



Municipality of Mississippi Mills

SPECIAL COUNCIL AGENDA

Thursday, July 23, 2020

2:30 p.m.

E-participation

[Streamed on YouTube](#)

A. CALL TO ORDER (2:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION (None)

C. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

D. APPROVAL OF AGENDA

E. REPORTS

Finance and Administration

1. Funding of Planning Consulting Services

Pages 3 - 5

Recommendation:

That Council direct staff to engage a firm by standing offer to provide planning advisory services as needed;

And that the expenditures be funded from 2020 salary and benefit savings for the Planning department;

That Council direct staff to engage a firm by standing offer to complete a comprehensive report to be submitted to the County of Lanark for Official Plan Amendment 22 to an upset limit of \$_____;

And that this expenditure be funded from any remaining 2020 salary and benefit savings for the Planning department, by reallocating 2020 budgeted capital expenditures for the Planning department and from reserves, if required.

Roads and Public Works

2. Funding of Sidewalk Installation Clayton

Pages 6 - 8

Recommendation:

That Council authorize the use \$13,125.00 plus non-refundable HST from Sidewalk reserves to install fifty (50) meters of sidewalk in the Village of Clayton as part of the planned road work to be completed by the County of Lanark in 2020.

F. CONFIRMATORY BY-LAW – 20-055

G. ADJOURNMENT

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: July 23, 2020
TO: Council
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Funding of Planning Consulting Services

RECOMMENDATION:

THAT Council direct staff to engage a firm by standing offer to provide planning advisory services as needed;

AND THAT the expenditures be funded from 2020 salary and benefit savings for the Planning department;

THAT Council direct staff to engage a firm by standing offer to complete a comprehensive report to be submitted to the County of Lanark for Official Plan Amendment 22 to an upset limit of \$_____;

AND THAT this expenditure be funded from any remaining 2020 salary and benefit savings for the Planning department, by reallocating 2020 budgeted capital expenditures for the Planning department and from reserves, if required.

BACKGROUND:

The Director of Planning has tendered her resignation with a final day of work being Friday July 24, 2020.

In 2017, a Standing Offer for professional consulting services was issued and on March 17, 2017 Council authorized the Mayor and Clerk to enter into standing offer agreements with four firms - J.L. Richards & Associates Ltd., Jp2g Consultants Inc., and Parsons Inc., and with HP Engineering Inc. (structural engineering only).

Three of the firms on the standing offer have planning resources included within the list of services that they have been qualified to provide (JLR, Jp2g and Parsons). The three firms have been contacted to provide additional information on current availability of resources and a proposal to conduct the Official Plan Amendment 22 project as presented to Council June 26, 2020 as part of the Strategic Planning Process and special meeting.

This standing offer agreement to procure resources is a competitive process and expires on December 31, 2020.

DISCUSSION:

There are two distinct needs that have been identified for which a call up against the standing offer would secure resources to assist:

1. Planning advisory services on a day to day basis, and
2. A consultant team to complete the Official Plan Amendment 22 to expand the settlement boundary.

Procuring an outside planning consultant has been a method that the Municipality has used in the past in order to provide continuity in planning services while additional resources are evaluated. JLR, Jp2g and Parsons were asked to provide detailed information on resources for a one day a week assignment until the end of December 2020. There will be approximately \$48,000 in salary that is saved because the position is vacant which could allow a minimum of 2 days a week of service on average from the 21 week period.

The Strategic Planning process identified the project to complete a comprehensive report to expand the settlement boundary of Almonte and submit this to the County of Lanark for consideration as a high priority.

This is a complex project that will involve analysis of several components, public consultation and engagement with the County. It is also a project that can be readily outsourced.

The three firms have been contacted to provide a proposal to conduct the Official Plan Amendment project as presented to Council June 26, 2020 as part of the Strategic Planning Process and special meeting.

FINANCIAL IMPLICATIONS:

Council direct staff to engage professional consulting resources from the standing offer agreement for day to day activities and to fund this from the salary cost savings.

If Council chooses to proceed with outsourcing the Official Plan Amendment project there are two options to fund this project:

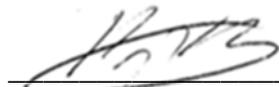
Option 1 – to use the funding for two Planning Department capital projects namely 1) Land Evaluation Area Review (LEAR) Study \$60,000 and 2) the Reserve Street Parking Plan \$35,000 to fund the costs of developing

Option 2 –to include in the budget for 2021 and seek pre-budget approval to spend these funds against the 2021 tax levy.

SUMMARY:

The resignation of the Director of Planning means the planning services will be operating with reduced resources. To maintain the level of service consultants can be used on a short-term basis to increase the resources available to conduct the day to day work. This work can be funded by reallocating the existing salary budget. The Official Plan Amendment to expand the settlement boundary can be outsourced to consultants and funded with a reallocation of capital for planning projects and from reserves.

Respectfully submitted by,



Ken T. Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: July 23, 2020
TO: Council
FROM: David Armstrong, A/Director of Roads & Public Works
SUBJECT: Funding of Sidewalk Installation Clayton

RECOMMENDATION:

THAT Council authorize the use of \$13,125.00 plus non-refundable HST from reserves to install fifty (50) meters of sidewalk in the Village of Clayton as part of the planned road work to be completed by the County of Lanark in 2020.

BACKGROUND:

The Roads & Public Works department aims to repair, replace or improve our sidewalk inventory on an annual basis based on costs, level of deficiency, monitoring results, and several other factors. This stretch of sidewalk that spans between St. George's Anglican Church to Linn Bower Lane along Tatlock Road in Clayton is utilized frequently by many residents.

DISCUSSION:

Lanark County is undertaking some road improvements along Tatlock Road (County Road 9) and offered to oversee the sidewalk improvements in this area while completing the other works. While Roads & Public Works did not budget in 2020 for this sidewalk improvement, it has been requested by Mississippi Mills' residents for a number of years. The project will extend the existing sidewalk beyond both entrances to the Anglican Church, providing safe and active access to pedestrians.

OPTIONS:

- Option 1. Approve the authorization of the funding mentioned above to extend the sidewalk in Clayton on Tatlock Road (County Road 9) approximately 50 meters.
- Option 2. Do not approve the authorization and reschedule the works for another year.

FINANCIAL IMPLICATIONS:

This specific cost was not accounted for in the 2020 Budget. Roads & Public Works carries approximately \$125,000 annually for sidewalk repairs, replacements and improvements, however most of these monies have been accounted for with other necessary projects.

We can utilize the \$13,125 plus non-refundable HST from reserves for this project, taking advantage of the roadwork already occurring alongside a favorable cost from the contractor on site for Lanark County.

SUMMARY:

Staff has prepared this report with direct consultation with residents of Mississippi Mills, as well as our Treasurer, CAO, Public Works Technologist and the Director of Public Works for Lanark County.

Respectfully submitted by,



David Armstrong, CRS
A/Director of Roads & Public Works

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:

1. Clayton Sidewalk Extension Map

Clayton Sidewalk Extension



7/21/2020, 4:37:21 PM

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|-----------------|-----------|----------------|
| Boundary Layer | Roads | Parcel Fabric |
| Hamlet Boundary | County | Parks |
| | Municipal | COMMUNITY PARK |

1:4,514

