



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, January 16, 2018

6:00 p.m.

Council Chambers, Municipal Office

PLEASE REMEMBER TO SET YOUR CELL PHONE TO SILENT AND THAT NO RECORDING DEVICES ARE PERMITTED.

A. CALL TO ORDER (5:15 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Stop Up and Close Portion of Municipal Road Allowance (PINs 05088-0149 and 05088-0148) - proposed or pending acquisition or disposition of land for municipal purposes (*Municipal Act s. 239 2(c)*)
2. Update on Sale of Business Park Land Part Lot 15 Conc 10 - proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*)
3. Interim/Acting CAO - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

G. APPROVAL OF MINUTES

Council Minutes dated December 19, 2017

Pages 7-16

H. PUBLIC MEETINGS

[None]

I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

[None]

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- CAO Report – January 2018 Pages17-18
- Resignation of Chief Administrative Officer, Diane Smithson Page 19

Recommendation:

That Council accept the resignation of the CAO, Diane Smithson, with regret.

Minutes

Motion to receive:

- Gemmill Park – November 14, 2017 Pages 20-26
- Beautification – November 16, 2017 Pages 27-31

(J.2) REPORTS**Planning and Development-**

- a. Zoning By-law Amendment – Orchard View, 219 Paterson Street** Pages 32-45

Recommendation:

That Council approve the Zoning By-law Amendment to change the zoning of the property described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2 from Community Facility Exception 3 (I-3) to Community Facility Exception X (I-X) to permit multiple semi-detached and townhouse dwellings to be used as retirement bungalow units.

Public Works

- b. Pre-Budgetary Approval – Panmure Road** Pages 46-47

Recommendation:

That Council pre-commit \$43,500 from the 2019 budget for the repayment of resurfacing works to be completed by the City of Ottawa in 2018/2019 along Panmure Road;

And that Council authorize the Director of Roads and Public Works to enter into an agreement with the City of Ottawa for the completion of the resurfacing works on Panmure Road by the City of Ottawa in 2018/2019 with repayment by the Municipality of Mississippi Mills in 2019.

c. Sale of Surplus Tank

Pages 48-49

Recommendation:

That Council approve the sale of the surplus tank from the former Fire Department Vehicle to the Township of Beckwith for the amount of \$4,000 plus HST in an as-is condition.

d. Comments to the County on the Ottawa Valley Recreation Trail Management Plan

Pages 50-53

Recommendation:

That Council receive the Director of Roads and Public Works' report on the Comments to the County on the Ottawa Valley Rail Trail Management Plan dated January 16th, 2018, as information.

Finance and Administration**e. 2018 Municipal Grants**

Pages 54-58

Recommendation:

That Council approve the 2018 municipal grant allocations:

Applicant	Recommended Funding for 2018
North Lanark Agricultural Society	\$5,000
Neighbourhood Tomato Community Gardens	\$1,500
Mississippi Mills Bicycle Month	\$2,500
PorchFest de Mississippi Mills	\$1,000
Almonte in Concert	\$1,750
Mississippi Valley Field Naturalists	\$1,500
Folkus	\$750
Clayton Recreation Association	\$5,000
Almonte Celtfest Society	\$2,500
Naismith Basketball Association	\$3,300
North Lanark Highland Games	\$2,500
Union Hall Community Centre	\$1,700
Pakenham Civitan Club	\$1,500
TOTAL	\$30,500

f. Procurement By-law

Pages 59-125

Recommendation:

That Council approve the Procurement By-Law as presented.

g. Delegated Authority for Restricted Acts During Lame Duck Pages 126-128

Recommendation:

That Council delegate authority to the CAO when a lame duck Council is in effect, pursuant to section 275 of the Municipal Act, 2001, to address matters as follows:

- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- The hiring or dismissal of any employee of the municipality; and
- Making any expenditure or incurring any other liability which exceeds \$50,000

And that the CAO consult with the Municipal Solicitor and/or Treasurer, where appropriate, prior to exercising that delegated authority;

And that the CAO advise Council in writing prior to exercising that delegated authority;

And that the Delegation of Authority By-law be amended to include these provisions.

h. Award of Request for Proposal for Service Delivery Review of Recreation and Culture Department Pages 129-131

Recommendation:

That Council award the Request for Proposal for a Service Delivery Review of the Recreation and Culture Department to Blackline Consulting in the amount of \$52,055 plus HST.

i. Hiring a Chief Administration Officer Pages 132-133

Recommendation:

That Council authorize proceeding with Option 1 – retaining the services of a head hunting firm to assist with the hiring of a Chief Administrative Officer.

(J.3) INFORMATION ITEMS

- | | |
|---|---------------|
| • Mayor's Report | None |
| • County Councillors' Report | Page 134 |
| • Mississippi Valley Conservation Authority | None |
| • Information List (<i>Motion to receive</i>) | Pages 135-154 |
| • Meeting Calendar | Page 155 |

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of January 19, 2018 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 18-01 to 18-07 be taken as read, passed, signed and sealed in Open Council.

18-01	Temporary Borrowing	Pages 156-157
18-02	Interim Tax Levy	Page 158
18-03	Council Remuneration	Pages 159-160
18-04	Part Lot Control Blocks 25 to 42 Plan 27M-78 (Riverfront Estates Ph4)	Pages 161-163
18-05	Part Lot Control Lot 4 Block 14 Plan 27M-34 (Napier Lane)	Pages 164-165
18-06	Agreement for Ontario Municipal Commuter Cycling Program Funding	Page 166
18-07	Zoning Amendment Orchard View, 219 Paterson St.	Pages 167-168

M. OTHER/NEW BUSINESS

1. **Appointment to the Mississippi Valley Conservation Authority** Pages 169-171

Recommendation:

That Councillors Gillis and Abbott be appointed to the Mississippi Valley Conservation Authority for one year, ending November 30, 2018.

2. **Appointment to Lanark County Municipal Trails Corporation** Page 172

Recommendation:

That Councillor _____ be nominated to sit on the Lanark County Municipal Trails Corporation.

N. NOTICE OF MOTION

Councillor Lowry:

That Council reconsider Resolution No. 655-17, Zoning Amendment Application Z-04-17 (Martin) Concession 11, East ½ Part Lot 3, Plan 26R-2179, Part 1 Pakenham Ward.

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 18-08

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #32-17

MINUTES

A regular meeting of Council was held on Tuesday, December 19, 2017 at 4:30 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor McLaughlin called the meeting to order at 4:30 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 675-17

Moved by Councillor Ferguson

Seconded by Councillor Abbott

THAT Council enter into an in camera session at 4:31 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)) – HR Matter, Hire Director of Planning, and Update on CAO Performance Objectives 2017; proposed or pending acquisition or disposition of land by the municipality (*Municipal Act* s. 239 2(c)) – Update on Sale of Business Park Land Part Lots 15 Conc 10; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (*Municipal Act* s. 239 2(e)) – Update on Legal Matter.

CARRIED

Resolution No.676-17

Moved by Councillor Abbott

Seconded by Councillor Watters

THAT Council return to regular session at 5:49 p.m.

CARRIED

Council recessed at 5:49 p.m. and reconvened at 6:02 p.m.

Rise & Report

1. HR Matter

Resolution No. 677-17

Moved by Councillor Ferguson

Seconded by Councillor Wilkinson

THAT Council approve Option 1 for Employee No. 0676 per the CAO's Report dated December 19, 2017.

CARRIED

2. Update on Sale of Business Park Land Part Lot 15 Conc 10

Staff direction was provided in camera.

3. Hire Director of Planning

Resolution No. 678-17

Moved by Councillor Watters

Seconded by Councillor Torrance

THAT Council hire Nicole Dwyer for the Director of Planning position effective March 1, 2018 and subject to a one-year probationary period;

AND THAT the position commence at Step 2 of the respective pay scale and receive benefits in accordance with the CAO's report dated December 19, 2017.

CARRIED

4. Update on CAO Performance Objectives 2017

Direction was provided in camera.

5. Update on Legal Matter

Report for information.

C. O CANADA

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

D. ATTENDANCE

PRESENT:

Mayor Shaun McLaughlin
Councillor Duncan Abbott
Councillor John Edwards
Councillor Denzil Ferguson
Councillor Alex Gillis
Councillor Christa Lowry
Councillor Jill McCubbin
Councillor Amanda Pulker-Mok
Councillor Jane Torrance
Councillor Paul Watters
Councillor Val Wilkinson

ABSENT:

Diane Smithson, CAO
Shawna Stone, Clerk
Jeanne Harfield, Deputy Clerk
Jennifer Russell, Acting Deputy Clerk

Rhonda Whitmarsh, Treasurer (left at 7:48 pm)
Calvin Murphy, Recreation Coordinator (left at 8:24 pm)
Tiffany MacLaren, Community Cultural Economic Coordinator (left at 6:32 pm)
Andrew Scanlan Dickie, Junior Planner (left at 8:11 pm)

MAYOR'S ANNUAL ADDRESS

Mayor McLaughlin presented his annual address for the year 2017. A copy is attached to the minutes.

E. APPROVAL OF AGENDA

Resolution No. 679-17

Moved by Councillor Watters

Seconded by Councillor Lowry

THAT the agenda be approved as amended: deletion of Item J.2.f, consideration of the delegation prior to the public meeting, and consideration of M.4 prior to resolving into Committee of Whole.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST

Mayor McLaughlin and Councillor Edwards declared a pecuniary interest on Item B.5 due to personal involvement. They were not present during that portion of the in camera session.

G. APPROVAL OF MINUTES

Resolution No. 680-17

Moved by Councillor Torrance

Seconded by Councillor Pulker-Mok

THAT the Council Minutes dated November 28, December 5 and 12, 2017 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Kimberly O'Connell, Director of Communications and Stephanie Lee, President Naismith Basketball Association
Re: 3 on 3 Basketball Canada Quest Tournament

Kimberly O'Connell and Stephanie Lee provided a brief overview of the association. They presented details on the 3 on 3 Canada Quest tournament and requested support through grant and in-kind donations required to host the tournament in the spring of 2018.

Resolution No. 681-17**Moved by Councillor Gillis****Seconded by Councillor Ferguson**

THAT the delegation by Kimberly O'Connell and Stephanie Lee, Naismith Basketball Association, re: 3 on 3 Basketball Canada Quest Tournament be received.

CARRIED**I. PUBLIC MEETINGS****1. Zoning Amendment Aselford Development Corporation
36 Main Street East, Almonte Ward**

The Junior Planner provided overview of the proposed amendments. He advised that the following written comments were received:

- Tracy Julian - affordable housing
- John and Susan Muston – visitor parking, entrance locations, sight lines, Heritage Conservation District
- Ed Jenkins – higher density makes sense, appreciate effort retaining character and natural features, concern with proximity of driveway to his property
- Pam Coculuzzi –over crowded, close to rail line and Hydro Plant, traffic congestion

The Chair invited members of the public to comment. The following members of the public spoke:

- Mike O'Malley –form of development does not meet Heritage Conservation District guidelines, density, setbacks, removal of vegetation buffer, new private road, entrance and egress
- Bart Spafford – large parking lot, traffic, emergency vehicles, preservation of trees
- Steve Maynard – Community Official Plan policies, Heritage Conservation District guidelines, small scale development, character of neighbourhood, green space, vegetation
- Gloria Leonard –property value

Steve Pence, Novatech, representing the applicant, stated that the project is contextually sensitive; Heritage Conservation District given due consideration; landscape features and look of the buildings intended to respect the Community Official Plan and Heritage Conservation District; pillars to be retained and refurbished; retain lilacs across the front of the property; two street facing buildings; two-storey in keeping with the neighbourhood; rental units, variety of units; barrier free access; development provides open space; property maintenance included.

Mr. Pence addressed questions from Council.

The Chair invited members of the public to make additional comments/ask questions. The following members of the public spoke:

- David Frisch –barrier free units, traffic study results, rear yard setbacks
- Ed Jenkins – preserve existing trees as shown on plan
- Steve Maynard – traffic, parking, Heritage Conversation District
- Bart Spafford – preserve existing trees
- Rob Bird – entrance location, quality versus quantity
- John Warren – parking spaces
- Mike O'Malley – allowable density, permitted use of R2

CONSIDERATION OF ITEM M.4.

2018 Budget and 2018 Water and Sewer Budget

Resolution No. 682-17

Moved by Councillor Ferguson

Seconded by Councillor Lowry

THAT Council approve the 2018 Budget.

CARRIED

Resolution No. 683-17

Moved by Councillor Edwards

Seconded by Councillor Gillis

THAT Council approve the 2018 Water and Sewer Budget.

CARRIED

Council recessed at 7:48 p.m. and reconvened at 7:59 pm.

J. COMMITTEE OF THE WHOLE

Resolution No. 684-17

Moved by Councillor Ferguson

Seconded by Councillor Abbott

THAT Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.

CARRIED

J.1 CONSENT ITEMS

Drinking Water Quality Management Report – 3rd Quarter

Resolution No. 685-17

Moved by Councillor Gillis

Seconded by Councillor Ferguson

THAT the Drinking Water Quality Management Report – 3rd Quarter be received.

CARRIED

Advisory Committee Minutes

Resolution No. 686-17**Moved by Councillor McCubbin****Seconded by Councillor Pulker-Mok****THAT** the minutes of the following committees be received:

- Recreation Cost Sharing – October 3, 2017
- CEDC – November 7 and 21, 2017
- Heritage – November 22, 2017
- Pakenham Library – December 6, 2017
- Heritage Advisory Panel (By-law 16-62) – December 6, 2017
- Active Transportation – December 6, 2017

CARRIEDJ.2 **STAFF REPORTS****Public Works**

- a. Cavanagh Construction Contract Extension - Supply of Maintenance Gravel

Resolution No. 687-17**Moved by Councillor Wilkinson****Seconded by Councillor Edwards**

THAT Council extend the existing Cavanagh Construction contract for the provision of Maintenance Gravel from January 1, 2018 – December 31, 2018 with a CPI adjustment calculated no earlier than May 15th in accordance with the provisions of the existing contract executed on April 16, 2015, and a provincial aggregate fee increase currently proposed at \$0.071/tonne.

CARRIED**Planning and Development**

- b. Request for Refund of Planning Fees
Zoning Amendment Application Concession 11, East ½ Part Lot 3, Plan 26R-2179, Pakenham

Moved by Mayor McLaughlin**Seconded by Councillor Abbott**

THAT the request for a refund of planning fees related to Zoning By-law Amendment Application Z-04-17 be deferred.

WITHDRAWN**Resolution No. 688-17****Moved by Councillor Edwards****Seconded by Councillor Gillis**

THAT Council approve the request for a refund of planning fees related to Zoning By-law Amendment Application Z-04-17.

DEFERRED – JANUARY 30, 2018

Recreation and Culture

- c. Commemorative Bench, Bike and Tree Donation Policy

Resolution No. 689-17**Moved by Mayor McLaughlin****Seconded by Councillor Abbott**

THAT Council approve the Commemorative Park Bench, Bike and Tree Policy as presented.

**REFERRED - ACCESSIBILITY COMMITTEE AND
ACTIVE TRANSPORTATION COMMITTEE**

Resolution No. 690-17**Moved by Councillor Edwards****Seconded by Councillor Watters**

THAT the rules be suspended to extend the meeting until 9:30 p.m.

CARRIED

Finance and Administration

- d. Paving of Ottawa Valley Rail Trail (OVRT)

Resolution No. 691-17**Moved by Councillor Edwards****Seconded by Councillor Gillis**

THAT Council direct the CAO to resubmit the project list in the Grants Ontario System for the Ontario Municipal Commuter Cycling Program to determine if the Municipality is eligible for a reallocation of funding under the program.

CARRIED

- e. Comments to County on OVRT Management Plan

Resolution No. 692-17**Moved by Councillor Torrance****Seconded by Mayor McLaughlin**

THAT Council accept the CAO's report dated December 19, 2017 as a starting point for comments to the County of Lanark on the Ottawa Valley Recreation Trail Management Plan, along with any changes arising from Council discussions, be submitted in order to meet the deadline;

AND THAT any additional comments from the Director of Roads and Public Works be brought forward to the January 16, 2018 Council meeting for consideration.

CARRIED

f. 2018 Municipal Grants

Item to come forward to January 16, 2018 Council meeting.

g. Award of Standing Offer Services Mill Worker's Staircase Detailed Design

Resolution No. 693-17**Moved by Councillor Gillis****Seconded by Councillor Watters**

THAT Council authorize proceeding with a detailed design of the Mill Workers' Staircase with HP Engineering under the Standing Offer of Services RFP at a cost of \$7,740 plus HST;

AND THAT Council authorize the necessary geotechnical site investigations to take place at an additional cost of no more than \$5,000 to ensure the staircase detailed designs are sound;

AND THAT the cost of the above works be paid for by Riverwalk fundraising and matching Municipal funding.

CARRIEDJ. 3 **INFORMATION ITEMS**• **Mayor's Report**

[None]

• **County Councillors' Report**

Highlights: Economic Development Strategic Plan adopted in principle; support for two way radio exemption; 2018 budget approved.

• **Mississippi Valley Conservation Report**

Highlights: 2018 draft budget; National Disaster Mitigation Program funding; lower Mississippi River flood plain mapping; watershed conditions.

• **Information List 22-17****Resolution No. 694-17****Moved by Councillor Torrance****Seconded by Councillor Wilkinson**

THAT Information List 22-17 be received;

AND THAT Council support Item 2 - resolution re: extension of two way radio exemption.

CARRIED

- **Meeting Calendar**
December 2017

Community Official Plan Public Meeting scheduled for January 30, 2018 to be rescheduled. Public notice to be circulated.

K. RISE AND REPORT

Resolution No. 695-17

Moved by Mayor McLaughlin

Seconded by Councillor Pulker-Mok

THAT the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.

CARRIED

Resolution No. 696-17

Moved by Councillor Abbott

Seconded by Councillor Edwards

THAT the recommendations of the Committee of the Whole for the meeting of December 19, 2017 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 697-17

Moved by Councillor Torrance

Seconded by Councillor Lowry

THAT By-law 17-107, being a by-law to regulate Election Signs, be deferred to a future meeting of Council.

CARRIED

M. OTHER/NEW BUSINESS

1. Union Almonte and Ramsay Contagious Hospital

Resolution No. 698-17

Moved by Councillor Torrance

Seconded by Councillor Edwards

THAT Council approve that the Union Almonte and Ramsay Contagious Hospital be included on the heritage registry.

CARRIED

2. Town of Ingersoll Resolution Authority to Approve Landfill Projects
(from December 5, 2017 Info List)

No motion put forward.

3. Request from Mills Community Support Corporation
Proposed Senior's Active Living Centre (Country Street Centre)

Resolution No. 699-17

Moved by Councillor Torrance

Seconded by Councillor Lowry

THAT Council support the Mills Community Support grant application for a Senior's Active Living Centre and that the Mayor be authorized to sign a letter of support.

CARRIED

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW

By-law 17-116

Resolution No. 700-17

Moved by Councillor Abbott

Seconded by Councillor Lowry

THAT By-law 17-116, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 19th day of December, 2017, be read, passed, signed and sealed in Open Council this 19th day of December, 2017.

CARRIED

Q. ADJOURNMENT

Resolution No. 701-17

Moved by Councillor Gillis

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:21 p.m.

CARRIED

Shaun McLaughlin
MAYOR

Shawna Stone
CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Diane Smithson, Chief Administrative Officer
SUBJECT: CAO's Report

RECOMMENDATION:

THAT Committee of the Whole accept the CAO's report dated January 16, 2018 as information.

BACKGROUND:

In 2007, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person.

Since 2007, a number of amendments have been made to the delegated authority by-law. As new items are recommended for inclusion on the list, they are tracked and brought forward about once a year for consideration by Council.

When amendments to the Delegated Authority By-law were approved in December 2015, Council requested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders and requests for proposal approvals, and staff hiring.

DISCUSSION:

The following matters received approval under Delegated Approval since the last report:

STAFFING:

1. Michael Cooke was hired as a contract Building Inspector on a one-year contract to replace Dan Prest who was appointed as Chief Building Official last fall. Two applications were received in response to the advertisement. Staff is also proposing that the other candidate be offered hours to assist when staff is using vacation time to assist with workload. This will provide some experience to the other candidate who wishes to try to get into this field of work.

2. Andrew Scanlan-Dickie, Junior Planner has successfully passed his six (6) month probationary period and is now a permanent full-time employee of the Municipality. A performance review was conducted with Mr. Scanlan-Dickie.

PROCUREMENT:

1. The assignments for the design of Phases 1 and 2 of the Almonte Downtown Core Infrastructure Renewal Project (\$337,950.05 including HST – budget \$350,000) was awarded to Jp2g under Standing Offer. This assignment includes detailed design including preparation of tender documents.

OTHER ITEMS:

1. A one year extension agreement has been entered into with Larry Gaines, Architect for rental of office space at the Almonte Old Town Hall.
2. As the Mississippi Mills Chamber of Commerce is no longer in operation, the mississippimills.com domain has been transferred to the Municipality of Mississippi Mills to ensure its protection going forward. In addition it has been set up so that if someone inputs mississippimills.com instead of mississippimills.ca they will be directed to the Municipality's website.

FINANCIAL IMPACT:

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

SUMMARY

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

Respectfully submitted,

Diane Smithson,
Chief Administrative Officer

Diane Smithson
138 Duncan Drive
Almonte ON K0A 1A0

December 20, 2017

Mayor and Council
The Corporation of the Municipality of Mississippi Mills
3131 Old Perth Road,
Almonte ON K0A 1A0

Dear Mayor McLaughlin and Council:

It is with regret that I submit my resignation to you. My last day of work will be Friday, March 2, 2018. Thank you for your support and encouragement over this term of Council. I thoroughly enjoyed my time working for Mississippi Mills, the community I call home, for the past 20 years. It offered challenging, varied and rewarding work. I feel great things have been accomplished in my time in Mississippi Mills and for that I am proud.

I wish you every success as you move into your fourth and final year of this term. I hope you are able to complete all that you hoped to when you ran for office three years ago.

To the staff of Mississippi Mills, I want to recognize your dedication to this community and the people you serve so diligently. You make coming to work every day such a pleasure. I am proud to say I am part of your team. I will miss you all dearly.

I will now be able to support you from the sidelines and continue to be your biggest champion.

Best regards,


Diane Smithson



202 950 GLADSTONE AVENUE
OTTAWA, ON K1Y 3E6

T 613 233 8579
F 613 233 4051

W LashleyLA.com
E Mail@LashleyLA.com

MINUTES 014

MEETING:	Gemmill Park Construction Progress Meeting
PROJECT NAME:	Gemmill Park Design
PROJECT NO.	16611-2
LOCATION	Gemmill Park Project Site + 182 Bridge Street, Almonte, ON
DATE:	November 14 th , 2017
TIME	9:10 am - 9:50 am

	NAME	REP	EMAIL	PHONE
PRESENT	Jane Torrance, Councilor	MM	jtorrance@mississippimills.ca	
PRESENT	Amanda Pulker-Mok, Councilor	MM	apulker-mok@mississippimills.ca	
PRESENT; Chair	Paul Watters, Councillor	MM	pwatters@mississippimills.com	
PRESENT	Diane Smithson, CAO	MM	dsmithson@mississippimills.ca	
PRESENT	Calvin Murphy, Recreation Manager	MM	cmurphy@mississippimills.ca	613-256-1077 ext. 24
PRESENT	Guy Bourgon, Director of Public Works	MM	gbourgon@mississippimills.ca	
PRESENT	Ken Fisher, Recreation Department	MM	kfisher@mississippimills.ca	
PRESENT	Bill Fuller, Fuller Construction	FC	bfuller@fuller.ca	
PRESENT	Ric Carreon, Landscape Architect (Lashley + Associates)	L+A	rcarreon@lashleyla.com	613-233-8579



PRESENT	Amelia Kebbel, Landscape Architect (Lashley + Associates)	L+A	akebbel@lashleyla.com	613-233-8579
NOT PRESENT	Andy Naoum, Civil Engineer (Capital Engineering)	AN	cegl@rogers.com	
NOT PRESENT	Peter Mansfield, Architect (Peter Mansfield Architects)	PMA	pmansfield@bellnet.ca	
NOT PRESENT	Mechanical + Electrical Engineering (Quadrant Engineering)	QE		

The below is considered a complete and accurate account of the proceedings; please notify Amelia Kebbel (Lashley + Associates) within 48hrs of any errors or omissions. Distribution: Calvin Murphy, Diane Smithson. File# 16611-2.

ITEM	DESCRIPTION	ACTION BY	STATUS
1.0	Approval of Agenda		
	1.1	Moved by A. Pulker-Mok Seconded by J. Torrance That the agenda be accepted as circulated and read.	Carried
2.0	Approval of the Minutes from the Previous Meeting		
	2.1	Moved by J. Torrance Seconded by A. Pulker-Mok That the Meeting Minutes 013 held on November 6 th , 2017 be accepted as circulated and read.	Carried



3.0	Washroom Building, Door and Locks			
	3.1	The deadbolt locks have been installed on the washroom. FC has priced the deadbolts and switches in MQ #13R1 in the amount of \$1,937.75.	Info.	Closed
	3.2	Moved by J. Torrance Seconded by A. Pulker-Mok That the quotation in the amount of \$1,937.75 for the supply and installation of deadbolt locks and switches be approved.	MM / Info.	Carried
	3.3	FC made some adjustments to the washroom doors but due to the pressure caused by the automatic fan inside, they still do not close completely. L+A to engage PMA and QE for further assessment and a solution to ensure the doors close completely.	L+A / PMA / QE / FC	Open
4.0	Modification for Entrance Path Grading			
	4.1	AN has provided a sketch solution for regarding the pathway at the park entrance. The solution includes a small swale between the skate park berm and the roadway edge, and lowering the asphalt path to drain water across into the ravine. The low spot that is pooling water on the side of the road near the swing set also needs to be raised to drain across the road into the ravine as part of the work. FC to provide a quote as soon as possible. FC to complete deficiencies that includes filling ruts in the gravel road from equipment during construction, and patching up sod.	FC	Open
5.0	Sod			
	5.1	FC installed approximately 2,400 m ² of additional sod as reinstatement for trenching work done through the berm towards Bridge Street. FC proposed that 30% of the extra sod be paid for at the current unit rate for sod outlined in the contract (\$17.25/m ²), and 70% be paid at a 'seed' unit rate of \$7.00/m ² . This amounts to a total extra of \$24, 244.34 above the contract amount.		Open
	5.2	Moved by S. McLaughlin		Motion deferred until next



		Seconded by J. Edwards That the extra cost for sod in the amount of \$24, 244.34 be recommended to Council for approval.		meeting.
6.0	Rubber Tile Surfacing			
	6.1	The rubber tile surfacing is complete with the exception of the glued seams. The gluing will be completed in the spring of 2018 with no impact on the warranty. The playground can be used by the public in the meantime.	FC	Open
7.0	Splash Pad			
	7.1	The splash pad play features have been removed by MM, except for the Power Post. Quadrant Engineering to send a detail for a pressure-reducing valve to reduce the pressure supplied to the splash pad. FC to provide a quotation for the work. FC to return in spring to test the splash pad features if there is an issue.	FC / QE / L+A	Open
	7.2	KF noted an issue with the assembly of the bucket splash pad feature when disassembling the equipment for winter storage. KF to forward more information to L+A who will bring it forward to the splash pad suppliers.	MM / L+A	Open
	7.3	The splash pad catch basin cover was installed. The cover is too thin and needs to be more durable. FC to determine whether the steel grate can remain under the cover over winter, or to design a more durable cover.	FC	Open
8.0	Outstanding Washroom Building Items			
	8.1	The building exterior signs need to be installed.	FC	Open
9.0	Substantial Completion			
	9.1	FC has requested Substantial Completion on the park from L+A. L+A to issue Form 6 to FC as soon as possible.	L+A	Open



10.0	Hand Dryers			
	10.1	No hand dryers were specified for the washroom building. FC has provided a quotation in the amount of \$2,312.70 for the supply and installation of hand dryers, which includes a credit for the deletion of an additional specified mirror in the washroom (credit value of \$500.00). The hand dryers are already installed.	L+A / MM	Open
11.0	Ice and Water Shield			
	11.1	An ice and water shield was requested by PMA and has been installed between the plywood and metal roofing for leak protection. FC has provided a quotation in the amount of \$828.00 for the supply and installation of the ice and water shield.	L+A / MM	Open
12.0	Site Meeting			
	12.1	A follow-up meeting has not yet been scheduled. L+A to inform MM when all outstanding pricing has been obtained prior to setting a meeting date.	L+A	Open
13.0	Adjournment			
	13.1	Moved by J. Torrance Seconded by A. Pukler-Mok That the meeting be adjourned.		Carried

Contemplated Change Notices / MQ's to date:

CCN # / MQ#	ITEM	COST AMOUNT	STATUS
CCN 01 / MQ#15 R1	Catch Basin Cover for Splash Pad	- \$1,292.21	Open
MQ #1	Extended Hydro Service	- \$12,635.94	Closed
MQ #2	Valve Chamber / Manhole at Bridge Street	- \$5,205.71	Closed
MQ #3 R1	Vault + Valves for Splash Pad	Time & materials, -	Closed



		\$15,390.73	
MQ #4 RI	Tile Substitution - Credit	+ \$3,500	Closed
MQ #5	Copper Pipe Change	- \$5,784.85	Closed
MQ #7 RI	Hand Dryer and GFI (includes credit for 1 washroom mirror deletion)	- \$2,312.70	Open
CCN 02 / MQ #8	New Concrete Curb Between Rubber Tile and Asphalt Path	- \$13,164.51	Closed
MQ #9	Additional Sod	- \$24,244.34	Open
MQ #10 RI	Re-grading at Pathway Entrance, as per Civil instructions	- \$9,893.26	Open
MQ #11	Basketball Court Damage - Credit	+ \$2,900.00	Closed
MQ #12	Ice and Water Shield	- \$828.00	Open
MQ #13 RI	Hardware Option #3 (Washroom Deadbolts)	- \$1,247.75	Open
MQ #16	Water Hammer Arrestor	- \$2,234.55	Open

Change Orders to Date:

CO #	ITEM	COST AMOUNT	STATUS
CO-001	1) Trenching for the extended hydro line to the washroom building; 2) Installation of new manhole at Bridge Street.	- \$12,635.94 and - \$5,205.71	Closed
CO-002	1) Exchange of remainder of Type K copper pipe for soft coil copper pipe.	- \$5,784.85	Closed
CO-003	1) Installation of a manifold vault for the splash pad to drain pipes	- \$15,390.73	Closed
CO-004	1) Credit for rubber surfacing tiles colour substitution	+ \$3,500.00	Closed
CO-005	1) Installation of a new concrete curb between asphalt	- \$13,164.51	Closed



	pathway and rubber tile surfacing		
CO-006	1) Basketball Court Damage - Credit	+\$2,900.00	Closed

The Corporation of the Town of Mississippi Mills
Beautification Committee Meeting
Thursday November 16, 2017 at 8:00AM
Almonte Old Town Hall meeting room

Present: Fern Martin (chairperson)
Julie Yeaman
Betty Waterman
Malte Mendzigall
Jenny Doyle
Cornelius Berg
Carol Kenward
Joachim Moenig

Staff: Tiffany MacLaren, Community, Cultural & Economic Coordinator
Bonnie Ostrom, Recording Secretary

Regrets: Jill McCubbin, Lea Anne Solomonian

Chairperson Fern Martin called the meeting to order at 8:15 am.

A. Approval of Agenda

Moved by Julie Yeaman

Seconded by Betty Waterman

THAT the November 16, 2017 agenda be accepted as presented.

CARRIED

B. Disclosure of Pecuniary Interest

C. Round Table – Positive observations around Mississippi Mills

D. Approval of Minutes – September 28, 2017 & October 19, 2017

Both sets of minutes have Malte's name spelled incorrectly. Bonnie to make the changes.

Moved by Carol Kenward

Seconded by Jenny Doyle

THAT the September 28, 2017 Beautification minutes be accepted as amended.

CARRIED

Moved by Betty Waterman

Seconded by Julie Yeaman

THAT the October 19, 2017 Beautification minutes be accepted as amended.

CARRIED

E. Business

a) Updates from MM Communities: Appleton, Clayton & Blakeney

Appleton: Betty will contact the other Appleton volunteers to see about adding winter greenery to the bridge baskets and at the community board. Daffodils were planted near the dam park. Volunteers are looking at taking over the lighting of the Appleton bridge.

Clayton: Jenny requested that the Canada flag banners be removed. The Clayton General Store has started their Christmas decorating! Cornelius confirmed the pear trees no longer need to be wrapped during the winter.

Blakeney: Cornelius expressed concern over the amount of erosion in the bay area. He suggested that someone have a look at the amount of erosion across from his home at 194 Blakeney Road. Tiffany/Bonnie will advise public works and Mississippi Valley Conservation of the situation.

b) Updates from Pakenham and Almonte Hort. Societies

Pakenham Hort: The Pakenham Hort prepared the Pakenham cenotaph before the Remembrance Day ceremony. Fern and Neil Carleton presented the beluga whale fossils to the Pakenham public school. A special thank you to Neil Carleton for gaining permission from the Museum of Nature to borrow the whale fossils for the play "A Peak at Pakenham" and show 'n tell at the school.

Resident Doug Russell also has spearhead artifacts from his family farm on display at the play.

Pakenham Country Christmas to be held on Saturday November 25 with the lighting of the Christmas tree and much more.

Almonte Hort: The tulips were planted at the Cenotaph.

c) Public Art Contest Canada 150

Today at 11:00am Tiffany, Calvin, Jenny and a representative from the Ministry of Natural Resources will meet at the Clayton Park to confirm the location for the installation of the public art piece. The installation will take place until the spring of 2018.

d) Butts and Poop

Malte was to take pictures of cigarette butts and dog poop along Mill St as evidence that this is still an issue. He was happy to announce that the town is looking very clean the only real area that was an issue was by the Superior Restaurant and the alley beside. Suggest a cigarette container be installed there in the spring.

e) Murals & Public Art

The mural of the doctors that was on the side of The Hub building will be removing to the Almonte hospital. The nurse mural will also be moving there once it is refurbished. Stephen Brathwait's sculpture is now at the public works storage unit. Stephen has advertised in the Millstone News; looking for new faces for the sculpture (between 12-20 years old)

f) Daffodils

All 1550 bulbs have been planted at the Cedar Hill corner!

g) Fall Newsletter

The fall/winter newsletter should be finished by next meeting.

h) Christmas Décor

Tiffany only received one bid for the Christmas décor installation. The new company has bid high and is unfamiliar with the scope of the work. This year we will not be lighting the spruce tree across from the old Hub location. The installation company will meet with Tiffany next week.

The Christmas baskets have been installed in time for the Mill St. Street Market tonight!

The new snowmen banners will be installed in Pakenham the week of November 27 in time for the Christmas weekend!

i) Christmas Market

Malte has been in touch with a local design company to get their input on the design of the Christmas Market huts. He is hoping to get the design by the next meeting. In the meantime Malte and Joachim will canvas the local businesses and get feedback on the idea. Joachim will work on an excel spreadsheet for the timing/scheduling of jobs for this project and submit to the committee for review.

j) Garbage Can Lids

Fern discussed the musical/sound garbage can lid with Austin Campbell and Andy Carruthers again. They are hoping for something in the spring. She would also like to involve the art students to paint the garbage can.

k) Rail Trail (fence behind Library)

A quote for the removal of the fence behind the Almonte library has been forwarded to the County for budget review. The quote also included some leveling of the area. The County has currently focused on the tenders for the bridge railings in Carleton Place and Pakenham.

I) November meeting – new chairperson/Pakenham representative

Garwood Tripp has offered to come back to the committee as the Pakenham rep starting in December.

After some discussion about Fern moving, it was confirmed that it will take a few people to fill her shoes! Further discussion on the chairperson position will take place at the next meeting in December.

Julie offered to be part of the Tree Committee along with Ron Ayling, Al Potvin, Cornelius Berg and Ed Lawrence.

Joachim agreed to help be a co-chair for the committee.

Malte agreed to be the volunteer coordinator for the daffodil planting. Fern noted she will send out her list of planting volunteers. She also advertises in the Millstone News looking for daffodil planting volunteers!

F. Tree Meeting Report

1. Arbour Week Movie

Tiffany has inquired about getting “Call of the Forest: Forgotten Wisdom of Trees” by Diana Beresford- Kroeger for the next Arbour week movie. Further details to come.

G. Correspondence

Joachim and Wendy gave out Thank You cards for all those committee members who sent them a care package during Wendy’s recovery! Wendy stopped in for a special thank you, we were all very happy to see how good she looked!

H. Round Table

A Peak at Pakenham play will be held at the Almonte Old Town Hall on November 15, 16, 17. Tickets will be for sale at Nicholson’s, Baker Bob’s and the Almonte library.

November 30 – Festival of Small Halls concert Coig is almost a sell out, tickets still available at the Almonte Old Town Hall.

Calvin is working on a “Memorial Tree/Bench Policy” that will cover; downtown Almonte, Mississippi Mills parks and the Riverwalk areas. Once completed Calvin will forward the policy to the Beautification committee.

The revitalization of Mills St will also include the parking area behind the Bank of Montreal. It was revealed that Mr. Gamble might still have a copy of the plans for the parking area behind the Mill St. stores that included landscaping ideas. Tiffany is to inquire.

Joachim confirmed he is no longer the Director for Mill Falls Condominiums. Joachim indicated that Scott Newton from Ottawa River Power Corp is looking to hold an open house for the design/repair of the bridge by Mill Falls. All Mill Fall tenants/owners, Riverwalk Committee

members and Beautification Committee members will be informed of the meeting in advance. Feedback is welcome.

Next meeting: December 14, 2017 (1 week early)

I. Adjournment

Moved by Julie Yeaman

Seconded by Carol Kenward

THAT the November 16, 2017 Beautification committee meeting be adjourned.

CARRIED

Meeting was adjourned at 10:00 am

Bonnie Ostrom, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

DATE: January 16, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie , Junior Planner

SUBJECT: **PLANNING REPORT – ZONING BY-LAW AMENDMENT Z-07-17
Concession 10, E ½ Pt Lot 14, Plan 27R-10686, Part 2
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 219 Paterson Street**

OWNER: Princiotta Construction and Development Inc.

APPLICANT: Holzman Consultants Inc.

RECOMMENDATION:

THAT Council approves the Zoning By-law Amendment to change the zoning of the property described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2 from Community Facility Exception 3 (I-3) to Community Facility Exception X (I-X) to permit multiple semi-detached and townhouse dwellings to be used as retirement bungalow units.

BACKGROUND:

Princiotta Construction and Development Inc. is the landowner of the subject lands, described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2, Almonte Ward, Municipality of Mississippi Mills. In 2014, the developer received approval to rezone the property, and those adjacent, from the “Development (D)” Zone to “Community Facility Exception 3 (I-3)” to accommodate the construction of the Orchard View Retirement Living building. The owner wishes to expand on the services provided by the enterprise by introducing independent senior living bungalows along its periphery.

Holzman Consultants Inc., on behalf of the developer, has filed a request to amend the Community Facility Zone to permit a combination of townhouse and semi-detached dwellings on the property with a subsequent Site Plan application for their construction.

PURPOSE AND EFFECT:

The purpose of the Zoning By-law Amendment is to accommodate the construction of 32 rental retirement dwelling units in the form of semi-detached and townhouse dwellings to complement the already existing Orchard View Retirement Living Community. The development standards are to be in accordance with the Community

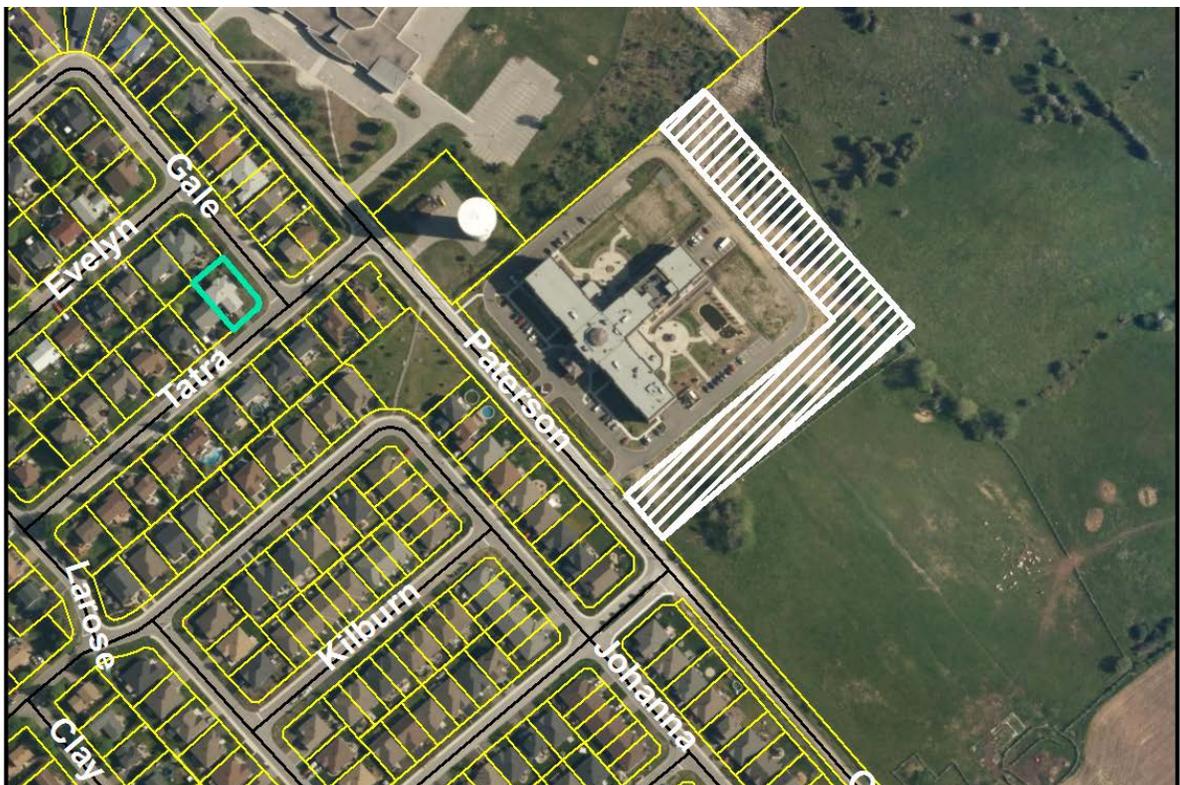
Facility (I) Zone, with exceptions to provide relief to the rear yard setback from 7.5m to 4.5m and the side yard setback from 5m to 4.5m. The development is on municipal services.

DESCRIPTION OF SUBJECT LANDS:

The lands subject to the application are located in the Almonte Ward, in the Municipality of Mississippi Mills, municipally known as 219 Paterson Street. The lands are described as Concession 10, East ½ Lot 14, Plan 27R-10686, Part 2, consisting of approximately 0.97ha (2.40ac) in area with access from Paterson Street. The property is designated and zoned as “Residential Community Facility” and “Community Facility Exception 3 (I-3)”, respectively. Adjacent land uses include the following:

- Lands to the north consist primarily of industrial lands (Mississippi Mills Business Park) that continue to develop. The R Tait Mackenzie Public School is situated to the immediate north.
- Lands to the west belong to the Riverfront Estates subdivision and are populated by residential and park related uses.
- Lands to the east are predominantly vacant and identified for future development. Those lands within the urban boundary are designated as Industrial, with those just exterior to the boundary likely intended for residential development.
- Lands to the immediate south also belong to the Riverfront Estates subdivision. Beyond that is the end of the urban settlement area, after which uses are predominantly agricultural.

Aerial of Subject Property



SERVICING & INFRASTRUCTURE:

The property is and would be serviced by municipal water and sewer. Reports pertaining to servicing and storm water have been submitted as part of the concurrent Site Plan Application. The property fronts onto a municipally owned and maintained right of way, known as Paterson Street, and will share its access with the Orchard View Retirement Living Community.

COMMENTS FROM INTERNAL CIRCULATION:

Comments received based on the circulation of this application have been summarized below:

CAO: No concerns or objections.

CBO: No comments received.

Recreation Coordinator: No concerns or objections.

Clerk: No concerns or objections.

Fire Chief: No concerns or objections.

Director of Roads and Public Works: No comments received.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION:

Mississippi Valley Conservation: No comments received.

Ministry of Municipal Affairs & Housing: No comments received.

Bell Canada: No comments received.

Canada Post Corporation: No comments received.

Catholic District School Board: No comments received.

Enbridge Gas Distribution: No comments or objections.

Hydro One Networks Inc.: No comments received.

Leeds, Grenville & Lanark District Health Unit: No comments received.

Ottawa River Power Corporation: No comments received.

Rogers Cable Communications Inc.: No comments received.

Upper Canada District School Board: No comments received.

COMMENTS FROM THE PUBLIC:

The Municipality held a Public Meeting on December 5th, 2017 to provide an opportunity for the public to speak to the application. Prior to the Public Meeting, the Municipal Clerk received an objection relating to the affordable housing unit stock. During the public meeting, Scott Newton, a nearby resident, expressed concerns of overflow parking onto Paterson Street and the related traffic congestion the development may cause. The submissions and responses are summarized as follows:

Tracy Julian – Affordable Housing

Summarized Objection:

- (1) There has been no data provided by the application that shows whether or not the units within our region of Lanark County conform to either the Provincial

Policy Statement or the Community Official Plan of Mississippi Mills in regards to the definition of Affordability;

- (2) There has been no data provided which shows what the Affordable housing thresholds should be for both owner occupied and rental accommodations; and
- (3) There has been no data provided which shows that in constructing these new units that the Municipality has attempted to have 25 percent of all new residential construction Affordable either in the given year or by a 3-year average.

Staff Response:

Although there is a definite importance to providing affordable units within the Mississippi Mills community, the objection is not relevant to this particular application. The development aims to address the housing stock for older persons, deemed a type of special needs housing, and thus is in accordance with the Provincial Policy Statement and the Community Official Plan.

Scott Newton – Parking & Traffic

Summarized Comment:

Mr. Newton expressed apprehension to the parking arrangement proposed on the site plan, specifically relating to overflow from people visiting family who either live in the retirement community already located on the site or the proposed semi-detached and townhouse dwellings. Further, congestion along Paterson Street may increase due to overflow parking and the increased number of cars within the neighbourhood.

Staff Response:

The consultant hired by the developer examined whether on-street parking along the shared road (on the already existing Orchard View Retirement Community site). They concluded that it would not be possible unless the two-way road became a one-way, which would cause disruptions for the existing tenants. Nonetheless, the driveway depth for the proposed units would fall between 11.5m to 12.0m, which can accommodate two (2) pick-up trucks in the same laneway (assuming a 5.3m length). With the garage, each unit can accommodate a maximum of three (3) cars each, more than double the required amount as per the Municipality's Comprehensive Zoning By-law. As for congestion, it is Planning Staff's experience that retired senior residents do not use their vehicles exclusively during peak traffic hours; trips can be performed at any time of day. Thus, the impact on peak hour congestion is reduced.

Other Comments

Gerry Bedard, a nearby resident, submitted comments pertaining to site specific details that do not pertain to the Zoning Amendment process. Comments related to the number and placement of lighting fixtures – specifically noting that the area is already abundantly lit and that an increase in light pollution for nearby yards may occur – and garbage/recycling pickup access – specifically the mitigation of vehicles reversing and causing disruption to residents and neighbours. These comments have been relayed to the consultant/developer and are to be addressed during the Site Plan Control process.

EVALUATION:

PROVINCIAL POLICY STATEMENT (PPS), 2014

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act*, all planning decisions must be consistent with the PPS. The following is a list of applicable sections of the PPS as well as a review of the proposal against these policies:

1.1 *Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs*
- f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society.*

As the “baby boom” generation continues to age, the popularity of senior centric housing options will increase, thereby putting a strain on communities who are inadequately prepared. According to population projections, the senior population – those aged 65 and older – may grow by approximately 87% between 2016 and 2036. Thus, the integration of retirement bungalows to the housing supply for older persons contributes to meeting the long-term needs of the Municipality. The bungalows address a gap in seniors housing: dwellings that allow people to transition between the independent living of traditional urban suburbs and the dependent living of retirement homes, allowing residents to “age in place” and remain within the community.

1.1.3.1 Settlement areas shall be the focus of focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within settlement areas shall be based on:

- a) densities and a mix of land uses which:
 - 1. efficiently use land and resources;*
 - 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion**

The proposed development falls within the Almonte Urban Settlement Area and utilizes already existing vacant land. The location, adjacent to the Orchard View Retirement

Community, is a sensible expansion that groups similar uses together, taking advantage of available programming and services that facilitate aging in place. Further, Water and sewer infrastructure will not be required to expand further than already provided.

1.1.3.3 *Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.*

1.1.3.6 *New development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.*

The location is ideal for intensification, specifically for senior housing, as it will provide programming and services to two sites simultaneously through the Orchard View management. The housing types, townhouse and semi-detached dwellings, are not new to the Almonte area; however, it is uncommon that they are specifically intended for a particular demographic. Nonetheless, the allowance of multiple dwellings on the same property facilitates efficient use of the land and adjacent infrastructure through increased density, which better connects future residents to nearby senior-centric facilities.

1.4 Housing

1.4.3 *Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

a) *permitting and facilitating:*

1. *all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and*
2. *all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3.*

The Provincial Policy Statement defines *special needs* housing for people who have specific needs beyond economic, such as those necessary to support functions required for daily living. The PPS specifies older persons as a demographic that falls within the umbrella of special needs housing. With a growing senior population, the proposed development fulfills the PPS objective of providing a housing type that meets the needs of both the current and future population.

COMMUNITY OFFICIAL PLAN (COP)

The subject property is designated “Residential – Community Facility” within the Municipality’s Community Official Plan (COP). The following provides a summary of the applicable Community Official Plan policies.

3.6.5 Range of Housing Types

4. *Medium density residential development shall include four-plex housing, townhouses, 3-storey apartments, converted dwellings of three or more units and similar multi-unit forms of housing. In general, medium density residential development shall have a maximum net density of 35 units per net hectare (15 units per net acre).*
5. *All medium density residential development proposals shall address the following criteria:*
 - i. *proximity to shopping, parkland, health care, education and other community amenities*
 - ii. *compatibility with existing land uses in the immediate area and the historical character of existing buildings;*
 - iii. *designed with a maximum of three (3) stories and where possible, a building profile which conforms visually with the surrounding residential structures;*
 - iv. *availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles;*
 - v. *necessary buffering from abutting uses;*
 - vi. *suitable landscaping, lot grading, drainage, and on-site amenities; and*
 - vii. *the availability of full municipal services to accommodate the proposed density of development.*

The applicant proposes primarily medium density housing in the form of townhouse dwellings, including two (2) semi-detached dwellings (a total of four units). The COP encourages development to conform to a 35 units/ha density. The application does so, providing a density of approximately 33 units/ha (32 units divided by 0.97 ha).

The proposal serves as an extension to the Orchard View Retirement Community, and thus would share the amenities and services of the existing development. Further, the similarity in use (retirement living) ensures that the land use is compatible with those adjacent. The development would be capable of running off full municipal services and would provide sufficient off-street parking (3 spaces per unit, inclusive of a garage) for residents.

3.6.6 Special Needs Housing

1. *The Town shall seek to improve access to housing for people with special needs, including assisted housing for low income people, seniors housing and housing for physically and developmentally handicapped individuals.*
2. *The Town shall consider alternative approaches to providing housing targeted specifically to the seniors' population.*

Special Needs Housing is defined by both the Province and the Municipality as including housing for senior populations. The application provides such a development. Furthermore, it introduces an alternative, more independent housing option in semi-detached and townhouse units that facilitate the transition to dependent care if required.

4.7.1 Community Facility Policies

1. *The Town shall encourage community facilities to be designed and located so as to allow for the shared/multiple use of the facility*
2. *New community facilities shall satisfy the following:*
 - viii. *the proposal is of a scale and design which is compatible with surrounding uses and able to function as a focal point for the neighbourhood or community;*
 - ix. *The anticipated level of vehicular and pedestrian traffic does not have significant negative impacts;*
 - x. *The site area is adequate to accommodate buildings, future expansions, off-street parking, amenity areas and landscaping;*
 - xi. *The proposed site is located within close proximity to necessary support facilities; and*
 - xii. *The proposed site is strategically located in order to minimize travel time for the existing and anticipated service area population.*

Locating the retirement bungalows adjacent to the already existing Orchard View Retirement Community facilitates the shared use of programming and services for community residents. Consequently, the scale – which is typically of higher density for retirement facilities – is compatible with the adjacent property. The development surpasses the minimum required parking spaces, minimum landscaping requirements, and shares the amenity space of the adjacent property, including the landscaped space of said lot that equates to above 30 percent of its total area. In addition, vehicular traffic would not have significant negative impacts to local traffic more than the existing Orchard View Retirement Community, as trips taken would not necessarily take place during peak hours.

3. *Adequate buffer space, planting or fencing shall be established between community facility land uses and adjacent land uses when required.*
4. *Adequate off-street parking facilities shall be provided and generally located to the rear and side of the principal building. Developers proposing parking in the front yard must demonstrate that no other feasible option exists for accommodating the needed parking.*

The proposed bungalows would not conflict with neighbouring uses, specifically since it is an extension of an existing use. Fencing and landscape buffering will be provided, but are subject to approval through the Site Plan Control process. Further, off-street parking will be available at and above the rates set out in the Comprehensive Zoning By-law, and will be positioned in the lot's side yard.

ZONING BY-LAW NO. 11-83

The subject property is currently zoned “Community Facility Exception 3 (I-3)” by the Municipality’s Comprehensive Zoning By-law #11-83. The zone permits a range of community uses, institutional accommodation, and emergency service uses that are to

be located in areas designated as Residential, Commercial, and Industrial in the Community Official Plan. Such uses include a group home, hospital, residential care facility, and retirement home. The proposed amendment would change the zoning of the subject property from the “Community Facility Exception 3 (I-3)” Zone to a “Community Facility Exception X (I-X)” Zone. The intent is to add semi-detached and townhouse dwellings to the list of permitted uses, and to provide relief from the “one dwelling per lot provision” of Section 8.13 to allow up to 32 units on the property. Further, the applicant has requested relief from the minimum interior and rear yard setbacks. The following table highlights the differences between the provisions of the current and proposed zoning:

Table 1 – Current I-3 Zoning Provisions

Permitted Uses	Min. Lot Frontage	Min Lot Area	Max Building Height	Min Front Yard Setback	Min Int. Side Yard	Min Ext. Side Yard	Min. Rear Yard	Min. Landscaped Open Space
community centre, group home, hospital, library, residential care facility, retirement home, and others.	Nil	Nil	14.5m	6m	5m	6m	7.5	10%

Table 2 – Proposed I-X Zoning Provisions (amendments from the I-3 Zone are shaded)

Permitted Uses	Min. Lot Frontage	Min Lot Area	Max Building Height	Min Front Yard Setback	Min Int. Side Yard	Min Ext. Side Yard	Min. Rear Yard	Min. Landscaped Open Space
Existing permissions + semi-detached & townhouse dwellings (max 32 units)	Nil	Nil	14.5m	6m	4.5m	6m	4.5m	10%

The intention of amending the side and rear yard setbacks is to accommodate the expected size of the units to be provided along a narrow strip of land along the periphery of the existing adjacent use. These yards are the backyards of the future retirement bungalows. Typically, backyards in Residential zones vary between 6 to 7.5m to allow for sufficient amenity space for land owners. However, the units in question would be able to use the amenity space of the adjacent property, supplementing the loss of backyard space.

Parking

Comments during the December 5th, 2017 Public Meeting were primarily concerned with the parking, for residents and visitors, that would be available on site, and whether the available spaces would be sufficient to avoid overflow onto the roadway (as previously discussed) or into the lots of the adjoining existing use. The Zoning By-law indicates a

minimum requirement of one (1) parking space per dwelling unit, plus an additional 0.2 visitor spaces per unit. This equates to 6 total spots for a 5-unit townhouse (5 allocated and 1 visitor). Each unit is provided with approximately 12m of driveway and a garage, which totals a parking capability of three (3) per unit. Thus, a 5-unit townhouse would have a maximum of 15 available parking spots, well above the required six (6). If one assumes every garage is used for storage, the total available spots would be 10, still above municipal requirements.

ANALYSIS:

Nationally, provincially, and locally, communities are experiencing growth in the 65 and older age segment, spurred by the aging of the “baby boom” generation. The Municipality of Mississippi Mills is expected to follow this trend and thus must find solutions to address the incoming senior housing demand. Consequently, the Municipality has identified a local need for seniors housing, reflected in the objectives of the Community Official Plan, which adheres to those set by the Provincial Policy Statement.

The application, a request to permit multiple semi-detached and townhouse units, aims to introduce an alternative form of retirement housing that accommodates independent seniors who wish to be close to the amenities and services provided by the adjacent dependent care facility.

The development, primarily townhouses, is considered to be medium density and adheres to the thresholds set within the COP. Further, the total units would be fully supported by municipal water and sewer services. The allocation of “retirement bungalows” adjacent to the existing Orchard View Retirement Community efficiently utilizes existing social services addressed to the senior population. Bungalow residents would be encouraged to use the amenity space (such as the green space or assembly areas) and take part in the community, as well as enjoy their own private yards. For reference, the proposed site plan would meet the required 10% landscaped area provision, which would complement the approximately 30% landscaped area of the adjoining property.

In general, the lot is within walking distance of some shopping amenities, but remains a considerable distance from Almonte’s downtown. However, future retirement residents would have the option of walking to nearby areas or using their vehicles for those farther away, a feature of typical independent housing of suburban areas of which the development wishes to imitate.

Overall, Planning Staff are in support of the proposal as it represents an efficient use of the subject property and provides an alternative form of seniors housing that is needed in the community. Furthermore, the proposed amendments are in keeping with the intent of local and provincial planning documents.

CONCLUSION:

Overall, Staff is of the opinion that the proposed amendment is consistent with the intent of the Provincial Policy Statement and Community Official Plan. Re-zoning the property as Community Facility Exception X (I-X) adds flexibility to the site while introducing a needed housing stock for a rising demographic segment. Further, the site is subject to Site Plan Control, providing the Municipality and Council the opportunity to address specific details that would benefit both the residents and neighbours.

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council approves the Zoning By-law Amendment to change the zoning of the property described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2 from Community Facility Exception 3 (I-3) to Community Facility Exception X (I-X) to permit multiple semi-detached and townhouse dwellings to be used as retirement bungalow units.

All of which is respectfully submitted,

Andrew Scanlan Dickie
Junior Planner

Diane Smithson
Reviewed by CAO

APPENDIX B:

Draft By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-XX

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

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

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

1. Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Community Facility Exception 3 (I-3)" Zone to a "Community Facility Exception X (I-X)" Zone for the lands identified on the attached Schedule 'A', which is described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2, Almonte Ward, Municipality of Mississippi Mills.
2. By-law No. 11-83, as amended, is hereby further amended by adding the following subsection to Section 32.3:
 - 32.3.X Notwithstanding their "I" zoning designation, lands delineated as "I-X" on Schedule 'A' to this by-law may be used in accordance with the I-3 zone provisions contained in this by-law, excepting however that:
 - i) "semi-detached" and "townhouse" dwellings are also permitted;
 - ii) Section 8.13 shall not apply
 - iii) a maximum of 32 dwelling units shall be permitted;
 - iv) the Minimum Interior Side Yard Setback shall be 4.5m; and
 - v) the Minimum Rear Yard Setback shall be 4.5m.
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **16th day of January, 2018.**

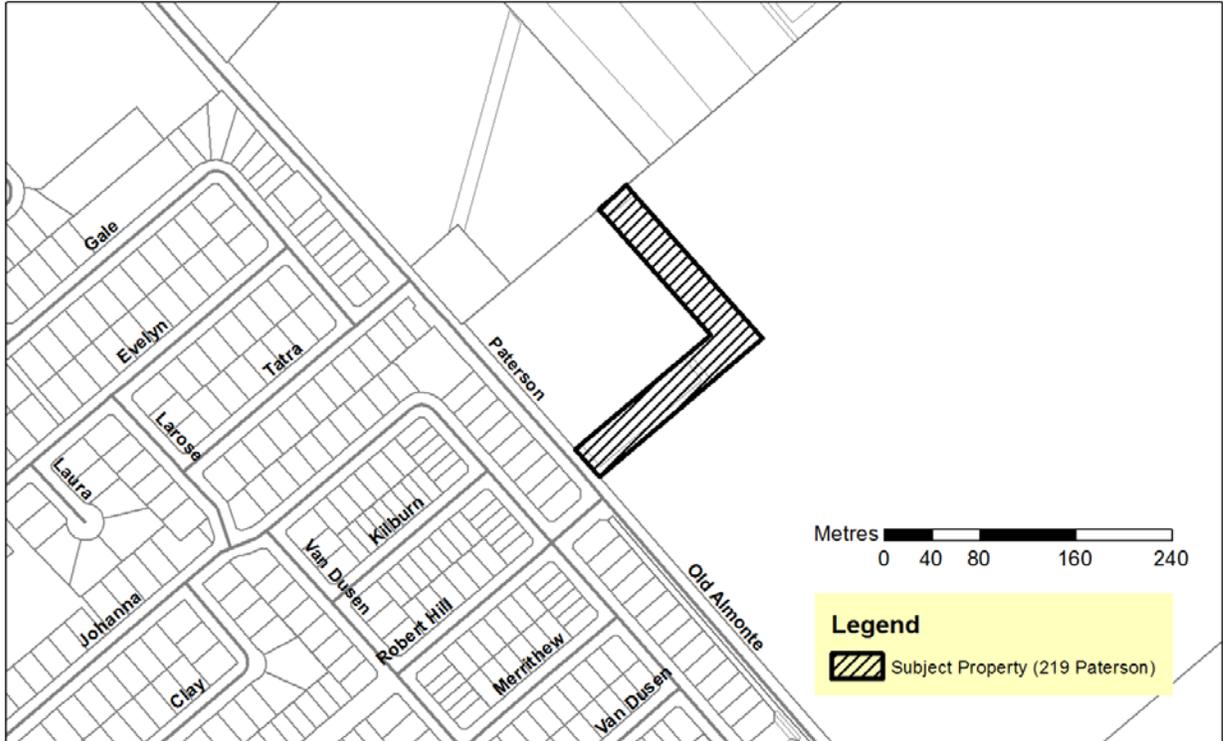
Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A'
TO BY-LAW NO. 18-XX



**Zoning By-law Amendment Application D14-PR-17; Z-07-17
Concession 10, East 1/2 Part Lot 14, Plan 27R-10686, Part 2
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 219 Paterson Street**



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ROADS AND PUBLIC WORKS REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: Pre-Budgetary Approval – Panmure Road

RECOMMENDATION:

THAT Council pre-commit \$43,500 from the 2019 budget for the repayment of resurfacing works to be completed by the City of Ottawa in 2018/2019 along Panmure Road;

AND FURTHERMORE THAT Council authorize the Director of Roads and Public Works to enter into an agreement with the City of Ottawa for the completion of the resurfacing works on Panmure Road by the City of Ottawa in 2018/2019 with repayment by the Municipality of Mississippi Mills in 2019.

BACKGROUND:

The Municipality of Mississippi Mills and City of Ottawa have worked cooperatively over the years in the maintenance of boundary roads between municipalities. We were recently approached by the City in regards to resurfacing works required on Panmure Road in the short term. It is the City's desire to complete the resurfacing works in 2018 with a slurry seal to be applied in 2019.

DISCUSSION:

The existing surface treated section of Panmure Road from Rock Coady Trail to 400 m east of this intersection has reached the end of its lifecycle and is in need of resurfacing in the short term. The City of Ottawa is proposing to remove the existing surface treated pavement to a depth of 75 mm, add 75 mm of new compacted Granular 'A' material and apply a double surface treatment on this section in 2018. This will be followed by an application of a slurry seal on this section in 2019.

As these works were not identified by the City to Mississippi Mills in advance of our 2018 budget process, funds were not included in our 2018 budget. As the City wishes to proceed with the resurfacing works this year and is willing to be repaid for the works

in 2019, staff is requesting the Council pre-commit funds from the 2019 budget in the amount of \$43,500 for these works to move forward.

FINANCIAL IMPLICATIONS:

As this section of Panmure Road is a boundary road between the two municipalities, Mississippi Mills is responsible for 50% of the total cost of the works. Our portion is estimated to be \$43,500. Final billing from the City will be based on actual tendered amounts.

SUMMARY:

Staff has recently been approached by the City of Ottawa regarding lifecycle resurfacing work on a section of Panmure Road which the City would like to proceed with in 2018/2019. In order for these works to proceed and to repay the City for these works in 2019, it is necessary for Council to pre-commit \$43,500 in the 2019 budget and to authorize the Director of Roads and Public Works to enter into the necessary agreement for the completion and repayment of these works.

Respectfully submitted,

Reviewed by,

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

Diane Smithson, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ROADS AND PUBLIC WORKS REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: Sale of Surplus Tank

RECOMMENDATION:

THAT Council approves the sale of the surplus tank from the former Fire Department Vehicle to the Township of Beckwith for the amount of \$4,000 plus HST in an as-is condition.

BACKGROUND:

The Fire Department acquired a new fire truck in November 2017. The surplus fire truck was purchased by the Public Works Department for conversion into a snow plow. As part of the conversion, the tank is to be removed from this vehicle and can be disposed of as surplus equipment.

DISCUSSION:

Staff from Beckwith Township approached the Municipality seeking to purchase the surplus tank for use by their Municipality. The tank is in fair condition and will require some work to restore it to good condition. As such, an offer of \$4,000 plus HST was made for the tank in an as-is condition. Staff considers this amount to be a reasonable offer for a tank of this size and condition.

The Municipality has historically tried to assist other local municipalities where possible in the past when dealing with surplus equipment, and has also benefitted from reciprocal assistance in similar situations. As the offer is considered reasonable and shall benefit a local municipality, staff recommends that the sale of the surplus tank to Beckwith Township be approved.

FINANCIAL IMPLICATIONS:

The Municipality of Mississippi Mills will receive an amount of \$4,000 plus HST from Beckwith Township for the surplus tank.

SUMMARY:

The Township of Beckwith is seeking to purchase our surplus tank for the amount of \$4,000 plus HST. Staff recommends that the sale of the surplus tank be approved.

Respectfully submitted,

Reviewed by,

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

Diane Smithson, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ROADS AND PUBLIC WORKS REPORT

DATE: January 16, 2018

TO: Committee of the Whole

FROM: Guy Bourgon, Director of Roads and Public Works

SUBJECT: **Comments to the County on the Ottawa Valley Recreation Trail Management Plan**

RECOMMENDATION:

That Council receive the Director of Roads and Public Works' report on the Comments to the County on the Ottawa Valley Rail Trail Management Plan dated January 16th, 2018, as information.

BACKGROUND

At the December 19th, 2017, Council Meeting, Council received the CAO's report outlining numerous comments received from staff and members of Council regarding the Ottawa Valley Recreation Trail (OVRT) Management Plan circulated by the County on November 29, 2017. The County requested that any comments on the Plan be received by January 15, 2018.

Given that the short timeframe included the Christmas Break and given that Council's first meeting in the New Year is not until January 16, 2018, Staff forwarded the preliminary comments included in the CAO's report to the County and respectfully asked if an extension of this timeframe could be granted to allow an opportunity for discussion to occur. No response to the request for an extension was received.

Furthermore, the Director of Roads and Public Works was requested to bring forward a report to the January 16th, 2018, Council meeting with any additional comments on the Management Plan.

DISCUSSION

There are several common themes within the comments received from staff and Council members. Those pertaining to Public Works are further discussed below.

Speed, Signage and Road Crossing Controls

As the OVRT is intended to be multi-modal, the issue of speed has been highlighted as a concern as it pertains to the safety of all users. In reviewing this issue, each user group and the speed they routinely travel at needs to be considered. While pedestrians would be moving slowly (under 10 km/h), other users such as cyclists and ATV's tend to move at a much higher rate of speed (50 km/h). In setting a speed limit within an urban area, it is important to consider a reasonable speed which would not deter users by being overly restrictive.

There are numerous multi-use pathways in the Ottawa Valley which are used heavily by pedestrians and cyclists without speed restrictions. It is incumbent on the faster moving user to announce their presence (bell/horn), and cautiously overtake the slower moving user. When there is a heavy pedestrian presence, bicycle travel is slowed, while when pedestrians are few, bicycles can travel at higher speeds. It is not difficult for a bicycle or ATV to accelerate to 20 km/h in a short distance. Artificially restricting the speed limit below 20 km/h in busy urban areas would make it very difficult for these users to adhere to the speed limit and would deter some users from utilizing the trail. Conversely, it may also result in users ignoring the posted speed limit if they do not feel the limit is reasonable. As full-time or regular enforcement on a trail network would not be financially viable at any level of government, we would recommend that the speed limit not be set any lower than 20 km/h within urban centres to encourage willing compliance by all users and that the speed limit in rural areas be limited to 50 km/h. 50 km/h is the maximum speed that the Ministry of Transportation of Ontario permits for the operation of snowmobiles on trails. The lowered speed limit recommendation within urban areas will also help reduce noise levels from motorized vehicles on the trail.

Signage should be provided and maintained by the County with regards to speed, when approaching urban areas, and approaching at-grade road crossings. Some at-grade crossings may require additional traffic controls such as crossovers or signalization. This will be dependent on the volume and speed of traffic at a given crossing location. The County would be responsible for the completion of any traffic studies and implementation of any traffic control measures at these crossings to ensure user safety.

Jurisdiction

In Almonte, there are two OVRT road crossings (one at Main Street and the other at John Street) where the municipal road allowance has precedence over the trail's legal fabric. As Mississippi Mills' ATV By-law precludes the operation of ATV's on municipal roadways within Almonte, staff sought a legal opinion from the Municipality's solicitor as to whether our by-law could be used to prevent ATV's from driving through Almonte. Their opinion is summarized as follows:

Where there is a conflict between a by-law passed by a Lower Tier Municipality and a by-law passed by an Upper Tier Municipality, the by-law from the Upper Tier Municipality supersedes that of the Lower Tier Municipality. This is pursuant to section 13(1) of the Municipal Act, 2001. In other words, if Mississippi Mills and Lanark have conflicting bylaws, then the Lanark by-law supersedes the Mississippi Mills by-law.

Where a Lower Tier Municipality highway and an Upper Tier Municipality highway intersect, the width of the Upper Tier Municipality highway across the Lower Tier Municipality highway is part of the Upper Tier Municipal highway network. In other words, the portion of the Lower Tier Municipal highway that lies under the intersecting Upper Tier Municipal highway alignment is part of the Upper Tier Municipal highway. This is so under section 56 of the Municipal Act, 2001.

In this case, the trail can be considered an Upper Tier Municipal highway. The definition of “highway” is broad.

This means that the portion of the OVRT trail alignment that crosses John Street and Main Street are part of the Upper Tier Municipal highway network, and, therefore, by-laws that Mississippi Mills passes concerning the use of ATVs in the Almonte Ward are subject to, and superseded by, the by-laws of Lanark.

Hazards and Waste

The County of Lanark will need to routinely inspect the OVRT with respect to hazards such as fallen trees and limbs, and washouts after any major storm events involving heavy rain and/or wind. The County will also need to provide regular inspection for waste, invasive noxious weeds, dead trees and brush overgrowth. All brush/trees removed should either be chipped on-site or removed from the site to prevent any impact to drainage. The County will also need to routinely clean up any waste or debris which accumulates on the OVRT and control noxious weeds. As part of the completion of their structure inspections every two years in accordance with the Ontario Structure Inspection Manual (OSIM), the County will need to inspect the OVRT bridges and keep them in good repair.

Other potential hazards include wildlife such as turtles in areas where the OVRT crosses wetlands. Turtles frequently use gravel areas to make nests for their eggs. In these areas, the County should provide appropriate fencing to prevent the turtles from making their way onto the OVRT and being struck by users of the trail.

Both the gravel and asphalt portions of the OVRT will need to be included in the County’s Asset Management Plan and properly budgeted for in their Long Term Capital Plan to keep the trail in good repair.

Servicing and Development

Currently, Mississippi Mills has infrastructure (both sanitary sewers and watermain) located within the OVRT corridor in Almonte. There are also plans for additional infrastructure to be installed across this corridor as part of the Water and Wastewater Master Plan to service other development lands within the urban boundary identified in the Community Official Plan. The County will need to continue to provide Mississippi Mills with unrestricted access to the corridor for the purposes of maintenance or lifecycle replacement of the existing infrastructure, and the installation of new infrastructure in accordance with our master plan.

Emergency Management Plan (EMP)

With the increased use of the OVRT by a multitude of users including ATVs and snowmobiles, consideration must be given as to how emergency responders will reach the scene of an accident should one occur. Access to the trail for emergency units will need to be provided at regular intervals along the trail. Discussions between the County and local emergency responders will need to take place so that an EMP can be developed to ensure a timely and effective response to any foreseeable emergency which could occur on the trail.

FINANCIAL

The financial impacts of the OVRT Management Plan to the Municipality of Mississippi Mills are yet to be determined.

SUMMARY

As per the direction provided at the December 19th, 2017, Council meeting, Public Works has further reviewed the OVRT Management Plan and the comments previously provided, and has provided additional comments and concerns as identified in this report for Council's consideration.

Respectfully submitted

Reviewed by

Guy Bourgon,
Director of Roads and Public Works

Diane Smithson,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS
ADMINISTRATION REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2018 MUNICIPAL GRANTS

RECOMMENDATION:

THAT Council approve the following 2018 Municipal Grants:

Applicant	Recommended Funding for 2018
North Lanark Agricultural Society	\$5,000
Neighbourhood Tomato Community Gardens	\$1,500
Mississippi Mills Bicycle Month	\$2,500
PorchFest de Mississippi Mills	\$1,000
Almonte in Concert	\$1,750
Mississippi Valley Field Naturalists	\$1,500
Folkus	\$750
Clayton Recreation Association	\$5,000
Almonte Celfest Society	\$2,500
Naismith Basketball Association	\$3,300
North Lanark Highland Games	\$2,500
Union Hall Community Centre	\$1,700
Pakenham Civitan Club	\$1,500
TOTAL	\$30,500

BACKGROUND:

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program. The 2018 budget includes \$30,500 for this program. The municipal grant submissions for 2018 were due on November 30, 2017.

DISCUSSION:

The attached chart provides a summary of the municipal grant applications including the recommended funding for 2018 and the rationale for the allocation. The total amount recommended for distribution to the organizations is \$30,500.

FINANCIAL IMPLICATIONS:

There are no further financial implications as the amount of \$30,500 has been included in the 2018 budget for this program.

SUMMARY:

I recommend that Committee of the Whole approve the 2018 municipal grant allocations as proposed.

Respectfully Submitted

Reviewed by

Rhonda Whitmarsh,
Treasurer

Diane Smithson,
CAO

**Municipality of Mississippi Mills
2018 Municipal Grant Analysis**

Name of Organization	2016 Grant	2017 Grant	2018 Request	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2018 Budget	Balance of Investments (other than operating funds)	2017 Profit/Loss	Anticipated Outcomes	Recommended funding for 2018	2018 Grant Allocation and reasons for support
North Lanark Agricultural Society	4,500	4,500	5,000	Expanding local entertainment, promote more education of agriculture.	159	40 active members	over 3,400	All age groups	104,000	None	NLAS- Profit of 19,941 includes Fair profit of 8,579	Investments in local entertainment, increased education of agriculture will attract visitors and encourage them to return in the future	5,000	Attracts visitors to the community and provides entertainment, education and various events for all age groups to participate in. Increase in funding in 2016 and 2017 went towards painting and upgrading facilities.
Neighbourhood Tomato Community Gardens	1,000	1,000	5,000	Coleman Island garden, relocatable demonstration garden, maintenance of existing gardens, education advertising and supplies	8	150	Available to whole community through public parks. Many active volunteers and community partnerships	All ages and abilities	7,575 for purchased materials plus in-kind from volunteers	None	Broke even	Those with disabilities feel included. Elderly gardeners can continue to garden. Participants feel more connected to their community. To help build a welcoming, healthy, vibrant resilient community	1,500	Several community partners and collaborations, enlists the support and help of many volunteer. Provides a service not currently offered by the municipality that is available to all citizens and provides education on gardening and healthy living
Mississippi Mills Bicycle Month	2,500	3,100	3,500	Marketing and Promotional Materials	9	200	1,000	All ages and abilities	7,450	None	Broke even	More citizens become more active and healthier. More children riding to school, more seniors staying active, MM to be seen as a healthy active community	2,500	Attracts cyclists and visitors to MM. Provides events in all 3 wards of the Municipality and promotes active transportation in the community for all age groups Supports municipal goals to promote active transportation
PorchFest de Mississippi Mills (part of Bicycle Month)	N/A	N/A	1,500	Musical performers and promotional materials		unknown	230 including musicians, porch owners, volunteers and attendees	All age groups	1,500	None	None	Anticipated to build on and extend tourism traffic during Bicycle Month while involving and building community ties in local neighbourhoods	1,000	Promotes Bicycle Month in Mississippi Mills. Available to all residents and age groups. Supports promotion of active transportation
Almonte in Concert	500	1,750	5,000	Expenses related to 2018/2019 concert series	37	12	2016/2017 sold 1,083 tickets for 5 concerts	All age groups	55,310	None	Income of 2,434	Expand activities to develop a wider audience, contribute to life long education to which music is integral, create a distinct identity and strengthen its brand	1,750	Promotes Canadian and International artists and provides a cultural contribution that is available to all residents of MM
Mississippi Valley Field Naturalists	N/A	N/A	5,000	Support a Community Event-Mississippi Water Festival and includes experiential learning tools, bussing of students, publicity and supplies	29	350	Expected to be 330	All age groups	5,000	None	Income of 176	Provide hands on experiential learning opportunities for students in Mississippi Mills about water and the environment	1,500	Provides a community event that is not otherwise available. Provides a unique learning opportunity that is available to all age groups within the community.
Folkus	750	No application	750	Operating Expenses	15	10	220 per show	All age groups	unknown budget not submitted	None	Profit of \$8,804	Increase attendance and promotion of folk music in Mississippi Mills	750	Promotes Canadian folk artists and provides a cultural contribution that is available to all residents of MM
Clayton Recreation Association	4,500	4,500	8,000	Installation of a fire alarm system	39	10	not specified	All age groups	34,500	None	Profit of \$1,376	Increase revenue from rentals of the facility. Provide a safe facility for all	5,000	Provides a rural recreational facility within Clayton. The municipality has historically paid their taxes and insurance. Taxes are approx. \$2,500 annually. The facility is available to the entire community for various functions.

Name of Organization	2016 Grant	2017 Grant	2018 Request	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2018 Budget	Balance of Investments (other than operating funds)	2017 Profit/Loss	Anticipated Outcomes	Recommended funding for 2018	2018 Grant Allocation and reasons for support
Almonte Celtfest	2,500 (increase was for 20th anniversary)	1,000	5,000	2018 Festival Costs	21	10	5,142	All age groups	51,700	None	Loss of 3,540	Continue to attract visitors to the community and promote MM as a place to live, work and enjoy including a youth showcase	2,500	Provides a cultural contribution to MM and attracts visitors to the community. The festival is available for all residents to enjoy. Provides volunteers to set up and take down the stage for MM's Canada Day activities
Naismith Basketball Association	N/A	N/A	5,000	2018 3 on 3 Basketball Festival	30	over 200	Unkown	Target is 7-17 years of age but available to all ages	18,000	None	Profit of \$7,080	Continue to work towards taking a local event to a regional/national event. Continue to promote and educate that Mississippi Mills is the birthplace of the inventor of basketball	3,300	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups. Promotes recreational activity. Funding is consistent with other festivals plus an additional \$800 to work towards the Basketball Canada Program
North Lanark Highland Games	1,750	1,750	5,000	Publicity and promotional materials	35	8	1,700-2,500	All age groups	63,800	None	Loss of 6,486	Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.	2,500	Attracts a large number of visitors to MM. Provides a cultural contribution as well as economic benefits and publicity to the municipality. The event is available to all residents to enjoy
Union Hall Community Centre	1,600	1,600	2,000	Taxes, insurance and maintenance/upgrades of facility	160	50	Approx. 2500	All age groups	6,588	Term deposit of \$6,000	Profit of 1,417	Sustaining the sense of community in rural MM which contributes to the well being and security of residents and attracts newcomers. Provide support to local charities and businesses. Contribute to cultural richness by providing a venue for local artists and musicians.	1,700	Provides a rural community hall that is available to all residents of MM. The municipality has historically paid their taxes and insurance. Taxes are approx. \$685 annually.
Pakenham Civitan Club	1,500	1,500	2,500	2018 Fost Festival	12	37	1700	All age groups	27,000	None	Profit of 15,015	Enjoy and celebrate winter and continue a long standing tradition in Pakenham	1,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups.
St. Paul's Anglican Church	N/A	N/A	5,000	Utility, snow removal at facilities in use by the organization for various programs	155	47	Approx. 150	All age groups	\$174,000 (Church)	GIC of \$30,000	Loss of \$15,762 (2016)	Continue to support programs such as the food cupboard, the centre for creative living and Mississippi Mills all my relations.	0	This organization does not meet the eligibility requirements of the grant program under Sections 3 (a) and (k)
Appleton Community Association	N/A	N/A	5,000	Appleton Bay Park Rehabilitation projects	unknown	unknown	unknown	All age groups	7,040	Unknown financial information not provided	Unknown financial information not provided	Rehabilitate Appleton Park for all users	0	Refer to Recreation Department for consideration as the Appleton Bay Park is owned by the Municipality.

Bridging Generations	N/A	N/A	2,500	Pursue work plan activities from the Community Forums held in 2016. Develop a business summit in Pakenham to develop a vision for the future	2	6	unknown	Seniors and youth	2,500	Unknown financial information not provided	Unknown financial information not provided	Address identified issues and ideas with the hopes of identifying Pakenham as an age friendly community. To support existing businesses and attract new families	0	Refer to Community and Economic Development Committee to consider. This committee provided funding of \$2,000 to Bridging Generations in 2017.
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TOTAL

30,500

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: January 16, 2018
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: PROCURMENT BY-LAW

RECOMMENDATION:

THAT Council approve the Procurement By-Law as presented.

BACKGROUND:

The Municipality's procurement Policy, By-law 12-79, has not been amended or updated in several years and required a review. The procurement policies and practices of other Ontario Municipalities, where applicable, were incorporated into the revised document. In addition, all Department Heads were given the opportunity to provide comments which were also incorporated into the amended policy.

DISCUSSION:

The updated procurement policy is attached for your review and all the changes from the existing policy are highlighted in yellow. By-law 12-79 is also attached for comparative purposes. The resulting changes are many therefore rather than amend the existing policy it is recommended that a new policy be approved by by-law.

The amendments include:

- Expanded definitions
- Increased financial limits depending on the type of procurement
- New sections related to supplier/vendor eligibility, the disposal of surplus assets, supplier performance, access to information, contract renewals/amendments and a statement of ethics
- Clarification and expansion of single source procurement
- The inclusion of standing offer purchases and invitational bidding
- Expansion of the section on Bid Analysis

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report or the new provisions of the policy.

SUMMARY:

The Procurement Policy has not been amended since 2012. It is recommended that Council approve the Procurement By-law as presented.

Respectfully submitted,

Reviewed by,

Rhonda Whitmarsh, Treasurer

Diane Smithson, CAO

Attachments:

1. Bylaw 12-79 Procurement Policy (repeals 09-42) SCHEDULE A
2. Proposed Bylaw 18-XX Procurement Policy (repeals 12-79) SCHEDULE A

THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 12-79

BEING a bylaw to establish a policy for the procurement of goods and services for the Town of Mississippi Mills.

WHEREAS in accordance with Section 270 (1) of the *Municipal Act, 2001* municipalities shall adopt policies with respect to the procurement of goods and services;

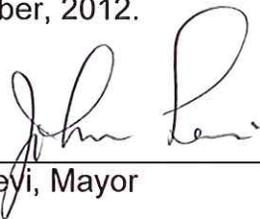
WHEREAS in accordance with Sections 5 and 6 of the *Integrated Accessibility Standards* (Ontario Regulation 191/11) municipalities as designated public sector organizations must incorporate accessibility criteria and features into procurement practices when procuring or acquiring goods, services or facilities, including self-service kiosks;

AND WHEREAS this By-Law establishes the authority and sets out the methods by which goods and services will be purchased or disposed of for the purposes of the Town of Mississippi Mills subject to certain exceptions set out therein;

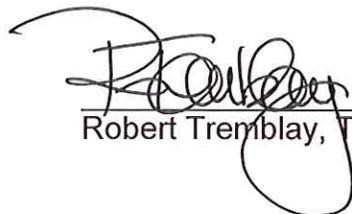
NOW THEREFORE the Council of the Corporation of the Town of Mississippi Mills enacts as follows:

1. THAT the procurement policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.
3. THAT by-law 09-42 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this 13th day of December, 2012.



John Levi, Mayor



Robert Tremblay, Town Clerk



**“Schedule A”
By-Law 12-79**

**THE CORPORATION OF THE TOWN OF
MISSISSIPPI MILLS**

PROCUREMENT POLICY

Approved by Council
December 14, 2004

Amended by Council
June 1, 2009

**Amended by Council
December 13, 2012**

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SECTION I DEFINITIONS

In this Policy,

1. **Accessible Criteria and Features**
means universal accessible standards or specifications as defined by regulation or as determined by Council.
2. **Acquisition**
means the process used for obtaining goods and services.
3. **Agreement**
means a legal document that binds the Town of Mississippi Mills and all other parties, subject to the provisions of the contract.
4. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service.
5. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services.
6. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.
7. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Appendix B).
8. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal.
9. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand.
10. **Chief Administrative Officer (CAO)**
means the Chief Administrative Officer for the Town of Mississippi Mills.

11. **Clerk**
means the Municipal Clerk for the Town of Mississippi Mills.
12. **Contract**
means a legally binding agreement between two or more parties. Such agreements will consist in the form of a formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services.
13. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Town of Mississippi Mills. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family or business associates.
14. **Corporate Signing Officer**
means the Head of Council, and Municipal Clerk or other individuals designated by Council or this policy.
15. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure.
16. **Council**
means the Council for the Town of Mississippi Mills.
17. **Co-op**
means a Co-operative acquisition venture.
18. **Department Head**
means the person responsible for direction and operational control of a Department or authorized designate.
19. **Designated Signing Authorization**
provides the authority for members of staff to execute legally binding contracts, on behalf of the Town of Mississippi Mills. Thresholds governing signing authorizations are as follows:
 - a. **Purchase Requisitions** - Treasurer or CAO
 - b. **Agreements/Contracts**
 - \$0 - \$10,000 - as per Departmental signing authorization
 - \$10,001 - \$20,000 - Treasurer, or where requested Head of Council and Municipal Clerk
 - over \$20,000 - Head of Council and Municipal Clerk

20. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.
21. **Disposal**
means the removal of materials owned by the municipality, which are deemed surplus, by sale, trade-in, auction, alternative use, gift, or destruction.
22. **Emergency**
means a situation where the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public.
23. **Execute**
means to legally bind the Town of Mississippi Mills to the terms and conditions defined within the Agreement.
24. **Expression of Interest**
means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.
25. **Goods and/or Services**
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
26. **List of Bidders**
means a list, retained by the respective departments of those vendors who are interested in submitting bids.
27. **Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.
28. **Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures.
29. **Municipality**
means the Town of Mississippi Mills.

30. **Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy.
31. **Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing.
32. **Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part "the lowest or any tender may not necessarily be accepted".
33. **Procure/Procurement/Purchase**
means to acquire by purchase, rental or lease of goods and/service.
34. **Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the municipality.
35. **Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Municipality, where it is not practical to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
36. **Purchase Order**
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Municipality.
37. **Purchase Requisition**
means a request for goods and/or services initiated by the user, for which budget approval has been granted and sent to the Purchasing Coordinator for action.
38. **Quotation (Request for Quotation/RFQ)**
means an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality.
39. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same.

40. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.
41. **Self Service Kiosk**
means a computer terminal featuring specialized hardware and software designed for use by the public that provides access to information and applications for communication, commerce, entertainment and education.
42. **Single Source**
means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services.
43. **Surety**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Municipality.
44. **Tender**
means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders sealed in an envelope.
45. **Treasurer**
means the Treasurer for the Town of Mississippi Mills.
46. **Verbal Quotation**
means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and document the information on the requisition.

SECTION II PROCUREMENT PRINCIPLES and GOALS

The purchasing principles of the Town of Mississippi Mills are as follows:

1. to encourage the procurement of goods and services by local suppliers where all other factors are considered equal;

2. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
3. to encourage open competitive bidding for the acquisition and disposal of goods and services from the most responsive and responsible vendors;
4. to use vendors who comply with the provisions of the bid documents including specifications and contractual terms and conditions;
5. to use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience and sufficiency of financial and other resources;
6. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
7. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Municipality as a whole prior to determining the appropriate acquisition method;
8. to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities including self service kiosks, except where it is not practical to do so, to achieve the objectives of dignity, equal opportunity, independence and integration;
9. to co-ordinate purchases on a municipal-wide basis when appropriate in order to obtain available volume discounts and best possible price;
10. to monitor and report on the economic climate and legislative changes which may have an impact on the Town of Mississippi Mills and to determine the appropriate actions to be taken through purchasing policies and procedures;
11. to encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable;
12. to review this policy every 3 years or earlier, to evaluate its effectiveness.

**SECTION III
GENERAL CONDITIONS**

1. Where a Department Head is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head's authorized designate.
2. Any commitments being made where it is recommended that a contract be executed by the Head of Council and the Clerk must first be approved by Council.
3. Where it is recommended that a contract other than a purchase order be executed, it will be authorized:
 - i. For contracts over \$20,000
by the Head of Council and Clerk after being approved by Council
 - ii. For contracts between \$10,001 and \$20,000
by the Treasurer or where requested the Head of Council and Municipal Clerk
 - iii. For contracts under \$10,000
by a Department Head, or where requested the Head of Council and Municipal Clerk.
4. No expenditure or commitment shall be incurred or made and no account shall be paid by the municipality for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy.
5. References must be obtained for all procurement where no past experience with the municipality exists.
6. The CAO or Treasurer in consultation with the Department Head of the requisitioning department may remove a vendor's name from the list of bidders for a period of up to two years on the basis of documented poor performance, non-performance, or conflict of interest. A written notice of the decision will be provided to the vendor by the CAO or Treasurer.
7. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process.
8. When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.
9. The CAO or Treasurer will assist in developing evaluation criteria and submission analysis for all procurement needs.

10. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the CAO or Treasurer for final review and comments.
11. No employee or elected official shall purchase or offer to purchase, on behalf of the Municipality, any goods and services, except in accordance with this Policy.
12. Individual Elected Officials shall not approve nor acquire any goods and services on behalf of the Municipality.
13. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policies.
14. All petty cash purchases must exclude tendered goods and services.
15. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
16. A Department Head shall not award a contract where the CAO or Treasurer has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.
17. The CAO or Treasurer shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
18. That Schedules A-E (attached hereto) may be amended provided such amendments have been approved by the Council and the amended Schedule(s) has been circulated to affected staff.

SECTION IV REQUIREMENT FOR APPROVED FUNDS

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 1/3 of the previous year's approved Operating Budget. Department heads are not authorized to overrun net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.

3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
 - b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available, and

The CAO or Treasurer may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the CAO or Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the CAO or Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The CAO or Treasurer will ensure that all lease commitments comply with Municipal Act 2001 as amended and regulations made there under.

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding GST
 - b. less any rebates

SECTION V SPECIFICATIONS

1. The department head whose budget provides for the procurement of goods and services shall be responsible, in consultation with the CAO for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.

3. Where practical, accessibility criteria and features should be considered when procuring goods and services. If not practical, a documented explanation should be provided to the CAO.
4. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the CAO or Treasurer shall be advised
- b. the contracted vendor will be considered as a consultant and paid for their services and will continue to be able to make an offer for the supply of the goods and services. The consultant shall be advised that the provision of assistance with specifications does not guarantee award of contract.
- c. the detailed specification shall become the property of the municipality for use in obtaining competitive bids

SECTION VI STANDARDIZATION

It will be the policy of the Town of Mississippi Mills wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost
10. increased use of environmentally friendly products

SECTION VII RESPONSIBILITIES AND AUTHORITIES

1. The Department Head has responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy and the requirements of this policy are met.

3. The Purchasing Co-ordinator is responsible for:
 - a. providing procurement advice and services to Department Heads,
 - b. monitoring compliance with this policy.
4. Department Heads, in consultation with Treasury staff, shall inform Council that non-compliance with this policy has occurred.
5. For awards of value \$10,000 or less:
 - a. The CAO or Treasurer shall execute purchase orders provided that the requirements of this policy are met
 - b. the Department Head shall execute all related agreements.
6. The CAO or Treasurer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Municipality.
7. The Municipal Clerk or Department Head is required to forward to the CAO or Treasurer, a copy of all legally executed contracts relating to the procurement of optional goods and services.

SECTION VIII METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Appendix "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time. Procurement by means of a lease agreement is also addressed separately in Schedule E.

1. PROCUREMENT OF GOODS AND/OR SERVICES

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

- a. **\$0 to \$500**
Direct acquisition is acceptable.
- b. **\$501 to \$2,500**
The user department shall obtain 3 written quotations where possible and practicable (if verbal, written documentation of the conversation is required).
No report to Council is necessary.

c. **\$2,501 to \$10,000**

The initiating Department in consultation with the CAO or Treasurer, shall obtain three (3) written quotations, where possible (using a Request for Quotation, invitational Request for Quotation, or other method).

No report to Council is necessary.

d. **\$10,001 to \$20,000**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Request for Quotation. A minimum of three quotations (where possible) are to be received before the municipality commits to a Vendor.

If only one quotation is received, the municipality may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

Reporting requirements per delegated authority by-law

e. **\$20,000 and over**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Tender for all approved projects based on defined requirements (specifications are available to readily compare products).

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the CAO and are opened at a public tender meeting. If only one tender is received, the municipality has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Appendix B).

Reporting requirements per delegated authority by-law

Upon Council's approval by by-law, the CAO or Treasurer shall ensure that a legally binding agreement is executed by the Mayor and Clerk.

The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

**2. REQUESTS FOR PROPOSALS
(INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND
CONSULTING SERVICES)**

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified, the requirements of the municipality are best described in a general performance specification, and innovative solutions are sought.

Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment.

Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the CAO or Treasurer, in consultation with the Department Head, has the option of not opening the bid and closing the call for proposal. (SEE APPENDIX C)

Written quotations shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria.

A report to Council is required from the department issuing the RFP for Council consideration and approval.

Upon Council's approval by by-law, a contract must be executed by the Mayor and Clerk.

**3. EXPRESSION OF INTEREST and/or
REQUEST FOR PRE-QUALIFICATION**

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, and information is requested to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the respective department.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list to invited pre-qualified bidders.

METHODS OF PROCUREMENT

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

METHOD OF PROCUREMENT	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	REPORTING STATUS
1. GOODS AND SERVICES				
a. under \$500			Direct acquisition	No report to Council required
b. \$501 - 2,500	Written documentation required	Purchases made from the competitive marketplace where possible and practicable		No report to Council required
c. \$2,501 - 10,000	Written quotation required	3 written quotes to be obtained where possible		No report to Council required
d. \$10,001 – 20,000	Written quotation acquired by REQUEST FOR QUOTATION (RFQ)	Advertised on website		Delegated Authority
e. over \$20,000	Written quotation acquired by REQUEST FOR TENDER	Advertised on website and in local paper. May advertise in trade paper	Purchase Order or Executed Contract	Delegated Authority & Information to Council
2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)				
a. Over \$10,000	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local paper. May advertise in trade paper	Agreement	Report to Council
3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION				
	Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER.	Advertised on website and in local paper. May advertise in trade paper	No contract. Followed by further request	No report to Council required

4. EXCEPTIONS TO METHODS OF ACQUISITION

a. VOLATILE MARKET CONDITIONS

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Purchasing Co-ordinator will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

b. SINGLE SOURCE PROCUREMENT

Purchase by negotiation may be adopted, if in the judgment of the CAO or Treasurer and in consultation with the requisitioning Department Head any of the following conditions apply:

- (i) goods and services are in short supply due to market conditions
- (ii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
 - d. specialty services for which competitors are limited or for which there is no substitute
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial (to a maximum of 10% of the original contract).
- (iv) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals

c. EMERGENCY PROCUREMENT

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or
- the security of the municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The Department Head shall, when possible, obtain the prior approval of the CAO. The CAO must be informed as soon as possible if prior approval could not be obtained.

An information report shall be submitted to Council for purchases over \$10,000 explaining the actions taken and the reason(s) therefore.

d. CO-OPERATIVE OR JOINT VENTURES

The municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so.

e. UNSOLICITED PROPOSALS

Unsolicited proposals received by the municipality shall be reviewed by the Department Head and CAO or Treasurer. Any procurement activity resulting for the receipt of an unsolicited proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

f. PURCHASE OF USED EQUIPMENT

The department head may obtain a price from a known supplier of used goods. As the goods are in a certain condition and specifying the condition(s) would be difficult so as to enable other suppliers to bid or for comparison of bids, 1 price only may be obtained.

Purchases less than \$20,000 must be approved by the CAO upon receipt of a request for quotation completed by the supplier.

Purchases greater than \$20,000 must be approved by Council upon receipt of a completed tender form by the supplier.

g. GOODS OR SERVICES PURCHASED AT A TRADE SHOW

A department head may have the opportunity to attend trade shows where on occasion special pricing can be obtained on specific goods or services. The department head shall obtain 1 price from a known supplier of the goods or services in advance of the attendance at the trade show in order to ascertain that the price(s) obtained at the trade show are in fact competitive. The department head shall record the price obtained prior to and following attendance at the trade show on the appropriate form.

The Department Head shall have the approval to purchase the goods or services provided it is in accordance with this policy.

**SECTION IX
BID ANALYSIS**

The analysis of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating department staff, and a recommendation forwarded to Council for review
2. Bid responses dealing with the lease, rental or purchase of physical assets in excess of \$20,000 shall be tabulated and analyzed by the initiating department staff and a recommendation forwarded to the CAO for review
3. All other bid responses shall be tabulated and analyzed by the Department Head in consultation with the initiating department staff.
4. When accessibility criteria and features are required as part of the bid response, the review shall include the following:
 - An evaluation of whether accessibility requirements have been met
 - An evaluation of the bidders knowledge and experience related to accessibility
 - A verification of references if requested as part of the bid response, to confirm knowledge and experience related to accessibility.

**SECTION X
REPORTING**

GOODS AND SERVICES and PROFESSIONAL AND CONSULTING SERVICES

1. Where the;
 - a. value of the goods and services is less than \$10,000, and

- b. procedures defined by this policy have been followed, and
- c. acquisition is within the approved departmental net budget amount, and
- d. lowest responsive bid is being recommended.

No report to Council is required and the Clerk shall arrange for a contract to be signed by the Corporate Signing Officer(s).

- 2. Council approval is required where the:
 - a. value of the goods and services is over \$20,000, or
 - b. purchase is for vehicles or heavy equipment, or
 - c. purchasing policy is being waived, or
 - d. acquisition exceeds the approved capital budget amount , or
 - e. lowest responsive vendor submission is not being recommended, or
 - f. there was no provision in the budget for the item, or
 - g. CAO requests that a report be presented for Council consideration and approval

Based on the above criteria, a contract shall be executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

- 3. All contracts will be held by the issuing department.

SECTION XI DISPOSAL OF SURPLUS GOODS

- 1. The Department Head shall obtain the approval of Council for the disposal and/or sale of surplus assets (excluding land). Surplus goods shall be sold by sealed bid.

SECTION XII CONFLICT OF INTEREST

All consultants (eg: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

Schedule "A"

GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - f) Periodicals
 - g) Magazines/Books/DVDs etc.
 - h) Staff training
 - i) Staff development
 - j) Staff workshops
 - k) Subscriptions
- 3. Employee Expenses**
 - a) Advances
 - b) Meal allowances
 - c) Travel & Hotel accommodation
 - d) Entertainment
 - e) Miscellaneous – Non-Travel
- 4. Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licences (vehicles, elevators, radios, etc.)
 - c) Debenture payments
 - d) Grants to agencies
 - e) Payments of damages
 - f) Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
- 5. Professional and Special Services**
 - a) Committee fees
 - b) Witness fees
 - c) Court reporters' fees
 - d) Honoraria
 - e) Arbitrators
 - f) Legal settlements
- 6. Operating Expenses**
 - a) Postage
 - b) Water and sewer charges
 - c) Heat/Hydro
 - d) Cable television charges
 - e) Telephone
 - f) Vehicle & Equipment Repairs
 - g) Event Supplies/Entertainment Costs
 - h) Food and Program Supplies

Schedule "B"

BID IRREGULARITIES

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor irregularity.

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The issuing Department Head, the CAO or Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

ACTION TAKEN:

The CAO or Treasurer and the issuing Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- ✓ major irregularity (automatic rejection)
- ✓ minor irregularity (bidder may rectify)
- ✓ mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids (by any amount of time)	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	bidders not attending mandatory site meeting	X		automatic rejection
8.	unsealed tender envelopes	X		automatic rejection
9.	proper response envelope or label not used		X	acceptable if officially received on time
10.	pricing or signature pages missing	X		automatic rejection
11.	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant) -where security is required and amount of security is specified in request, automatic rejection
12.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection

14.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
15.	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
16.	uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
17.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
18.	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
19.	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
20.	pages requiring completion of information by vendor are missing	X		Automatic rejection unless provided within one working day
21.	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

NOTE: The above list of irregularities should not be considered all-inclusive. The CAO or Treasurer, in consultation with the requisitioning department will review minor irregularities not listed. The CAO or Treasurer may then accept the bid, or request that the bidder rectify the deviation.

Schedule "C"

TENDER PROCESS

Tenders will be called for all work, equipment, and materials with a value exceeding \$20,000 by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy.

The Department Head will send a draft advertisement and tender documents to the CAO for review, providing the following information:

- ✓ dollar value
- ✓ account number & Council authority
- ✓ description of work
- ✓ closing date

The CAO will assign a number from the Tender Registry and provides assistance with documents, if required.

The Department Head will forward plans and specifications to the CAO at least one day before the ad appears.

The Department Head will advertise and distribute tenders, and book a suitable room for the tender opening:

- ✓ all public tenders are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, tenders may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required)
- ✓ In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

TENDER PROCESS (continued)

Advertised tender packages are available from the Clerks Department, Town of Mississippi Mills. The tender fee (if applicable) is paid to Treasury and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the CAO, Town of Mississippi Mills. The Clerks Department will receive all sealed tender submissions and issue a date and time-stamped receipt.

The Clerks Department will refuse to accept any tender submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 12:00:00 noon on the appointed day, and are opened publicly at 12:05 pm. (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Appendix B).

Tenders are tabulated and evaluated by the using department.

A report initiated by the issuing Department Head and reviewed by the CAO shall be prepared for Council consideration and approval.

Following Council's approval, the Department Head shall either supply a requisition to the Treasurer to issue a purchase order, or ensure that a contract which legally binds the corporation is executed by the Mayor and Clerk.

Tender results, if requested, shall be made public by the Treasurer.

Schedule "D"
REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFP's) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Municipal Procurement Policy:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

RFP's must be assigned an RFP number from the Registry maintained by the CAO. The following information must be provided:

- ✓ approximate dollar value
- ✓ account number and budget authority
- ✓ description of work
- ✓ closing date

The User Department will initiate the RFP process by preparing documents, with input and assistance from the CAO if required.

Prior to printing, documents must be submitted to the CAO for review to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages.

All public RFP's are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, RFP's may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required). Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Public Request for Proposal document packages are available from the Clerks Department, Town of Mississippi Mills.

REQUEST FOR PROPOSAL PROCESS (continued)

RFP's must be addressed to the CAO. The Clerks Department will receive all sealed submissions and issue a date and time-stamped receipt, if requested.

The municipality will refuse to accept any submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the CAO/Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened at 12:00:00 on the appointed day for registration of bids or at such time as may be set out in the RFP. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee.

RFP's require the CAO's review prior to issuance, and a report from the department to Council for consideration and approval prior to the award. Following Council's approval, a contract must be executed by the Mayor and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

RFP results, if requested, shall be made public by the Treasurer.

Schedule "E"

LEASES

Leases are to be negotiated by the Chief Administrative Officer and the Department Head. The recommendation will be forwarded to Council for approval. As a general principle, leases shall be considered when the following conditions are applicable:

When the expenditure of the goods or services is less than the purchase of goods and services.

When the replacement of goods or services will be required on an ongoing basis due to technology changes, extensive use of equipment etc.

The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Leases will be treated in the same manner as purchase, based upon the retail value of the lease payment.

At the expiration of a lease, a replacement goods or product be re-quoted or re-tendered. Automatic "roll-over" of a lease payment into a new product must be authorized by the Chief Administrative Officer and/or Council as appropriate.

The report to Council recommending the entering into a lease agreement will require the Chief Administrative Officer to include the following information:

- Value of product or service if being purchased
- Length of the lease
- Monthly and annual lease payments
- Residual Amount
- Interest

Once a lease has been negotiated and approved, a copy of the lease and documents must be forwarded to the Treasurer.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-XX

BEING a bylaw to establish a policy for the procurement of goods and services for the Municipality of Mississippi Mills.

WHEREAS in accordance with Section 270 (1) of the *Municipal Act, 2001* municipalities shall adopt policies with respect to the procurement of goods and services;

WHEREAS in accordance with Sections 5 and 6 of the *Integrated Accessibility Standards* (Ontario Regulation 191/11) municipalities as designated public sector organizations must incorporate accessibility criteria and features into procurement practices when procuring or acquiring goods, services or facilities, including self-service kiosks;

AND WHEREAS this By-Law establishes the authority and sets out the methods by which goods and services will be purchased or disposed of for the purposes of the Municipality of Mississippi Mills subject to certain exceptions set out therein;

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

1. THAT the procurement policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.
3. THAT by-law 12-79 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this XX day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

Repeals 12-79

**“Schedule A”
By-Law 18-**

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

PROCUREMENT POLICY

Date:

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SECTION I DEFINITIONS

In this Policy,

1. **Accessible Criteria and Features**
means universal accessible standards or specifications as defined by regulation or as determined by Council.
2. **Acquisition/Purchase/Procurement**
means the process used for obtaining goods and services.
3. **Agreement**
means a legal document that binds the Municipality of Mississippi Mills and all other parties, subject to the provisions of the contract **including terms of reference, terms of payment, respective responsibilities, etc.**
4. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service.
5. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services.
6. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.
7. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule B).
8. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal.
9. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand.

10. **Chief Administrative Officer (CAO)**
means the Chief Administrative Officer for the Municipality of Mississippi Mills.
11. **Clerk**
means the Municipal Clerk for the Municipality of Mississippi Mills.
12. **Contract**
means a legally binding agreement between two or more parties. Such agreements will consist in the form of a formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services.
13. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Municipality of Mississippi Mills. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family or business associates.
14. **Corporate Signing Officer**
means the Head of Council, and Municipal Clerk or other individuals designated by Council or this policy.
15. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure.
16. **Council**
means the Council for the Municipality of Mississippi Mills.
17. **Co-op**
means a Co-operative acquisition venture.
18. **Department Head**
means the person responsible for direction and operational control of a Department or authorized designate.
19. **Designated Signing Authorization**
provides the authority for members of staff to execute legally binding contracts, on behalf of the Municipality of Mississippi Mills. Thresholds governing signing authorizations are as follows:
 - a. Purchase Requisitions - Treasurer or CAO
 - b. Agreements/Contracts - CAO or Mayor and Clerk

20. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.
21. **Disposal**
means the removal of materials owned by the municipality, which are deemed surplus, by sale, trade-in, auction, alternative use, or destruction.
22. **Emergency**
means a situation or threat or an impending situation which may affect the environment, life, safety, health and/or welfare of the general public, or the property of the residents of the municipality requiring the purchase of goods and services immediately to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public.
23. **Execute**
means to legally bind the Municipality of Mississippi Mills to the terms and conditions defined within the Agreement.
24. **Expression of Interest**
means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.
25. **Goods and/or Services**
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
26. **Invitational Bidding Process**
means select bidders are invited to provide a bid submission in response to a procurement document.
27. **List of Bidders**
means a list, retained by the respective departments of those vendors who are interested in submitting bids.
28. **Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.
29. **Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures.

30. **Municipality**
means the Municipality of Mississippi Mills.
31. **Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy.
32. **Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing.
33. **Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part “the lowest or any tender may not necessarily be accepted”.
34. **Procure/Procurement/Purchase**
means to acquire by purchase, rental or lease of goods and/service.
35. **Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the municipality.
36. **Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Municipality, where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
37. **Purchase Order**
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Municipality.
38. **Purchase Requisition**
means a request for goods and/or services initiated by the user, for which budget approval has been granted and sent to the **CAO or Treasurer** for action.
39. **Quotation (Request for Quotation/RFQ)**
means an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality **without the requirement for a sealed bid**

40. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same.
41. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.
42. **Self Service Kiosk**
means a computer terminal featuring specialized hardware and software designed for use by the public that provides access to information and applications for communication, commerce, entertainment and education.
43. **Single Source**
means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services.
43. **Standing Offer**
Means an offer from a supplier that allows the Municipality to purchase frequently ordered goods and services from suppliers at prearranged prices, under set terms and conditions, when and if these are requested but no commitment exists until the Municipality places an order against the standing offer.
44. **Surety**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Municipality.
45. **Tender**
means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders sealed in an envelope.
46. **Treasurer**
means the Treasurer for the Municipality of Mississippi Mills.
47. **Verbal Quotation**
means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and document the information on the requisition.

SECTION II PROCUREMENT PRINCIPLES and GOALS

The purchasing principles of the Municipality of Mississippi Mills are as follows:

1. to obtain the best value in the procurement of goods and services while treating all suppliers equitably.
2. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner while maintaining the controls necessary for a public agency in accordance with the Procurement Policy;
3. to encourage open competitive bidding for the acquisition and disposal of goods and services from the most responsive and responsible vendors;
4. to use vendors who comply with the provisions of the bid documents including specifications and contractual terms and conditions;
5. to use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience and sufficiency of financial and other resources;
6. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
7. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Municipality as a whole prior to determining the appropriate acquisition method;
8. to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities including self service kiosks, except where it is not practical to do so, to achieve the objectives of dignity, equal opportunity, independence and integration;
9. to co-ordinate purchases on a municipal-wide basis when appropriate in order to obtain available volume discounts and best possible price;
10. to monitor and report on the economic climate and legislative changes which may have an impact on the Municipality of Mississippi Mills and to

determine the appropriate actions to be taken through purchasing policies and procedures;

11. to encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials or “environmentally friendly” materials where practicable;
12. to avoid real and perceived conflicts between the interests of the Municipality and those of its employees and elected officials and to ensure compliance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.5, as amended;
13. to adhere to the Municipality’s codes of conduct for municipal employees and Council and the Statement of Ethics for Procurement in Schedule F of the Procurement Policy.
14. to review this policy every 3 years or earlier, to evaluate its effectiveness.

SECTION III GENERAL CONDITIONS

1. Where a Department Head is authorized or has delegated authority to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head’s authorized designate.
2. Any commitments being made where it is recommended that a contract be executed by the Head of Council and the Clerk must first be approved by Council.
3. No expenditure or commitment shall be incurred or made and no account shall be paid by the municipality for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy, or any applicable Municipal policy or by-law, any specific provisions of the *Municipal Act, 2001*, and all other relevant Federal and Provincial legislation, as may be in effect from time to time.
4. References must be obtained for all procurement where no past experience with the municipality exists.
5. The CAO or Treasurer in consultation with the Department Head of the requisitioning department may remove a vendor’s name from the list of bidders for a period of up to five years on the basis of documented poor performance, non-performance, submitting misinformation or fraudulent documentation to the Municipality or misrepresenting the quality of goods

or services being provided, engaging in fraudulent activity, engaging in harassing or threatening or unlawful behaviour or for a conflict of interest. A written notice of the decision will be provided to the vendor by the CAO or Treasurer.

6. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process.
7. When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.
8. The CAO or Treasurer will assist in developing evaluation criteria and submission analysis for all procurement needs.
9. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the CAO or Treasurer for final review and comments.
10. No employee shall purchase or offer to purchase, on behalf of the Municipality, any goods and services, except in accordance with this Policy.
11. Individual Elected Officials shall not approve nor acquire any goods and services on behalf of the Municipality.
12. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policies.
13. All petty cash purchases must exclude tendered goods and services.
14. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
15. A Department Head shall not award a contract where the CAO or Treasurer has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.
16. The CAO or Treasurer shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.

17. That Schedules A-F (attached hereto) may be amended provided such amendments have been approved by the Council and the amended Schedule(s) has been circulated to affected staff.

SECTION IV SUPPLIER/VENDOR ELIGIBILITY

1. Without limiting or restricting any other right or privilege of the municipality and regardless of whether or not a bid otherwise satisfies the requirements of a bid document, the municipality may reject any bid from a vendor where within the preceding five years a supplier/vendor has been involved in any, but not limited to, the following:
- Litigation with the municipality;
 - Act(s) or omission(s) resulting in a claim by the municipality under any security submitted by the vendor on a Request for Proposal or a tender, including but not limited to a bid bond, a performance bond, or warranty bond;
 - Failure to make payments owing the municipality after a demand for same has been made;
 - Refusal to enter into a contract with the municipality after a bid has been accepted;
 - The vendor's refusal to follow reasonable directions of the municipality or to correct a default under any contract with the municipality and when required by the municipality;
 - Documented poor performance;
 - Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, communication or interference with any other bidder intending to submit a bid or interference with the performance of any contract awarded by the municipality to the successful bidder;
 - The vendor having discussed or communicated, directly or indirectly, with any other vendor or their agent or representative about the preparation of the vendor's bid including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge, of any other vendor making a bid for the same work except in the instance of a Joint Venture where one is permitted;
 - Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, assault or battery, or interference with an official, employee, representative, agent or independent consultant or contractor or the municipality in the performance of his or her duties or any attempts to influence such persons;
 - Fraudulent or negligent billing practices;
 - Misrepresentation of goods/services being supplied;
 - Submission of false or misleading information or alteration of municipally issued bidding documents;

- Acted in conflict with the municipality's interests;
- Involvement in criminal activity or activity that contravenes municipal by-laws or Provincial/Federal laws;

2. A vendor and its representatives shall not:

- Publicly comment, respond to questions in a public forum or carry out activities to publicly promote or advertise their qualifications, their service or product or their interest in a bid document;
- Communicate with municipal employees outside of the point of contact included in the bid document;
- Communicate or contact either directly or indirectly any of the following persons with respect to a bid document: any member of the evaluation team, any member of the costing team, any expert, independent consultant or advisor assisting the municipality, any elected official, any employee of the municipality or any other person connected in any way with the bid document.

until such time when the bid process is cancelled or awarded.

**SECTION V
REQUIREMENT FOR APPROVED FUNDS**

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 1/3 of the previous year's approved Operating Budget. Department heads are not authorized to overrun net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
 - b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available

The CAO or Treasurer may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the CAO or Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the CAO or Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The CAO or Treasurer will ensure that all lease commitments comply with Municipal Act 2001 as amended and regulations made thereunder.

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding **HST**
 - b. less any rebates

SECTION VI SPECIFICATIONS

1. The Department Head whose budget provides for the procurement of goods and services shall be responsible, in consultation with the CAO for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Where practical, accessibility criteria and features should be considered when procuring goods and services. If not practical, a documented explanation should be provided to the CAO.
4. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the CAO or Treasurer shall be advised
- b. the contracted vendor will be considered as a consultant and paid for their services and will continue to be able to make an offer for the supply of the goods and services. The consultant shall be advised that the provision of assistance with specifications does not guarantee award of contract.

- c. the detailed specification shall become the property of the municipality for use in obtaining competitive bids

SECTION VII STANDARDIZATION

It will be the policy of the Municipality of Mississippi Mills wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost
10. increased use of environmentally friendly products

SECTION VIII RESPONSIBILITIES AND AUTHORITIES

1. The Department Head has responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy **and the delegated authority by-law**, and the requirements of this policy are met.
3. The **CAO or Treasurer** is responsible for:
 - a. providing procurement advice and services to Department Heads,
 - b. monitoring compliance with this policy.
4. Department Heads, in consultation with Treasury staff, shall inform Council if non-compliance with this policy has occurred.
5. The CAO or Treasurer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Municipality.

6. The Municipal Clerk or Department Head is required to forward to the CAO or Treasurer, a copy of all legally executed contracts relating to the procurement of optional goods and services.

SECTION IX METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule A do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time. Procurement by means of a lease agreement is also addressed separately in Schedule E.

1. PROCUREMENT OF GOODS AND/OR SERVICES

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

a. **\$0 to \$2,500**

Direct acquisition is acceptable.

b. **2,501 to \$10,000**

The user department shall obtain 3 written quotations where possible and practicable
No report to Council is necessary.

c. **\$10,001 to \$25,000**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Request for Quotation. A minimum of three quotations (where possible) are to be received before the municipality commits to a Vendor.

If only one quotation is received, the municipality may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

Reporting requirements per delegated authority by-law

e. **\$25,000 and over**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Tender for all approved projects based on defined requirements (specifications are available to readily compare products).

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the CAO and are opened at a public tender meeting. If only one tender is received,

the municipality has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Schedule B).

Reporting requirements are determined by the delegated authority by-law

Upon approval by the delegated authority by-law or municipal by-law, a legally binding agreement is executed by the Mayor and Clerk.

The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitively specified, the requirements of the municipality are best described in a general performance specification, and innovative solutions are sought.

Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as but not limited to, qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, equipment and price/fees.

Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the CAO or Treasurer, in consultation with the Department Head, has the option of not opening the bid and closing the call for proposal. (See Schedule C)

Written submissions shall be acquired through the Request for Proposal (RFP) process and evaluated **on the basis of quantitative and qualitative criteria identified in the RFP documents.**

A report to Council or the CAO per the delegated authority by-law is required from the department issuing the RFP for Council consideration and approval.

Upon approval by the delegated authority by-law or municipal by-law, a legally binding agreement is executed by the Mayor and Clerk.

**3. EXPRESSION OF INTEREST and/or
REQUEST FOR PRE-QUALIFICATION**

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, and information is requested to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the respective department.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list to invited pre-qualified bidders.

METHODS OF PROCUREMENT

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

METHOD OF PROCUREMENT	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	REPORTING STATUS
1. GOODS AND SERVICES				
a. Under \$2,500			Direct acquisition	No report to Council required
b. \$2,501 - 10,000	Written documentation required	Purchases made from the competitive marketplace where possible and practicable		A report to the CAO is required
c. \$10,001 – 25,000	Written quotation acquired by REQUEST FOR QUOTATION (RFQ)	Advertised on website and in local paper.		Delegated Authority and report to CAO
e. Over \$25,000	Written quotation acquired by REQUEST FOR TENDER	Advertised on website and in local paper. May advertise in trade paper	Purchase Order or Executed Contract	Delegated Authority & report to CAO to include in an Information report to Council
2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)				
a. Under \$100,000	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local paper. May advertise in trade paper	Agreement	Delegated Authority & report to CAO to include in an Information report to Council
b. Over \$100,000	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local paper. May advertise in trade paper	Agreement	Report to Council
3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION				
	Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER.	Advertised on website and in local paper. May advertise in trade paper	No contract. Followed by further request	No report to Council required

4. EXCEPTIONS TO METHODS OF ACQUISITION

a. VOLATILE MARKET CONDITIONS

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Department Head, CAO or Treasurer will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

b. SINGLE SOURCE PROCUREMENT

The requirement for competitive bid solicitation for goods or services may be waived under joint authority of the appropriate Department Head and the CAO or Treasurer under the following circumstances:

- (i) goods and services are in short supply due to abnormal market conditions
- (ii) where competition is precluded due to the application of any Act, or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material
- (iii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
 - d. specialty services for which competitors are limited or for which there is no substitute
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial
- (iv) where an existing contract has expired or will expire shortly and unforeseeable circumstances have caused a delay in issuing a new RFP or tender so that a contract extension is required.
- (v) where only one source of supply would be acceptable and cost effective
- (vi) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals

- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals
- (vii) in an emergency situation where there are time constraints
- (viii) where the standing offer process is utilized

The rationale for the selection of single source procurement by a Department Head shall be submitted in writing to the CAO to include in an information report to Council.

c. EMERGENCY PROCUREMENT

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or
- the security of the municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The Department Head shall, when possible, obtain the prior approval of the CAO. The CAO must be informed as soon as possible if prior approval could not be obtained.

An information report shall be submitted to Council for purchases over \$10,000 explaining the actions taken and the reason(s) therefore.

d. CO-OPERATIVE OR JOINT VENTURES

The municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so.

e. UNSOLICITED PROPOSALS

Unsolicited proposals received by the municipality shall be reviewed by the Department Head and CAO or Treasurer. Any procurement activity resulting for the receipt of an unsolicited proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

f. PURCHASE OF USED EQUIPMENT

The department head may obtain a price from a known supplier of used goods. As the goods are in a certain condition and specifying the condition(s)

would be difficult so as to enable other suppliers to bid or for comparison of bids, 1 price only may be obtained.

Purchases within budget must be approved by the CAO upon receipt of pricing from the supplier. Purchases in excess of the budget must be approved by Council.

g. GOODS OR SERVICES PURCHASED AT A TRADE SHOW

A Department Head may have the opportunity to attend trade shows where on occasion special pricing can be obtained on specific goods or services. The department head shall obtain 1 price from a known supplier of the goods or services in advance of the attendance at the trade show in order to ascertain that the price(s) obtained at the trade show are in fact competitive. The Department Head shall record the price obtained prior to and following attendance at the trade show on the appropriate form.

The Department Head shall have the approval to purchase the goods or services provided it is in accordance with this policy.

h. STANDING OFFER PURCHASES

A request for standing offer purchases may be used where:

- (i) the same goods or services are repetitively used by one or more Departments and the actual demand is not known in advance or
- (ii) the need is anticipated for a range of goods or services for a specific purpose but the actual demand is not known at the outset and delivery is made when a requirement arises

Each department may establish and maintain Standing Offers that define source and price with selected suppliers for all frequently used goods or services. The Department shall employ the provisions contained in the procurement policy for the purchase of goods or services. In a request for a Standing Offer, the expected quantity of the specified goods or services to be purchased over the time of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors.

I INVITATIONAL BIDDING PROCESS

The requirements for open bidding of goods or services may be waived and an invitational process used upon the Department Head writing a report to Council providing the rationale in support of the request and Council approval being given.

SECTION X BID ANALYSIS

The analysis of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating department staff, and a recommendation forwarded to the CAO or Council for review per this policy **or the delegated authority by-law.**
2. Bid responses dealing with the lease, rental or purchase of physical assets in excess of \$25,000 shall be tabulated and analyzed by the initiating department staff and a recommendation forwarded to the CAO or Council for review as per the requirements of this **policy or the delegated authority by-law.**
3. All other bid responses shall be tabulated and analyzed by the Department Head in consultation with the initiating department staff.
4. When two equal bids are received, the names of the tied bidders shall be placed in a container and the bid recommended for award shall be drawn by a Municipal staff member in the presence of the Department Head, the CAO or the Treasurer.
5. When bids are received in response to a bid solicitation but exceed the budget allocation, are not responsive to the requirements or do not represent fair market value, a revised solicitation shall be issued unless an alternative solution is provided by the Department Head, CAO or Treasurer in a report to Council for approval.
6. When accessibility criteria and features are required as part of the bid response, the review shall include the following:
 - An evaluation of whether accessibility requirements have been met
 - An evaluation of the bidders knowledge and experience related to accessibility
 - A verification of references if requested as part of the bid response, to confirm knowledge and experience related to accessibility.

SECTION XI REPORTING

1. Council approval is required where any or all of the following apply:
 - a. the value of the goods and services is over the approved amounts included in the delegated authority by-law;
 - b. acquisition exceeds the approved budget amount;
 - c. lowest responsive vendor submission is not being recommended;

- d. there was no provision in the budget for the item;
- e. CAO requests that a report be presented for Council consideration and approval

Based on the above criteria, a contract shall be executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

- 2. All contracts will be held by the issuing department.

SECTION XII DISPOSAL OF SURPLUS ASSETS (EXCLUDING LAND)

- 1. Surplus assets shall first be offered to other Departments within the Municipality.
- 2. Department Heads shall have the authority to sell or dispose of surplus assets (excluding land) through a competitive bidding process advertised on the Municipal website and in the local paper.
- 3. The sale of surplus assets shall be made to the highest bidder and in accordance with provisions of this policy.
- 4. Surplus assets shall not be sold directly to an employee or to a member of Council unless approved in advance by Council. However, this does not prohibit any employee or Council member from purchasing surplus assets being sold through a public process.

SECTION XIII CONFLICT OF INTEREST

All consultants (eg: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

SECTION XIV SUPPLIER PERFORMANCE

Department Heads shall document evidence and advise the CAO or Treasurer in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for health & safety violations or any other concerning issue. The CAO may, in consultation with the

Department Head or Municipal Solicitor, prohibit an unsatisfactory supplier from bidding on future contracts. Notice is to be provided to Council.

SECTION XV ACCESS TO INFORMATION

The disclosure of information received relevant to bid solicitations or awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990, CM.56, as amended. All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the *Municipal Freedom of Information and Protection of Privacy Act* or any other relevant Provincial or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal information, other confidential information of the Municipality and all records thereof which come into contact with in the course of performing services or providing goods to the Municipality.

SECTION XVI CONTRACT RENEWALS/AMENDMENTS

Where a contract contains an option for renewal, the Department Head may authorize the renewal provided that:

1. The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract;
2. The Department Head agrees that the renewal option is in the best interest of the Municipality, and;
3. Funds are available in appropriate accounts with the approved budget, including authorized amendments, to meet the proposed expenditure.

A written rationale for the renewal shall be submitted to the CAO for approval. The CAO will provide an information report to Council.

No amendments or changes to contracts shall be made by Department Heads unless the total amended value of the contract is within the approval authority of the Department Head. Amendments that change the scope of work or dollar value of a contract shall be approved by Council.

Schedule "A"

GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - f) Periodicals
 - g) Magazines/Books/DVDs etc.
 - h) Staff training
 - i) Staff development
 - j) Staff workshops
 - k) Subscriptions
- 3. Employee Expenses**
 - a) Advances
 - b) Meal allowances
 - c) Travel & Hotel accommodation
 - d) Entertainment
 - e) Miscellaneous – Non-Travel
- 4. Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licences (vehicles, elevators, radios, etc.)
 - c) Debenture payments
 - d) Grants/payments to other agencies
 - e) Payments of damages
 - f) Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
 - i) Insurance claims and arbitration awards
- 5. Professional and Special Services**
 - a) Committee fees
 - b) Witness fees
 - c) Court reporters' fees
 - d) Honoraria
 - e) Arbitrators
 - f) Legal settlements
- 6. Operating Expenses**
 - a) Postage
 - b) Water and sewer charges
 - c) Heat/Hydro
 - d) Cable television charges
 - e) Telephone/communications
 - f) Vehicle & Equipment Repairs
 - g) Event Supplies/Entertainment Costs
 - h) Food and Program Supplies

Schedule "B"

BID IRREGULARITIES

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor irregularity.

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The issuing Department Head, the CAO or Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

ACTION TAKEN:

The CAO or Treasurer and the issuing Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- ✓ major irregularity (automatic rejection)
- ✓ minor irregularity (bidder may rectify)
- ✓ mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids (by any amount of time)	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	bidders not attending mandatory site meeting	X		automatic rejection
8.	unsealed tender envelopes	X		automatic rejection
9.	proper response envelope or label not used		X	acceptable if officially received on time
10.	pricing or signature pages missing	X		automatic rejection
11.	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant) -where security is required and amount of security is specified in request, automatic rejection
12.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection

14.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
15.	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
16.	uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
17.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
18.	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
19.	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
20.	pages requiring completion of information by vendor are missing	X		Automatic rejection unless provided within one working day
21.	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

NOTES: The above list of irregularities should not be considered all-inclusive. The CAO or Treasurer, in consultation with the requisitioning department will review minor irregularities not listed. The CAO or Treasurer may then accept the bid, or request that the bidder rectify the deviation.

"working days" is from the hour the bidder is notified by Municipal Staff of the irregularity

Schedule "C"

TENDER PROCESS

Tenders will be called for all work, equipment, and materials with a value exceeding \$25,000 by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy.

Prior to issuing the tender, a number will be assigned from the Tender Registry.

The Department Head will advertise and distribute tenders, and book a suitable room for the tender opening:

- ✓ all public tenders are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, tenders may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required)
- ✓ In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Municipality of Mississippi Mills. The tender fee (if applicable) is paid to Treasury and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the CAO, Municipality of Mississippi Mills. A review will be made of all sealed tender submissions and the submission will be date and time-stamped.

The Municipality will refuse to accept any tender submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a tender has been cancelled.

TENDER PROCESS (continued)

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 12:00:00 noon on the appointed day, and are opened publicly at 12:05 pm. (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Schedule B).

Tenders are tabulated and evaluated by the issuing department.

A report initiated by the issuing Department Head and approved by the CAO in accordance with the delegated authority by-law or reviewed by the CAO and submitted for Council consideration and approval is required.

Following the CAO or Council's approval, the Department Head shall either issue a purchase order, or ensure that a contract which legally binds the corporation is executed by the Mayor and Clerk.

Tender results, if requested, shall be made public by the CAO, Treasurer or Department Head

Schedule "D"

REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFPs) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Municipal Procurement Policy:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

The User Department will initiate the RFP process by preparing documents, with input and assistance from the CAO if required.

Prior to printing, documents must be submitted to the CAO for review to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages.

All public RFP's are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, RFPs may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required). Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Request for Proposal document packages are available from the Municipality of Mississippi Mills upon request.

RFP's must be addressed to the CAO. **All sealed submissions will receive a date and time-stamp.**

The municipality will refuse to accept any submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after an RFP has been cancelled.

REQUEST FOR PROPOSAL PROCESS (continued)

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the CAO/Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened at 12:00:00 on the appointed day for registration of bids or at such time as may be set out in the RFP.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria **as outlined in the RFP document.**

RFPs require the CAO's review prior to issuance and a report from the Department to the CAO or Council per municipal policies/by-laws for consideration and approval prior to the award is required. Following approval, a contract must be executed by the Mayor and Clerk.

RFP financial results, if requested, shall be made public by the CAO, Treasurer or Department Head.

Schedule “E”

LEASES

Leases are to be negotiated by the Chief Administrative Officer and the Department Head. The recommendation will be forwarded to the CAO or Council for approval. As a general principle, leases shall be considered when the following conditions are applicable:

When the expenditure of the goods or services is less than the purchase of goods and services.

When the replacement of goods or services will be required on an ongoing basis due to technology changes, extensive use of equipment etc.

The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Leases will be treated in the same manner as purchase, based upon the retail value of the lease payment.

At the expiration of a lease, a replacement goods or product be re-quoted or re-tendered. Automatic “roll-over” of a lease payment into a new product must be authorized by the Chief Administrative Officer and/or Council as appropriate.

The report to the CAO or Council recommending the entering into a lease agreement will require the Chief Administrative Officer to include the following information:

- Value of product or service if being purchased
- Length of the lease
- Monthly and annual lease payments
- Residual Amount
- Interest

Once a lease has been negotiated and approved, a copy of the lease and documents must be forwarded to the Treasurer.

Schedule "F"

STATEMENT OF ETHICS

The following ethical principles shall govern the conduct of every Municipal employee with the authority to procure:

- Believes in the dignity and worth of the services rendered by the Municipality and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honour and integrity in order to merit the respect and inspire the confidence of the Municipality and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Keeps the Municipality informed through appropriate channels on problems and progress of applicable operations by emphasizing the importance of the facts.
- Follows the lawful instructions or laws of the Municipality.
- Understands the authority granted to them by the Municipality.
- Avoids activities which would compromise or give the perception of compromising the best interests of the Municipality
- Reduces the potential for any chance of preferential treatment by actively promoting the concept of competition.
- Obtains the maximum benefit for funds spent as agents of the Municipality.
- Maintains and practices to the highest degree possible, business ethics, professional courtesy and competence in all transactions with suppliers.
- Purchases without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Preclude from showing favouritism or be influenced by vendors through acceptance of gifts, gratuities, loans or favours.
- Adhere to and protect the suppliers business and legal rights to confidentiality for trade secrets and other proprietary information.
- Remain free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the Municipality.
- Refrain from engaging in activities where a municipal employee has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the Municipality
- Avoid acquiring interest or incurring obligations that could conflict with the interests of the Municipality.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Shawna Stone, Clerk
SUBJECT: Delegated Authority for Restricted Acts During Lame Duck Period

RECOMMENDATION:

THAT Council delegate authority to the CAO when a lame duck Council is in effect, pursuant to section 275 of the *Municipal Act, 2001*, to address matters as follows:

- **The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;**
- **The hiring or dismissal of any employee of the municipality; and**
- **Making any expenditure or incurring any other liability which exceeds \$50,000**

AND THAT the CAO consult with the Municipal Solicitor and/or Treasurer, where appropriate, prior to exercising that delegated authority;

AND THAT the CAO advise Council in writing prior to exercising that delegated authority;

AND THAT the Delegation of Authority By-law be amended to include these provisions.

BACKGROUND:

Section 275 of the *Municipal Act, 2001* sets out the restricted acts that a Council shall not take after Nomination Day in a municipal election year if the Council is in a lame duck position.

The lame duck periods are determined on two dates: Nomination Day (July 27) and Election Day (October 22). If, on either of these dates, it can be determined that the new council will include less than 75 percent of the outgoing council, lame duck applies and Council is restricted from taking certain actions until the inaugural meeting.

Once it is determined with certainty for either or both timeframes that the Council is lame duck, then the following restrictions apply:

- (a) the appointment or removal from office of any officer of the municipality;

- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.

These are the only four (4) restrictions noted in the Act.

DISCUSSION:

Two important changes for the 2018 Municipal Elections:

- Lame duck for Mississippi Mills will be six (6) members of council. The 2018 Municipal Elections will be conducted for a seven member council (By-law 15-45).
- Bill 68 has increased the lame duck period from 80 days in 2014 to 128 days in 2018.

Clauses (3)(b)(c) and (d) require the delegation of authority in order to ensure business continuity and efficiency during a lame duck period.

Clause (3)(a) - Appointment or Removal of Officers

Clause (3)(a) cannot be delegated pursuant to subsection 23.3(1) of the Act. Statutory Officers include: CAO (Chief Administrative Officer), Clerk, Treasurer, Chief Building Official, and Fire Chief.

As a best practice, deputies should be appointed for all statutory positions whether it is an election year or not. All appointments have to take place prior to Nomination Day. At present, there is no deputy Treasurer or deputy Chief Building Official.

Clause (3)(b) - Hiring or Dismissal of Employees

Council has delegated various human resources decisions to the CAO, including hiring and dismissal of employees, with the exception of senior management positions.

Clauses (3)(c) and (d) - Disposition of Real or Personal Property with a Value Exceeding \$50,000 at the time of Disposal; Making Expenditures or Incurring Liability which Exceeds \$50,000

Clauses (3)(c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by Council before Nomination Day in the election year (subsection 275(4)). However, a lame duck Council would not be able to award a contract if the amount exceeded the amount included in the budget. Accordingly, it would be prudent to delegate authority to the CAO with respect to clauses (3)(c) and (d) to ensure there is an ability to address these issues should they arise; otherwise, a decision would have to wait until after December 1, 2018.

Emergencies

Pursuant to subsection 275(4.1), Council is not restricted with respect to those actions set out in subsection 275(3) in the event of an emergency. Under section 1 of the *Emergency Management and Civil Protection Act*, an “emergency” means “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

SUMMARY:

The *Municipal Act, 2001* provides Council with the ability to delegate authority for restricted acts so as to ensure continued business continuity and effective management of the corporation relating to clauses 275(3)(b)(c) and (d) of the Act. The delegation of authority would only come into effect during a lame duck period and would end when the Council-Elect takes office.

Reviewed by,

Approved by,

Shawna Stone, Clerk

Diane Smithson, CAO

Attachments:

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Diane Smithson, CAO
**SUBJECT: AWARD OF REQUEST FOR PROPOSAL FOR SERVICE
DELIVERY REVIEW OF RECREATION AND CULTURE DEPARTMENT**

RECOMMENDATION:

THAT Council award the Request for Proposal for a Service Delivery Review of the Recreation and Culture Department to Blackline Consulting in the amount of \$52,055 plus HST.

BACKGROUND

On May 2, 2017, Council approved a Service Delivery Review (SDR) involving a combination of staff work and contracting out specific elements. At the September 19, 2017 meeting, Council authorized proceeding with the SDR for the Recreation and Culture Department and instructed staff to prepare a Scope of Work.

At the October 3, 2017 Council meeting the following resolution was passed:

Resolution No. 509-17

Moved by Councillor Torrance

Seconded by Councillor Ferguson

THAT Council approve the RFP Scope of Work for the Service Delivery Review of the Recreation and Culture Department.

CARRIED

The RFP was posted twice as a result of no submissions being received by the original closing date of November 21, 2017. The RFP was posted a second time on MERX as well as being advertised locally. Two (2) firms submitted a proposal by the most recent deadline of January 5, 2018.

DISCUSSION

The two (2) proposals were reviewed and scored. The RFPs were rated in accordance with the evaluation criteria outlined in the RFP as follows:

1. Experience and Qualifications of Team Members (20%)
2. Understanding of Objectives and Completeness of Proposal (10%)
3. Quality of Approach and Methodology (10%)
4. Proposed Work Plan, Schedule and Level of Effort (20%)
4. Fees (40%)

The companies were rated overall from high to lowest overall score based on the scoring model.

Staff is recommending that the proposal from Blackline Consulting be accepted. The firm is being recommended for this project for the following reasons:

- they received the overall best score in the evaluation of the RFPs
- they have significant experience in conducting municipal Service Delivery Reviews though they also do efficiency work for the private sector as well
- As a result of their experience, they have a very sound methodology in which to undertake the SDR using a framework they have developed
- they have offered value added opportunities at no cost to the Municipality that will be provided in a separate report to provide insight into the Department which should be reviewed next

FINANCIAL IMPLICATIONS

Two (2) firms submitted proposals in response to the Professional Services RFP.

COMPANY NAME	PROFESSIONAL FEES	DISBURSEMENTS	TOTAL (price does not include HST)
Raymond Chabot Grant Thornton	\$55,080.00	\$0.00	\$55,080.00
Blackline Consulting	\$44,700.00	\$7,355.00	\$52,055.00

There is \$60,000 included in the 2018 budget for a Service Delivery Review no money included in the 2017 budget for these services.

SUMMARY

After reviewing the RFP submissions for a service delivery review of the Recreation and Culture Department, staff is recommending that the RFP be awarded to Blackline Consulting.

Respectfully submitted

Diane Smithson,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: January 16, 2018
TO: Committee of the Whole
FROM: Diane Smithson, CAO
SUBJECT: HIRING OF A CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

THAT Council authorize proceeding with Option 1 – retaining the services of a head hunting firm to assist with the hiring of a Chief Administrative Officer.

BACKGROUND

On December 20, 2017, Diane Smithson provided her resignation from the position of Chief Administrative Officer (CAO) after 20 years of service with the Municipality of Mississippi Mills effective March 2, 2018.

DISCUSSION

Hiring of staff is conducted in one of two ways: by staff or by a combination of staff/Council.

The following are the options available to Council for the hiring of a new CAO:

Option 1 – Retain the Services of a Head Hunter

As there will be no staff member to assist Council with the hiring of a CAO, it would be appropriate to bring in a head hunting firm to assist with the process. When the current CAO was hired in 1997 during preparations for amalgamation, Council utilized consulting services through KPMG to assist the councillors with the hiring process. Under this scenario, a team of councillors (to be chosen) would participate in the interviews and make a recommendation to Council on a hiring though the head hunter would lead the process. If this is the option selected, proposals from head hunting firms could be sought and a further report provided to Council.

Option 2 – Seek Assistance from Another CAO

Council could seek the services of another CAO to assist Council in its hiring process. This is a similar model used by the Municipality in the past when hiring a Public Works Director.

Option 3 – Council Hiring Team

A Council team would lead the process of hiring a CAO. This approach is not recommended as it involves a member of Council being responsible for the administration of the process (preparing the advertisement, accepting resumes, etc.) and negotiating the offer to the successful applicant. These are staff or delegated functions and not the role of Council.

FINANCIAL IMPLICATIONS

Although there is no funding in the 2018 budget to retain a head hunting firm to assist with the hiring, there will be savings from the backfilling of positions in the interim until a new CAO is hired. Until proposals are received for retaining a firm, it is unknown what the financial impact will be.

SUMMARY

Staff recommends that Council retain the services of a head hunter to assist in the hiring of a new Chief Administrative Officer.

Respectfully submitted

Diane Smithson,
Chief Administrative Officer

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Dec. 13.

- **Housing Corporation Redevelopment Project Moving Forward:** Council has approved the hiring of a contract position for at least one year to oversee the redevelopment/regeneration process for properties held by the Lanark County Housing Corporation (LCHC). At the community services committee meeting earlier this month, Social Services Director Nancy Green explained the position would report to the county CAO, as Lanark County is the sole shareholder of the LCHC. The position would be funded from reserves or other sources that become available to offset the cost. In addition, a Housing Redevelopment/Regeneration Advisory Committee will be formed that consists of three county councillors (one being the community services committee chair); two LCHC board members (with one being the chair), the county CAO, the director of social services or the social housing manager, the LCHC executive director and the new coordinator. Regular progress reports would be provided to council and the board. Ms. Green explained redevelopment/regeneration was identified as a key strategic objective in 2013, with the Joseph/Edward/Pattie Street properties in Carleton Place identified as an initial priority. "Redevelopment is a time-consuming and complex process," she said. "While the LCHC has been doing its due diligence in exploring various options for redevelopment of these properties, it has reached a stage whereby additional resources must be considered to conduct a comprehensive analysis and achieve the best possible solutions to address identified housing gaps." Ms. Green said having a coordinator would allow the LCHC to focus on ongoing daily operations and other strategic objectives, while providing a broader strategic approach to addressing the housing needs across the county. This would include such components as the redevelopment project, relocating affected tenants, alternative options for vacant units, developing a long-term strategic housing renewal plan for the whole portfolio, identifying current housing needs through a needs analysis, identifying short- and long-range options for redevelopment/regeneration, and establishing a work plan. Ms. Green added the role will also provide coordination between the LCHC and the county as the shareholder and service manager. "This additional contract position will allow us to take that necessary comprehensive look at all aspects during the planning and implementation phases as we move forward." For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Upcoming Meetings: County Council, Wednesday, Jan. 10, 5 p.m.;** Community Services, Jan. 10 (following County Council); Corporate Services, Jan. 10 (following Community Services). **County Council, Wednesday, Jan. 24, 5 p.m.;** Public Works, Jan. 24 (following County Council); Economic Development, Jan. 24 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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INFORMATION LIST #01-18 January 16, 2018

The following is a list of information items received as of January 9, 2018.

Item #	Date	Originator	Subject
1	4-Dec-17	City of Clarence-Rockland	Resolution re: Bill 160, Strengthening Quality and Accountability for Patients Act
2	8-Dec-17	Premier of Ontario	Letter of Thanks
3	12-Dec-17	United Townships of Head, Clara & Maria	Resolution re: Algonquin Trail Management Plan
4	15-Dec-17	Ministry of Municipal Affairs	Update Bill 59, Payday Loan Establishments
5	28-Dec-17	Ministry of Infrastructure	New Municipal Asset Management Planning Regulation (O.Reg.588/2017)
6	4-Jan-18	Finance Minister	Retail and Distribution Channel for Legal Cannabis
7	5-Jan-18	Mississippi Valley Conservation Authority	2017 Statement of Remuneration and Expenses
8	8-Jan-18	Township of Muskoka	Resolution re: Bill 148, Fair Workplaces, Better Jobs Act



CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND
REGULAR MEETING

RESOLUTION

Resolution: 2017-262
Title: Resolution presented by Mayor Guy Desjardins and seconded by Councillor Michel Levert regarding Bill 160, Strengthening Quality and Accountability for Patients Act, 2017
Date: December 4, 2017

Moved by Guy Desjardins
Seconded by Jean-Marc Lalonde

WHEREAS Bill 160, Strengthening Quality and Accountability for Patients Act, 2017, has been carried in second reading on October 26, 2017; and

WHEREAS Bill 160 suggests to create a "pilot project" to trial a Fire-Medic model where cross-trained firefighters would be able to perform certain paramedic skills and therefore respond to certain calls not currently tiered to fire departments; and

WHEREAS this implementation of a pilot project could precipitate arbitrators forcing the Fire-Medic model on other fire departments across the Province with significant potential financial impact to municipalities; and

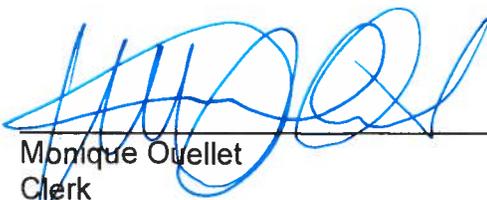
WHEREAS paramedics are funded by 50% by the Province but no funding is provided to municipalities for firefighters; and

WHEREAS these changes, if implemented without financial changes, it could have a sweeping impact on how emergency services are delivered across the Province;

BE IT RESOLVED THAT Council of the City of Clarence-Rockland hereby opposes to the Bill 160; and

BE IT RESOLVED THAT a copy of this resolution be sent to the Honorable Eric Hoskins, Minister of Health and Long-Term Care, Honorable Marie-France Lalonde, Minister of Community Safety and Correctional Services, Grant Crack, MPP (Glengarry-Prescott-Russell) and all Ontario municipalities.

CARRIED, as modified


Monique Ouellet
Clerk

The Premier of Ontario

Legislative Building, Queen's Park
Toronto, Ontario M7A 1A1



La première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park
Toronto (Ontario) M7A 1A1

December 8, 2017

His Worship Shaun McLaughlin
Mayor
c/o Ms. Diane Smithson
Chief Administrative Officer
Municipality of Mississippi Mills
3131 Old Perth Road
PO Box 400
Almonte, Ontario
K0A 1A0

Dear Mayor McLaughlin:

I want to thank you, Diane Smithson, and Councillor Pulker-Mok for accompanying me throughout my visit to a number of Almonte's thriving businesses. I am appreciative of the considerable time and effort that were invested in organizing my tour of the downtown. You — and everyone I met along the way — made me feel very welcome.

I thoroughly enjoyed speaking to both owners and customers at Mill Street Books, General Fine Craft, the Sivarulrasa Gallery and The Barley Mow. I never fail to be impressed by the hard work and talent of our province's entrepreneurs and by the continuing vitality of Ontario's central business districts.

It was a pleasure to visit Almonte. It is a beautiful, scenic town with much to offer, including, of course, a vibrant downtown. I was also very pleased to have the chance to see the statue of Dr. James Naismith — the father of basketball.

Thank you once again for all you did to make my visit to downtown Almonte such a memorable one.

Please accept my best wishes.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Wynne". The signature is written in a cursive, flowing style.

Kathleen Wynne
Premier



**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA**
15 Township Hall Road
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: hcminfocfischer@gmail.com; or hcmclerkmreith@gmail.com

Wednesday, December 20, 2017

Dear: Warden and Council of the County of Renfrew
Warden and Council of the County of Lanark
Mayor and Council of the Municipality of Papineau Cameron
Mayor and Council of the Town of Mattawa
All Lower Tier Heads of Council; via email

Re: Request for Consultation and Respect for the By-Laws and Wishes of Lower Tier Municipalities by County Councils with Respect to the Algonquin Trail

Dear Members of Council

At its meeting of Tuesday, December 19, 2017 the Council of the United Townships of Head, Clara & Maria did pass the enclosed resolution advising the County of Renfrew that the use of the property known as the "Algonquin Trail" through Head, Clara & Maria is an unlawful use, contrary to the lower tier Zoning By-Law. This is the second such notice.

This Council has some concerns with respect to the use of the rail corridor especially where it passes through residential areas. Council and staff have significant concerns with the process and precedent which is being set with the upper tier Councils passing resolutions affecting and contrary to the wishes of lower tiers without any consultation.

This Council respectfully requests consultation commence between the upper and lower tiers in respect to the rail corridor project in a meaningful way and not simply as an opportunity to explain to lower tiers what has already been decided.

In many news articles, notices and documents produced by or about the County of Renfrew regarding the trail use, policy and management plan; there is frequent mention of municipal consultation. Head, Clara & Mara Council has yet to be consulted. We are asking your support in this situation and request that the upper tiers begin a consultation process and show the respect due to lower tier municipalities.

Sincerely and on behalf of Council

A handwritten signature in black ink, appearing to read 'm. Reith', written in a cursive style.

Melinda Reith, Dipl. M.M.
Municipal Clerk and CAO

Enclosures: Copy of Council Resolution, Copy of Staff Report

Cc: Municipal Clerks



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA
COUNCIL MEETING RESOLUTION FORM

Date: Tuesday, December 12, 2017

Resolution No.:12/12/17/009

Moved by: Cathy McKay Seconded by: [Signature]

Subject: Use of Algonquin Trail through Head, Clara & Mara

WHEREAS the County of Renfrew has moved to lease sections of the Algonquin Trail within Head, Clara & Maria without any consultation with this lower tier municipality;

AND WHEREAS Council recognizes the potential of a properly planned and managed trail system within the County and is willing to consult on and come to a practical system meeting all needs;

AND WHEREAS use of a motorized trail through HCM is contrary to the current Zoning By-Law, and **not strictly compliant with** the current Renfrew County Official Plan or the Provincial Policy Statement as they speak to the importance and preference of active transportation including pedestrian and cycling over motorized trails;

AND WHEREAS municipalities have the express responsibility under the *Municipal Act* to protect their residents from public nuisance, noise, odour and dust, and to overall protect their general health and safety;

AND WHEREAS this Council has concern with the shared use of a trail by motorized and non-motorized users;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby direct staff to notify the County of Renfrew that the use of the lands known as the Algonquin Trail as a motorized trail through the municipality is contrary to the local Zoning By-Law and therefore not permitted;

AND FURTHER THAT consultations commence between the County and the municipality to come to an agreement to develop a system of trails throughout Head, Clara & Maria which meet the needs of all residents and users being mindful of property owner rights, public safety, costs and municipal liability;

AND FURTHER THAT this resolution and supporting documents be forwarded to each member of the upper tier Council of the Counties of Renfrew and Lanark and Papineau Cameron Township expressing Council's concerns as well as to all lower tier municipalities in Lanark and Renfrew Counties for support.

Carried ✓ Defeated _____ Mayor [Signature]

Recorded Vote

Recorded Vote		
Chartrand, C	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Foote, D	Yea <input checked="" type="checkbox"/>	Nay <input checked="" type="checkbox"/>
McKay, C	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/>	Nay <input checked="" type="checkbox"/>
Reid, B	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

The United Townships of Head, Clara & Maria

CERTIFIED TRUE COPY



Melinda Reith, Municipal Clerk

**Ministry of
Municipal Affairs**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



**Ministry of Government and
Consumer Services**

Office of the Minister

6th Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2
Tel.: 416-212-2665
Fax: 416-326-1947

**Ministère des Services
gouvernementaux et des
Services aux
consommateurs**

Bureau du ministre

6^e étage, Edifice Mowat
900, rue Bay
Toronto, ON M7A 1L2
Tél. : 416 212-2665
Télééc.: 416 326-1947

MGCS3766MC-2017-797

December 15, 2017

Dear Heads of Municipal Councils:

We are pleased to provide an update on Bill 59, Putting Consumers First Act (Consumer Protection Statute Law Amendment), 2017. Bill 59 made amendments to the City of Toronto Act, 2006 and the Municipal Act, 2001. Upon proclamation, these amendments will allow local municipalities to regulate the location and number of payday loan establishments. We would like to inform you that the government has proclaimed these sections into force effective January 1, 2018.

During consultations to inform the development of Bill 59, the government heard from municipalities that there was interest in an expanded municipal authority to regulate payday lenders. As a government we have listened. We thank municipal leaders for your contributions to protecting consumers and your communities.

Additional regulatory changes to strengthen protection for consumers using payday loans and cheque-cashing services will come into force on July 1, 2018 and include the following:

- It will be mandatory for payday lenders to provide borrowers with an extended payment plan if borrowers take out three or more loans with the same lender within a 63-day period.
- Payday lenders can only lend up to 50 per cent of a borrower's net pay per loan.
- The cost of borrowing a payday loan must be disclosed as an annual percentage rate in advertisements and agreements.
- The maximum fee for cashing government-issued cheques will be capped at \$2 plus one per cent of the face value of the cheque, or \$10, whichever is less.
- It will be mandatory for cheque cashing service providers to provide a receipt when cashing government-issued cheques.

.../2

If you have any questions about the amendments, you may contact Ann Missetich, Manager of Consumer and Business Policy via email at Ann.Missetich@ontario.ca or by telephone at 416-326-8868.

Thank you for your continued support of strengthening financial protection for consumers in Ontario's communities. We look forward to continuing to work with you on this important initiative in the future.

Sincerely,



Tracy MacCharles
Minister of Government and Consumer Services



Bill Mauro
Minister of Municipal Affairs

c: Municipal Clerks/CAOs

From: [Municipal Asset Management \(MOI\)](#)
To: [Municipal Asset Management \(MOI\)](#)
Subject: A message from the Ministry of Infrastructure / Un message du Ministère de l'Infrastructure
Date: December-28-17 4:04:37 PM

Dear Chief Administrative Officer/City Manager:

On December 13, 2017, the province approved a new municipal asset management planning regulation (O. Reg. 588/2017) under the *Infrastructure for Jobs and Prosperity Act, 2015*. It can be found on Ontario's e-laws website by following [this hyperlink](#).

Improved asset management planning has been a key objective of the province's Municipal Infrastructure Strategy since 2012. Building on this objective, O. Reg 588/2017 will help municipalities take stock of their infrastructure challenges, better understand what important services need to be supported over the long-term, and seek new opportunities to address infrastructure challenges through innovative solutions.

O. Reg. 588/2017 comes after more than a year and a half of consultations with municipalities, stakeholders and the broader public. The new requirements will be introduced using a phased approach. Having heard from municipalities that the original timelines proposed for preparation of asset management plans did not provide adequate time for implementation, we have increased the phase-in period from four to six years, according to the following dates:

- January 1, 2018: Effective date of Regulation (there are no requirements that must be met at this time).
- July 1, 2019: Date for municipalities to have a finalized strategic asset management policy.
- July 1, 2021: Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management) that discusses current levels of service and the cost of maintaining those services.
- July 1, 2023: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that discusses current levels of service and the cost of maintaining those services.
- July 1, 2024: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2023. This includes a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.

We have also addressed other important feedback heard during consultations, by:

- Removing the requirement for a licensed engineering practitioner to endorse completed asset management plans; and,

- Reducing the level of detail required under the financial planning aspects of the regulation.

During our consultations, we also heard that it is important to align the new asset management planning regulation and the asset management planning requirements under O. Reg. 82/98 to the *Development Charges Act, 1997*. In response to this feedback, an amendment has been made to O. Reg. 82/98 to provide that on July 1, 2024, the sections of this regulation that set out the content for asset management plans in respect of transit services will be repealed. After this date, the asset management plan content requirements in respect of transit services in support of development charge by-laws will be found in O. Reg. 588/2017. The repeal of the provisions in O. Reg. 82/98 has been post-dated to align with the date of full phase in of the requirements in O. Reg. 588/2017. The requirements in O. Reg. 82/98 will continue to apply until July 1, 2024 to municipalities that are preparing asset management plans to support a development charge by-law in respect of transit services.

I also wanted to advise that the ministry is planning to collect information from municipal asset management plans, such as levels of service and financial planning information, but this information collection has not been set out in the regulation. We continue to work with our partners at the Ministry of Municipal Affairs to plan for the collection of this information through the Financial Information Return. We are proposing that this information would be collected starting in 2025 (one year after the final requirements of O. Reg. 588/2017 are phased in). After the initial submission in 2025, municipalities would submit asset management planning information every time their plan is updated (at least every 5 years). More information will be provided on the ministry's proposed data collection processes in 2018.

Lastly, we heard that many municipalities will need additional support to help with implementation of O. Reg. 588/2017. To address capacity concerns, we will be providing up to \$25 million over the next five years in dedicated funding for asset management planning tools and supports. This funding will be targeted to build municipal capacity through coaching and communities of practice, as well as support to get planning activities done (e.g. condition assessments) in small communities. More details will be provided in 2018.

O. Reg. 588/2017 will provide a strong basis for improved asset management planning and set the stage for advancing Ontario's Municipal Infrastructure Strategy as we work together to address municipal infrastructure challenges collaboratively. If you have any questions, please contact us by emailing MunicipalAssetManagement@ontario.ca.

Sincerely,

[Original signed by]

Adam Redish
Assistant Deputy Minister
Infrastructure Policy Division
Ontario Ministry of Infrastructure

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

Dear Heads of Municipal Councils:

Ontario continues to prepare for federal legalization of cannabis by moving ahead with its safe and sensible framework to govern the lawful use and retail distribution of cannabis as a carefully controlled substance within the province. On December 12, 2017, Ontario passed legislation that will regulate the lawful use, sale and distribution of recreational cannabis by the federal government's July 2018 deadline.

I am writing to provide you with an update on the provincial work underway to establish a retail and distribution channel for legal cannabis. I would also like to confirm the Province's commitment to engaging with municipalities on funding to help address the incremental costs associated with the implementation of cannabis legalization in Ontario.

Our objectives in the establishment of the retail and distribution system for legal cannabis are to protect youth and eliminate the illegal market. Municipalities are essential partners in the efforts to achieve these goals.

As noted in my October 27 letter, the various engagements the province has had with municipalities have been beneficial. Over the course of November and December, staff from the Ministry of Finance and the Liquor Control Board of Ontario (LCBO) met with staff of the municipalities identified for the initial cannabis retail stores for July 2018. These meetings provided valuable insights on provincial guidelines and areas of local interests that will inform store siting. I would like to thank the staff of these municipalities for their thoughtful feedback.

With the conclusion of the federal government's consultation with provinces and territories on the tax framework, we now have a better understanding of the revenue share to address the costs of legalization. During those discussions, we negotiated for a greater share of revenue on the basis that both the province and municipalities bear incremental costs. We now look forward to engagement with municipalities on a reasonable distribution of the province's share of the federal excise tax revenue. Given the federal government's forecasts of modest revenue and the Federation of Canadian Municipalities' estimated cost projections, our engagement will need to acknowledge that it appears unlikely there will be enough revenue to fully cover the incremental municipal and provincial costs associated with legalization.

In January 2018, the Ministry of Finance will work with the Association of Municipalities of Ontario and the City of Toronto to launch an engagement process with municipalities on cannabis-related funding. This process will consider what is known about incremental municipal and provincial costs and set out a proposed approach to funding for municipalities that supports our shared policy objectives.

To help guide this engagement, I would like to propose the following principles:

- Address Implementation Costs – An approach to funding should acknowledge that the province and municipalities will incur upfront incremental costs as a result of the federal government’s decision to legalize cannabis and that a funding approach should focus on helping to address these costs.
- Respect the Role of Municipalities – An approach to funding should recognize the efforts of municipalities in their areas of jurisdiction associated with the legalization of cannabis.
- Align with the Term of the Federal Tax Framework – An approach to funding should align with the two-year term agreed to between the federal, provincial and territorial governments on the federal excise tax.

As we conclude the holiday season and reflect on the past year, I would like to thank you again for your meaningful engagement with the province as we all prepare for the legalization of cannabis in July 2018. Please accept my best wishes for the New Year.

Sincerely,



Charles Sousa
Minister

- c: The Honourable Yasir Naqvi, Attorney General of Ontario
The Honourable Bill Mauro, Minister of Municipal Affairs
Ali Ghiassi, Chief of Staff, Minister’s Office, Ministry of Finance
Scott Thompson, Deputy Minister, Ministry of Finance
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,
Ministry of Finance
Lynn Dollin, President, Association of Municipalities of Ontario
Pat Vanini, Executive Director, Association of Municipalities of Ontario
Municipal CAOs and City Managers



RECEIVED

JAN 08 2018

INFO LIST #01-18
ITEM #7

File: F13-6

January 5, 2018

Ms. Diane Smithson
Chief Administrative Officer
Town of Mississippi Mills
Box 400
Almonte, Ontario
K0A 1A0

Dear Ms. Smithson:

Re: Statement of Remuneration and Expenses

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2017 directly to Mr. Duncan Abbott for attendance at Authority meetings and business:

Per Diem	\$ 2038.80
Mileage	\$ 1113.81
Other	\$ 955.52
Total	\$ 4108.13

Yours very truly,

A handwritten signature in black ink, appearing to read 'Joan Sargeant', written over a horizontal line.

Joan Sargeant, AMCT
Secretary-Treasurer

cc: Mr. Duncan Abbott, 2017 Representative



File: F13-6

January 5, 2018

Ms. Diane Smithson
Chief Administrative Officer
Town of Mississippi Mills
Box 400
Almonte, Ontario
K0A 1A0

Dear Ms. Smithson:

Re: Statement of Remuneration and Expenses

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2017 directly to Mr. Alex Gillis for attendance at Authority meetings and business:

Per Diem	\$ 1223.28
Mileage	\$ 640.20
Other	\$ 588.94
Total	\$ 2452.42

Yours very truly,

A handwritten signature in black ink, appearing to read 'Joan Sargeant'. The signature is written in a cursive, flowing style.

Joan Sargeant, AMCT
Secretary-Treasurer

cc: Mr. Alex Gillis, 2017 Representative



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: www.muskokalakes.ca
Phone: 705-765-3156
Fax: 705-765-6755

January 8, 2018

The Honourable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Reference: Fair Workplaces, Better Jobs Act (Bill 148)

Dear Honourable Wynne:

Please be advised that at the regular meeting of the Committee of the Whole held on November 13, 2017 the attached resolution was passed and subsequently ratified by Council on December 15, 2017.

This resolution endorses and further strengthens the Township of Montague resolution 104-2017, a copy of which is attached, regarding the requirement for clarify in the act, specifically for municipal employers.

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Steve McDonald".

Steve McDonald,
CAO

c.c. Hon. Kevin Daniel Flynn, Minister of Labour
Association of Municipalities of Ontario (AMO)
All Ontario municipalities

Encl
/ch



COMITÉE OF THE WHOLE MEETING

Agenda Item 7.c. 4.

Date: November 16, 2017

COW- 11 -16/11/17

MOVED BY:

A handwritten signature in black ink, appearing to be "M. P. Hayes", written over a horizontal line.

SECONDED BY:

A handwritten signature in black ink, appearing to be "M. P. Hayes", written over a horizontal line.

WHEREAS The Township of Muskoka Lakes is a responsible employer of choice with a union protected complement of public works employees;

AND WHEREAS the Township of Muskoka Lakes maintains a motivated and well-functioning volunteer fire department;

AND WHEREAS changes proposed in the Employment Standards Act by Bill 148 will result in exorbitant tax increases to maintain public and fire prevention services in a rural municipality;

AND WHEREAS the Association of Municipalities of Ontario and the Ontario Association of Fire Chiefs have submitted position papers to the Ontario government;

NOW THEREFORE be it resolved that Committee of the Whole recommend to Township Council that The Township of Muskoka Lakes requests that Bill 148 specifically state the relationship to other legislation and that Bill 148 requirements do not override statutory obligations that municipal governments are required to provide for public safety;

AND that The Township of Muskoka Lakes requests that Bill 148 provide an exemption to the 4-day scheduling requirement [s.21.5] for public safety needs including but not limited to snowplowing, child care, long-term care, water operations, emergency landing at municipal airports, emergency services (police/fire/EMS), emergency management (e.g.: floods, fire, safety threats, extreme weather events);

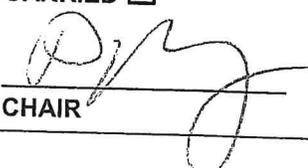
AND that The Township of Muskoka Lakes requests that Bill 148 provide an exemption from s. 21.4 for all municipal employees who are required to be on call to provide legislated obligated public safety services;

AND that The Township of Muskoka Lakes requests that Bill 148 maintain the exemptions for firefighters as defined by section 1(1) of the Fire Prevention and Protection Act from hours of work, daily rest periods, time off between shifts, overtime, public holidays and clarify a new exemption from paid personal emergency leave days;

AND that The Township of Muskoka Lakes requests that Bill 148 specifically exempt all firefighters as defined by section 1(1) of the Fire Prevention and Protection Act from the minimum three-hours rule (s. 21.3) as it is built into their work responsibilities;

AND that the Township of Muskoka Lakes request that the government of Ontario conduct a full economic impact study of Bill 148 to study the effect of the Bill on businesses and municipalities across Ontario;

AND that this resolution be circulated to Premier Kathleen Wynne, Minister of Labour Kevin Daniel Flynn, The Association of Municipalities of Ontario and all Ontario municipalities.

RECORDED VOTE:	NAYS	YEAS	
COUNCILLOR BARANIK (Deputy Mayor)	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR BARRICK-SPEARN	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR CURRIE	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR EDWARDS	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR HARDING	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR HAYES (Acting Deputy Mayor)	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR LEDGER	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR MCTAGGART	<input type="checkbox"/>	<input type="checkbox"/>	
COUNCILLOR NISHIKAWA	<input type="checkbox"/>	<input type="checkbox"/>	
MAYOR FURNISS	<input type="checkbox"/>	<input type="checkbox"/>	
TOTALS			DEFEATED <input type="checkbox"/> CARRIED <input checked="" type="checkbox"/>
Recorded Vote Requested by: _____	_____	_____	 CHAIR

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
P.O. BOX 735
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

October 2nd, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building - Room 281
Queen's Park
Toronto Ontario, M7A 1A1
Via Email

Dear Premier Wynne,

Please be advised the Council of the Township of Montague passed the following resolution at its meeting of Committee of the Whole of September 19th, 2017:

MOVED BY: K. Van Der Meer RESOLUTION NO: 104-2017
SECONDED BY: I. Streight DATE: September 19, 2017

WHEREAS The Township of Montague maintains a motivated and well-functioning volunteer fire department;

AND WHEREAS changes proposed to on-call provisions in the Employment Standards Act by Bill 148 will result in exorbitant tax increases to maintain fire prevention services in a rural municipality;

AND WHEREAS many Ontario municipalities will be unable to maintain fire services if this change is enacted;

AND WHEREAS the Association of Municipalities of Ontario has submitted a position paper to the Ontario government specifically requesting the exemption of all municipal volunteer firefighters;

NOW THEREFORE The Township of Montague requests that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148;

AND That the Township of Montague request that the government of Ontario conduct a full economic impact study of Bill 148 to study the effect of the Bill on businesses and municipalities across Ontario;

AND That this resolution be circulated to Premier Kathleen Wynne, Minister of Labour Kevin Daniel Flynn, the Association of Municipalities of Ontario and all Ontario municipalities.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph
Clerk

Cc: Minister of Labour Kevin Daniel Flynn;
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

COUNCIL CALENDAR

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day Office Closed	2	3	4	5	6
7	8	9 2:30pm AAC	10	11	12	13
14	15	16 6:00 pm Council	17 5:30 pm COA	18	19	20
21	22 6:30 pm EAC	23 8:00 am CECD 6:00 pm ATAC	24 7:00 pm Heritage	25	26	27
ROMA Toronto	ROMA Toronto	ROMA Toronto				
28	29	30 1-8pm COP Drop In – AOTH 6:00 pm Council	31 7:00 pm Library			

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 18-01

BEING a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

WHEREAS Section 407 (1) of the Municipal Act 2001 (S.O. 2001, c. 25) as amended, provides authority for a municipality to authorize temporary borrowing until the taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year;

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by section 407 of the Municipal Act;

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

1. The head of council and the treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2018 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407 (1) of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.
3. The total amount which may be borrowed at any time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00, whichever is less.
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the municipal Act that have not been repaid.
5. a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section

3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.

b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.

6. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
7. The treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the monies herein collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Promissory Notes or banker's acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.
9. This by-law shall take effect upon third reading thereof.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-02

BEING a by-law to provide for an interim tax levy in 2018.

WHEREAS Section 317 (1) of the Municipal Act, 2001 (S.O. 2001, c. 25) provides for the levying of an interim tax levy.

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

1. Before the adoption of the estimates for the year 2018, there shall be levied and collected on each assessment for real property, according to the last revised assessment roll (December, 2017), forty percent (40%) of the applicable taxes for the preceding year for the following property classes:
 - a. Residential
 - b. Pipelines
 - c. Farmland
 - d. Managed Forest
 - e. Commercial
 - f. Industrial
 - g. Multi-Residential
 - h. Landfill
2. Taxes for the municipality shall be collected in accordance with the statutes and regulations of the Province of Ontario.
3. The taxes levied shall be due and payable on Tuesday, February 27, 2018.
4. If this interim tax levy has not been paid on or before the due date, interest and penalty shall be added to the taxes owing on the account in the amount of one and one quarter percent (1.25%) per month, such interest to be added on the first day of each month following the due date until collected.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-03

BEING a by-law to establish remuneration for members of Council of the Corporation of the Municipality of Mississippi Mills.

WHEREAS Section 283 (1) of the Municipal Act, 2001 (S.O. 2001, c.25) as amended, provides that the municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and the officers and employees of the local board;

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

1. The remuneration for members of Council shall be as follows:

Mayor	\$33,471.43 per fiscal year
Councillor	\$17,092.74 per fiscal year

2. \$3,500.00 shall also be budgeted annually for extra-ordinary expenses of the Mayor.

3. Per diems for conference and seminar attendance shall be as follows:

Half day-\$75.00
Full day-\$150.00

4. Other Expenses for members of Council shall be as follows:

a. Daily meal allowance - \$75.00 for attendance at conferences and seminars (breakfast \$15.00, lunch \$20.00, dinner \$40.00)

b. Mileage at the mileage rate determined by the Treasurer upon an annual review of the Canada Revenue Agency's lower mileage amount (rate over 5,000 km) as outlined in the Delegated Authority By-law and calculated from the Council member's place of residence for:

- Meeting/Conference/Seminar attendance outside the municipal boundaries
- Meeting attendance for Council and Committee of the Whole both regular and special
- Meeting attendance for all Committees and Sub-Committees of Council.

c. Travel Expenses substantiated by a receipt. Council members shall be reimbursed based on the most economical means of travel available, where practical.

- d. Other reasonable expenses shall be paid, if requested, and substantiated by documentation and appropriate receipts.
5. Payments of remuneration and expenses shall be paid bi-weekly in conjunction with the payroll and accounts payable schedules of the municipality.
6. That Section 1 of this By-law is retroactive to January 1, 2018.
7. That By-law No. 17-68 shall be and is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-04

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

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

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Blocks 25 to 42, Plan 27M-78, in order to accommodate the development of sixteen (16) freehold semi-detached dwellings and forty-one (41) freehold townhouse dwellings for a total of fifty-seven (57) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of Subdivision 27M-78, Block 25, described as Parts 1 to 8 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
 - ii) Registered Plan of Subdivision 27M-78, Block 26, described as Parts 9 and 10 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
 - iii) Registered Plan of Subdivision 27M-78, Block 27, described as Parts 11 to 18 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
 - iv) Registered Plan of Subdivision 27M-78, Block 28, described as Parts 19 to 26 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
 - v) Registered Plan of Subdivision 27M-78, Block 29, described as Parts 27 to 33 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
 - vi) Registered Plan of Subdivision 27M-78, Block 30, described as Parts 34 to 40 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.

- vii) Registered Plan of Subdivision 27M-78, Block 31, described as Parts 41 and 42 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- viii) Registered Plan of Subdivision 27M-78, Block 32, described as Parts 43 to 48 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- ix) Registered Plan of Subdivision 27M-78, Block 33, described as Parts 49 and 50 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- x) Registered Plan of Subdivision 27M-78, Block 34, described as Parts 51 to 58 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xi) Registered Plan of Subdivision 27M-78, Block 35, described as Parts 59 to 66 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xii) Registered Plan of Subdivision 27M-78, Block 36, described as Parts 67 to 70 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xiii) Registered Plan of Subdivision 27M-78, Block 37, described as Parts 71 and 72 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xiv) Registered Plan of Subdivision 27M-78, Block 38, described as Parts 73 to 76 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xv) Registered Plan of Subdivision 27M-78, Block 39, described as Parts 77 and 78 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xvi) Registered Plan of Subdivision 27M-78, Block 40, described as Parts 79 and 80 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xvii) Registered Plan of Subdivision 27M-78, Block 41, described as Parts 81 to 83 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.
- xviii) Registered Plan of Subdivision 27M-78, Block 42, described as Parts 84 to 89 on Reference Plan 27R-11014, Municipality of Mississippi Mills, County of Lanark.

2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.

3. This By-law shall be automatically repealed on the 16th day of January, 2020, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-05

BEING a by-law to remove certain lands from the Part Lot Control Provisions of the Planning Act, R.S.O. 1990, Chapter P. 13 (the 'Act').

WHEREAS Section 50(7) of the Planning Act, R.S.O. 1990 states, in part, that the Council of a local municipality may by by-law, subject to Subsection 50(7.1) provide that subsection 50(5) does not apply to land that is within a registered plan or plans of subdivision or parts of them as designated in the by-law.

AND WHEREAS the Municipality of Mississippi Mills has previously supported the rezoning of the said lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the resubdivision of the land in Part of Lot 4, Part of Block 14, Plan 27M34, being Parts 1, 2, 3, and 4 on Plan 27R10978, known as 319 and 321 Napier Street to accommodate the development of further semi-detached houses.

AND WHEREAS the next semi-detached house (2 units) are ready to be parcelized;

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

1. Section 50(5) does not apply to the following lands within the Municipality of Mississippi Mills in order to create the following two (2) parcels:
 - a) Part of Block 14, Plan 27M34, being Part 1 on Plan 27R10978, and Part of Lot 4, Plan 27M34, being Part 2 on Plan 27R10978, Municipality of Mississippi Mills;
 - b) Part of Block 14, Plan 27M34, being Part 4 on Plan 27R10978, and Part of Lot 4, Plan 27M34, being Part 3 on Plan 27R10978, Municipality of Mississippi Mills;
2. This By-law shall come into full force and take effect after the requirements of Section 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 16th day of January, 2020, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-06

BEING a by-law to authorize the signing of a Transfer Payment Agreement between the Corporation of the Municipality of Mississippi Mills and Her Majesty the Queen in Right of Ontario Canada as represented by the Minister of Transportation for the Province of Ontario for receipt of funding under the Ontario Municipal Commuter Cycling Program (OMCC).

WHEREAS Section 22 of the Municipal Act, 2001 (S.O. 2001, c.25), authorizes a municipality to provide a system that it would otherwise not have power to provide within a municipality, if it does so in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

AND WHEREAS the Council of the Municipality of Mississippi Mills deems it expedient to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the Province of Ontario to provide funding to support commuter cycling infrastructure;

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

1. **SHORT TITLE**

This By-Law is short titled "Ontario Municipal Commuter Cycling Program (OMCC)".

2. **AGREEMENT**

- (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Municipality of Mississippi Mills to execute a Transfer Payment Agreement (TPA) between the Corporation of the Municipality of Mississippi Mills and Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the Province of Ontario to receive funding under the "Ontario Municipal Commuter Cycling Program (OMCC)".
- (b) **THAT** 2017/2018 OMCC funding be utilized for eligible costs for projects identified in the TPA;
- (c) **THAT** Council commits to the required 20% share of the eligible costs of projects outlined in the TPA and to promote its eligible projects;
- (d) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Municipality of Mississippi Mills to the said agreement.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of January, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-07

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

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

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

1. Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Community Facility Exception 3 (I-3)" Zone to a "Community Facility Exception X (I-X)" Zone for the lands identified on the attached Schedule 'A', which is described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2, Almonte Ward, Municipality of Mississippi Mills.
2. By-law No. 11-83, as amended, is hereby further amended by adding the following subsection to Section 32.3:
 - 32.3.X Notwithstanding their "I" zoning designation, lands delineated as "I-X" on Schedule 'A' to this by-law may be used in accordance with the I-3 zone provisions contained in this by-law, excepting however that:
 - i) "semi-detached" and "townhouse" dwellings are also permitted;
 - ii) Section 8.13 shall not apply
 - iii) a maximum of 32 dwelling units shall be permitted;
 - iv) the Minimum Interior Side Yard Setback shall be 4.5m; and
 - v) the Minimum Rear Yard Setback shall be 4.5m.
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this 16th day of January, 2018.

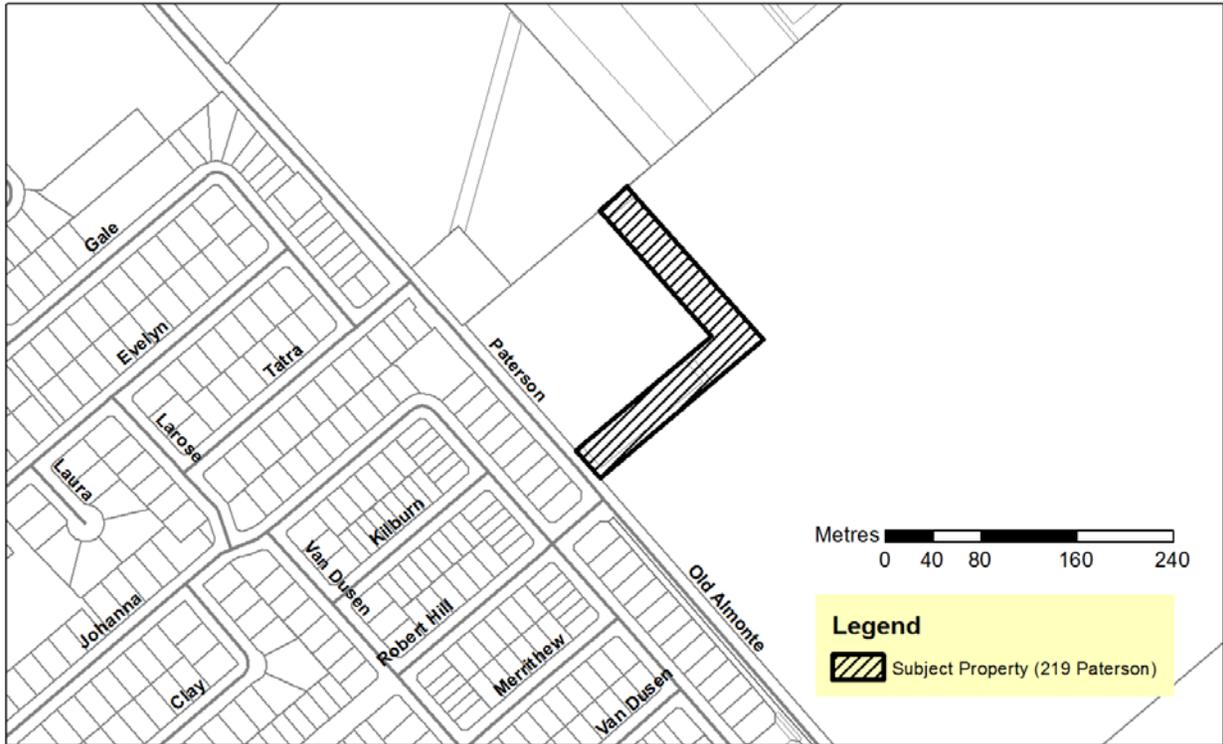
Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A'
TO BY-LAW NO. 18-XX



**Zoning By-law Amendment Application D14-PR-17; Z-07-17
Concession 10, East 1/2 Part Lot 14, Plan 27R-10686, Part 2
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 219 Paterson Street**



File: B05

December 7, 2017

Town of Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, ON K0A 1A0

Attention: Diane Smithson

Dear Ms. Smithson:

Re: Appointment to the Mississippi Valley Conservation Authority

Please be advised that Duncan Abbott and Alex Gillis were appointed to the Mississippi Valley Conservation Authority for 2015, 2016 and 2017. Therefore, appointments for the upcoming year are required.

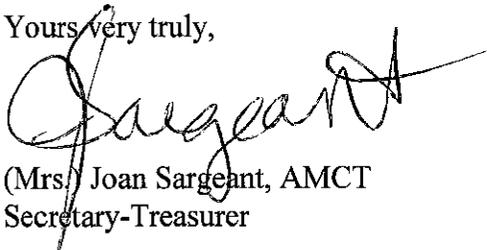
Section 14(1) of the *Conservation Authorities Act*, R.S.O. 1990, Chapter C.27, which deals with appointments by councils, specifies that "...each member shall hold office until the first meeting of the Authority after the term for which he was appointed has expired." **The first meeting for the Conservation Authority will be the Annual General Meeting scheduled for February 21, 2018.**

Furthermore, Section 14(4) of the *Conservation Authorities Act*, R.S.O. 1990, Chapter C.27, notes that "**No member of an Authority shall be appointed to hold office for more than three years at any one time.**" This means that no council can appoint a member for any longer than three years at any one time (ie 2018, 2019, 2020). After these three years the council may make the same appointment for another three years. Please ensure that the term of the appointment does not exceed this restriction.

Please refer this matter to your council and advise me accordingly of their decision as soon as possible. Confirmation of the name of the appointment, contact information including address, telephone number, email and the specific term of the appointment would be appreciated. **Our Annual General Meeting will be held February 21, 2018 and all appointments must be made in writing prior to that date.**

Attached for your information is the attendance record of all representatives for 2017. Please do not hesitate to contact me if any questions arise.

Yours very truly,

A handwritten signature in black ink, appearing to read "Sargeant", with a long horizontal flourish extending to the right.

(Mrs.) Joan Sargeant, AMCT
Secretary-Treasurer

Enclosure

cc: Duncan Abbott, 2015, 2016, 2017 Municipal Representative
Alex Gillis, 2015, 2016, 2017 Municipal Representative

MISSISSIPPI VALLEY CONSERVATION

Representatives Attendance Record

January 1, 2017 to December 6, 2017

2017 Members	Municipality	Number of Meetings Called	Meetings Attended
THOMPSON: Kirby	Addington Highlands Township	9	4
MCEVOY: Garry	Greater Madawaska Township	11	9
BURNHAM: Mark	Tay Valley Township	9	9
CAMPBELL: Faye	Beckwith Township	8	7
DOUCETT: Brian	Carleton Place - Town	3	1
FLYNN: Jerry	Carleton Place - Town	9	4
BLACK: Doug	Carleton Place - Town	8	5
MACDONALD: Bill	Central Frontenac The Corporation of the Twp	9	6
CODE: Gail	Drummond/North Elmsley Township	9	9
HALL: John	Lanark Highlands Township	11	11
ABBOTT: Duncan	Mississippi Mills - Town	11	9
GILLIS: Alex	Mississippi Mills - Town	11	9
MARTIN: Gerry	North Frontenac Township	9	7
MASON: Janet	City of Ottawa	9	9
WILKINSON: Marianne	City of Ottawa	9	8
SWEETNAM: Phil	City of Ottawa	11	11
KARAU: John	City of Ottawa	11	10
EL-CHANTIRY: Eli	City of Ottawa	11	8

Jennifer Russell

From: Leslie Drynan
Sent: December-12-17 10:12 AM
To: Jasmin Ralph; Cassandra McGregor; Duncan Rogers; Shawna Stone; Lauren Walton; Cindy Halcrow
Cc: Casey Whiticar; Brian Campbell
Subject: Local Municipal Appointments to Lanark County Municipal Trails Corporation
Importance: High

Good morning,

The Lanark County Municipal Trails Corporation (LCMTC) is seeking two (2) representatives from local municipalities (either elected official or staff) to serve on the Board of Directors.

If your municipality is interested in having a member on the Board of Directors, you are requested to submit one nomination for these positions to the undersigned, preferably by January 17th, 2018 (if this is not reasonable based on the holiday season just let me know). The Lanark County Council Striking Committee plans to select and recommend the two local municipal representatives to the Board, to be ratified by County Council on January 10th.

Please contact me if you have any questions.

Thank you,

Leslie

Leslie Drynan, B.B.A, Dipl. M.M., CMO
County Clerk / Deputy CAO
Lanark County
99 Christie Lake Rd., Perth, ON K7H 3C6
(613) 267.4200 ext.1502
ldrynan@lanarkcounty.ca
www.lanarkcounty.ca

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**Municipality of Mississippi Mills
PENDING LIST
January 16, 2018**

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan Review	Planning	Drop-in session for questions	30-Jan-18
Memorial Donations Policy to Parks and Public Spaces	Parks & Rec	Referred AAC and ATC Dec 19/18	February
Review and update Procedural By-law	Admin	Referred Jun 6/17 - updates also required due to Bill 68	February
Live Streaming Options	Admin	Investigate bandwidth availability at Municipal Office	February
Review of Parking	Public Works	Carry forward from old task list	TBD
Review By-law 03-62 - Night Sky Policy	Planning	Carry forward from old task list	TBD
Downtown Infrastructure Renewal	Public Works	Detailed Plans for Phases 1 and 2 approved Aug 24/17	TBD