



## The Corporation of the Municipality of Mississippi Mills

### Council Meeting #28-17

#### MINUTES

A special meeting of Council was held on Tuesday, November 28, 2017 at 8:00 a.m. in the Council Chambers.

#### **A. CALL TO ORDER**

Mayor McLaughlin called the meeting to order at 8:00 a.m.

#### **B. ATTENDANCE**

##### **PRESENT:**

Mayor Shaun McLaughlin  
Councillor Duncan Abbott  
Councillor Denzil Ferguson  
Councillor Alex Gillis  
Councillor John Edwards (arrived at 8:44 a.m.)  
Councillor Christa Lowry  
Councillor Jill McCubbin  
Councillor Amanda Pulker-Mok  
Councillor Jane Torrance  
Councillor Paul Watters  
Councillor Val Wilkinson

##### **ABSENT:**

Diane Smithson, CAO  
Rhonda Whitmarsh, Treasurer

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#### **C. APPROVAL OF AGENDA**

##### **Resolution No. 627-17**

**Moved by Councillor Watters**

**Seconded by Councillor Lowry**

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

**CARRIED**

#### **D. DISCLOSURE OF PECUNIARY INTEREST**

Councillor McCubbin declared a pecuniary interest with respect to the discussions on the Library Budget as she is an employee of the Mississippi Mills Public Library Board.

#### **E. DELEGATION, DEPUTATION, AND PRESENTATIONS**

Draft Budget 2018 – Department Heads/Managers presented information with respect to their departmental operating and capital requirements.

- Rhonda Whitmarsh, Treasurer
- Pascal Meunier, Fire Chief
- Guy Bourgon, Director of Roads and Public Works
- Karen Kane, Director of Daycare

Councillor McCubbin left the room; she did not participate in the following discussions.

- Pam Harris, Chief Librarian

Councillor McCubbin returned to the meeting.

Council recessed at 12:13 a.m. and resumed at 12:45 p.m.

- Dan Prest, Chief Building Official
- Planning Department
- Tiffany MacLaren, Community Economic Cultural Coordinator
- Calvin Murphy, Recreation Manager
- Rhonda Whitmarsh, Treasurer (Revenues, Council, Administration, Police and Protection) and Shawna Stone, Clerk

## **F. REPORTS**

### **Finance and Administration**

#### 1. 2018 Draft Budget

The Treasurer began the discussions on the 2018 Draft Budget reviewing and qualifying the information contained within the most recent budget package.

Summary of items arising from the discussions:

- Instead of completing a Fire Master Plan, an option presented by the Fire Chief as to increase the hours of the Administrative Assistant position so that work on the plan can be done internally
- Public Works staff will be presenting a report to Council in the New Year on a priority list of roads requiring work
- The Director of Roads and Public Works asked to:
  - consider social value in public works construction contracts
  - have a discussion with the Ministry of the Environment and Climate Change regarding the possibility of reducing the frequency of sampling required at the Municipality's three (3) landfill sites
  - develop an options report for leaf/yard and brush waste given the recent closure of the site operated by Al Potvin on Carss Street
  - develop a report on a green bin program
- A long-term plan for childcare needs to be developed
- The Facilities/Health and Safety Coordinator to complete a report of projects worked on this year

- The Librarian to determine if the integrated library server could be shared with Carleton Place's library server
- Staff to look into having the Downtown Almonte Heritage Conservation District added to the TODS signage on Highway 417
- The CAO to investigate the cost of upgrading all staff computers to Windows 10
- The CAO to determine the status of the front-ending agreement for Mill Run Park
- The Recreation Manager to determine how much the Lawn Bowling Club will be contributing to the sun shelters project for their facility
- A correction will be made to the Recreation Cost Sharing amount showing in the budget from 15% to 8%
- The Treasurer to review the revenue numbers for the user fees to ensure they are correct in the budget
- The Recreation Manager to review the trends with respect to number of hours of ice allocation

**Resolution No. 628-17****Moved by Councillor Torrance****Seconded by Councillor Abbott**

**THAT** Council allocate \$35,000 in the 2018 capital budget towards the completion of a splash pad in the Augusta Street Park.

**CARRIED****Resolution No. 629-17****Moved by Councillor Lowry****Seconded by Councillor Pulker-Mok**

**THAT** Council approve a permanent full-time Deputy Clerk / Communications Officer;

**AND THAT** the incumbent be hired for the position;

**AND THAT** the job description be forwarded to Burkhart Associates for evaluation and assignment of the pay scale.

**CARRIED****Resolution No. 630-17****Moved by Councillor Torrance****Seconded by Councillor Ferguson**

**THAT** Council approve a permanent part-time Administrative Assistant position for the Fire Department.

**CARRIED**

## 2. 2018 Draft Water and Sewer Budget

The Director of Roads and Public Works reviewed the draft 2018 draft Water and Sewer budget including assumptions made and overall rate increase consistent with the Water and Sewer Rate Study.

**Resolution No. 631-17**

**Moved by Councillor Gillis**

**Seconded by Councillor Wilkinson**

**THAT** Council approve changing the water and sewer billing cycles from every four months to every two months commencing in 2018 for the entire water and sewer serviced area.

**CARRIED**

## 3. Parked Items

Council held discussions on matters that had been parked throughout the day for further discussion.

**Resolution No. 632-17**

**Moved by Councillor Torrance**

**Seconded by Councillor Lowry**

**THAT** Council allocate a budget of \$25,000 for the Fire Master Plan to increase the hours of the Administrative Assistant up to 37.5 hours per week in 2018 and/or to provide any supplementary consulting assistance required to assist with the completion of the plan.

**CARRIED**

**Resolution No. 633-17**

**Moved by Councillor Gillis**

**Seconded by Councillor Abbott**

**THAT** Council authorize increasing the Roads Department micro-surfacing budget by \$10,000 to replace the funds previously removed from the 2018 budget.

**CARRIED**

**Resolution No. 634-17**

**Moved by Councillor Gillis**

**Seconded by Councillor Edwards**

**THAT** Council allocate a budget of \$3,000 for use by the Agricultural Subcommittee in 2018.

**CARRIED**

**Resolution No. 635-17**

**Moved by Councillor Edwards**

**Seconded by Councillor Gillis**

**THAT** Council authorize increasing the Roads Department sidewalk budget by \$10,000 to replace the funds previously removed from the 2018 budget.

**REFERRED – DIRECTOR OF ROADS AND PUBLIC WORKS**

Action: Director to work with the Treasurer to determine if extra funding is required and if so, to allocate it in the budget.

**Resolution No. 636-17**

**Moved by Councillor Watters**

**Seconded by Councillor Abbott**

**THAT** Council authorize removing \$15,000 from the Recreation Department capital budget for benches, shelters and bike racks.

**DEFEATED**

**Resolution No. 637-17**

**Moved by Councillor Gillis**

**Seconded by Councillor Ferguson**

**THAT** Council allocate a budget of \$7,500 for benches, shelters and bike racks in the 2018 Recreation Department capital budget.

**CARRIED**

**Resolution No. 638-17**

**Moved by Councillor Ferguson**

**Seconded by Councillor Abbott**

**THAT** Council authorize a budget of \$3,500 for shelters for the Almonte Lawn Bowling Club with the amount to be taken from reserves;

**AND THAT** this amount be matched by the Almonte Lawn Bowling Club.

**CARRIED**

**Resolution No. 639-17**

**Moved by Councillor Edwards**

**Seconded by Councillor Ferguson**

**THAT** Council agree to move consideration of the refurbishment of the basketball court in Gemmill Park to the 2019 budget.

**CARRIED**

**Resolution No. 640-17**

**Moved by Councillor Gillis**

**Seconded by Councillor Abbott**

**THAT** Council approve matching funding for the Riverwalk project in the amount of \$20,000 in 2018.

**CARRIED**

**Resolution No. 641-17****Moved by Councillor Edwards****Seconded by Councillor Watters****THAT** Council authorize a budget of \$10,000 in the 2018 budget for the MM2020 high speed fibre project.**CARRIED****G. CONFIRMATORY BY-LAW**

By-law 17-106

**Resolution No. 642-17****Moved by Councillor Lowry****Seconded by Councillor Abbott****THAT** By-law 17-106, 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 28<sup>th</sup> day of November, 2017, be read, passed, signed and sealed in Open Council this 28<sup>th</sup> day of November, 2017.**CARRIED****H. ADJOURNMENT****Resolution No. 643-17****Moved by Councillor Lowry****Seconded by Councillor Ferguson****THAT** the meeting be adjourned at 5:22 p.m.**CARRIED**

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Shaun McLaughlin  
MAYOR

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Diane Smithson  
CAO/DEPUTY CLERK