455.00)	50.15%	(4,837.00)
=====					
There are no recreation reserves for operations					
User fees represent 27% of the Recreation budget with the balance coming from the Municipality					

Table 3

**Library Revenues and Expenditures January 1, 2020 To April 14, 2020
with comparisons with the same period in 2019**

	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
REVENUE					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Provincial Gov't Grants	31,848.00	1,051.00	\$30,797.00	96.70%	1,670.00
Municipal Grants	669,244.00	158,461.00	\$510,783.00	76.32%	149,256.00
Fees & Service Charges	18,150.00	5,228.00	\$12,922.00	71.20%	5,433.00
Total Revenue	719,242.00	164,740.00	554,502.00	77.10%	156,359.00
EXPENDITURES					
Salaries & Benefits-Almonte	433,543.00	109,273.00	\$324,270.00	74.80%	94,426.00
Salaries & Benefits-Pakenham	69,522.00	19,088.00	\$50,434.00	72.54%	25,141.00
Administration-Almonte	27,960.00	7,234.00	\$20,726.00	74.13%	9,723.00
Administration-Pakenham	13,400.00	6,526.00	\$6,874.00	51.30%	3,772.00
Materials & Supplies-Almonte	48,150.00	8,078.00	\$40,072.00	83.22%	12,484.00
Materials & Supplies-Pakenham	19,633.00	5,910.00	\$13,723.00	69.90%	6,486.00
Building Operations-Almonte	22,300.00	5,175.00	\$17,125.00	76.79%	4,805.00
Building Operations-Pakenham	24,760.00	5,869.00	\$18,891.00	76.30%	4,296.00
Other Expenditures	59,974.00	14,317.00	\$45,657.00	76.13%	0.00
Total Library Expenses	719,242.00	181,470.00	537,772.00	74.77%	161,133.00
Net Library Fund	0.00	(16,730.00)	16,730.00	0.00%	(4,774.00)
	=====	=====	=====	=====	=====

Table 4
**Building Department Revenues and Expenditures January 1, 2020 To April 14, 2020
with comparisons with the same period in 2019**

	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
BUILDING DEPARTMENT					
Building Dept. Revenues	469,900.00	118,036.00	\$351,864.00	74.88%	164,500.00
Building Dept. Expenses	469,900.00	106,676.00	\$363,224.00	77.30%	106,325.00
Net Building Dept.	0.00	11,360.00	(11,360.00)	0.00%	58,175.00

**Water and Sewer Revenues and Expenditures January 1, 2020 To April 14, 2020
with comparisons with the same period in 2019**

	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
WATER & SEWER					
Water & Sewer Revenues	3,757,388.00	591,702.00	\$3,165,686.00	84.25%	543,406.00
Water & Sewer Expenses	3,757,388.00	497,941.00	\$3,259,447.00	86.75%	463,401.00
Net Water & Sewer	0.00	93,761.00	(93,761.00)	0.00%	80,005.00

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-035

BEING a by-law to amend By-law 17-35 to regulate the setting and maintaining of Open Air Burning for the Corporation of the Municipality of Mississippi Mills.

WHEREAS Section 2.4.4.4. (1)(a) of the Fire Code, Ontario Regulation 213/07, prohibits Open Air Burning unless approved;

AND WHEREAS Section 128 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are, or could become or cause, a public nuisance;

AND WHEREAS Section 425(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, permits Council to pass by-laws providing that any person who contravenes any by-law of the Municipality is guilty of an offence;

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

1. **THAT** the Offences and Penalties section (42-45) of By-law 17-35 are replaced with the following:

Offences and Penalties

42. Every person who contravenes any of the provisions of this Bylaw is guilty of an offence and is liable to a penalty as specified in this Bylaw.
43. The Fire Chief, or designate, shall administer all Offences and Penalties noted in this Bylaw. The Fire Chief may impose such penalties to owners for any contraventions of this Bylaw.
44. All persons setting an open air fire shall be responsible for any injury or damage to persons or property resulting from the said fire.
45. All persons who set an open air fire in contravention of this Bylaw shall be responsible for all costs incurred by the fire department, if the fire department is called to investigate or extinguish the said fire. Such costs shall be calculated in accordance with the current fee structure established by the Ministry of Transportation Ontario (MTO).
 - a) Per vehicle for a two hour minimum – based on current MTO rates
 - b) Per vehicle per hour thereafter – based on current MTO rates
 - c) Cost recovery – All other actual costs to the fire department

46. Every person who sets a fire in contravention of this Bylaw or who fails to extinguish a fire once ordered to do so by the fire department shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
47. Any person who sets an open air fire without first obtaining necessary permit or without the necessary fire department notification shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
48. Any person who falsifies information regarding a permit application or obstructs the fire department when investigating shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
49. Any campground in contravention of this Bylaw or requires the fire department to extinguish a fire that was set under this Bylaw shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
50. Any person who disposes ashes from a wood burning appliance and causes a grass or brush fire is in contravention of this Bylaw and shall be liable for a fine of \$300.00, and, if the services of the fire department are necessary, charges as set out in Section 45 shall also be payable.
51. Times shall be calculated from the receipt of the alarm through to the time the responding personnel and apparatus are operational ready. There shall be a minimum of two (2) hours per incident when the fire department is notified.
52. Any costs chargeable to any person pursuant to this section shall be invoiced to the owner and paid to the Municipality within thirty (30) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes and added by the Treasurer of the Municipality to the Collector's Roll and collected in the same manner as municipal taxes.

2. **THAT** this by-law shall take effect on the day of its passing.

BY-LAW READ, passed, signed and sealed in open Council this 21st day of April, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-036

BEING a by-law for the purpose of accepting strips of land deeded to the Municipality for the purpose of development control into the municipal highway system.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

AND WHEREAS the lands described herein have been conveyed to the Corporation of the Municipality of Mississippi Mills for the purpose of development control;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to assume these lands into the Municipality's road system;

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

1. **THAT** the 0.3 m reserve described as Part 2 on Reference Plan 27R-11430, Almonte Ward, Municipality of Mississippi Mills is hereby accepted for public purposes and dedicated as part of the municipal right-of-way.
2. **THAT** this by-law comes into force and effect upon the day of its passing.

BY-LAW READ, passed, signed and sealed in open Council this 21st day of April, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk