

The Corporation of the Municipality of Mississippi Mills

ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Tuesday, January 9, 2017

2:30 p.m.

Ramsay Meeting Room, Municipal Office

- A. APPROVAL OF AGENDA
- B. DISCLOSURE OF PECUNIARY INTEREST
- C. DELEGATIONS/PRESENTATIONS/TOURS
- D. APPROVAL OF MINUTES – dated November 8, 2017 Pages 2-4
- E. BUSINESS ARISING OUT OF MINUTES
- F. ROUND TABLE
- G. REPORTS
 - 1. Recreation Report - Commemorative Bench, Bike and Tree Donation Policy Pages 5-15
 - 2. 2018 Budget Summary Pages 16-17
- H. INFORMATION/CORRESPONDENCE
 - 1. 2017 Accessibility Compliance Report Completed Page 18
- I. OTHER/NEW BUSINESS
- J. MEETING ANNOUNCEMENTS
 - TBD
- K. ADJOURNMENT

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Wednesday, November 8, 2017 at 3:00 p.m.** at the Municipal Office.

PRESENT:

Committee: Councillor Jill McCubbin, Chair
Myrna Blair
Araina Clark
Jim Lowry
Betty Preston
Paul Crozier

Staff/Others: Shawna Stone, Clerk
Jeanne Harfield, Deputy Clerk

Regrets: None

Councillor McCubbin called the meeting to order at 3:15 p.m.

A. APPROVAL OF AGENDA

Moved by Betty Preston
Seconded by Myrna Blair
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. DELEGATIONS/PRESENTATIONS/TOURS

None

D. APPROVAL OF MINUTES

Moved by Araina Clark
Seconded by Paul Crozier
THAT the minutes dated October 11, 2017 be approved as presented.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

F. ROUND TABLE

None

G. REPORTS

1. Final Annual Report 2017

The Committee reviewed the report and approved the changes.

Moved by Myrna Blair

Seconded by Jim Lowry

THAT the Accessibility Advisory Committee recommends that Council accept the 2017 Annual Accessibility Report.

CARRIED – MOTION PREPARED

2. 2018 Draft Accessible Election Plan

The Committee reviewed the plan, with updates in accordance with changes to the *Municipal Elections Act*.

Moved by Betty Preston

Seconded by Araina Clark

THAT the Accessibility Advisory Committee recommends that Council accept the 2018 Accessible Election Plan.

CARRIED – MOTION PREPARED

H. INFORMATION/CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

Councillor McCubbin did not participate in the following discussion or vote on the matter.

1. Proposed Projects for Accessibility Reserve Funds

- Almonte Library – accessible computer desks (x2)
- Almonte Community Centre – automatic door opener

The Chief Librarian and Recreation Manager submitted proposals for use of the funds. The Committee discussed the proposals and expressed a desire to fund both projects. Requested the Chief Librarian to investigate more cost effective options for the desks.

Moved by Araina Clark

Seconded by Paul Crozier

THAT the Accessibility Advisory Committee recommends that Council approve use of the \$3,793.79 in the Accessibility Reserve for two accessible computer desks for the Almonte Library Branch, with the remaining funds to be applied to an automatic door opener at the Almonte Community Centre (Curling Lounge).

CARRIED – RECOMMENDATION TO TREASURER

J. MEETING ANNOUNCEMENTS

January 9, 2018 at 2:30 p.m.

K. ADJOURNMENT

Moved by Betty Preston

Seconded by Jim Lowry

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 3:55 p.m.

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

RECREATION AND CULTURE REPORT

DATE: December 5, 2017
TO: Committee of the Whole
FROM: Calvin Murphy, Recreation Manager
SUBJECT: Commemorative Bench, Bike and Tree Donation Policy

RECOMMENDATIONS:

THAT Council approve the Commemorative Park Bench/Tree/Bike Rack Program as presented.

BACKGROUND:

At the February 21st, 2017 Council meeting, the following resolution was passed by Council.

Resolution No. 99-17

Moved by Councillor Wilkinson

Seconded by Councillor Lowry

THAT the Recreation Manager be asked to develop a policy for memorial donations to parks and public spaces in Mississippi Mills, including benches, trees, bike racks, shade structures etc. and that staff consult with other senior staff in public works and planning for full information already gathered;

AND THAT the policy include a price list for various items as well as signage that could be used.

CARRIED

DISCUSSION:

As senior staff did not have any information on a donation policy, research was conducted by the Recreation Manager to explore other municipal donation policies and pricing options. This research concluded that commemorative/memorial policies were in place for benches and trees only. In the event that an individual or group wants to donate items such as bike racks or shade shelters, these other municipalities are open to accepting them. After considering this information, staff recommends that our Department adopt a similar model with regard to shade structures as there are so many varieties in terms of size, costs and installation methods. As a result, donations of shade structures should be considered on an individual basis. However, the donation of bike racks should be considered in our donation policy.

When determining different tree specimens for the selection list included in the policy, all trees were cross referenced from the recommended tree list that was approved by Council in 2016.

Upon approval of the attached policies, promotional flyers will be created to promote and raise awareness of the memorial policy options moving forward.

FINANCIAL IMPACT:

Attached you will find the recommended pricing for memorial donations. There will be no initial financial impact to the Municipality as the price includes the purchase, installation and maintenance costs for a 3 year period.

Commemorative Bench	Commemorative Bike Rack	Commemorative Tree
\$2,000 plus HST/bench	\$750 plus HST/bike rack	\$650 plus HST/tree

SUMMARY

The Municipality has been approached by persons wishing to make commemorative donations to the Municipality. These policies will allow the Municipality to be the fortunate recipient of donations while at the same time allowing family members to make meaningful donations on behalf of or in celebration of a loved one.

Respectfully submitted,

Calvin Murphy
Recreation Manager

Reviewed by CAO

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

COMMEMORATIVE PARK BENCH/TREE/BIKE RACK PROGRAM POLICY

1.0 PURPOSE

The purpose of the Commemorative Park Bench/Tree/Bike Rack Program Policy is to provide a creative and lasting way for members of the public to recognize and honour others through a lasting tribute. An income tax receipt will be provided to anyone who contributes to the program.

2.0 LEGISLATIVE AUTHORITY

The *Municipal Act* permits municipalities to pass By-laws to establish policies under spheres of jurisdiction.

3.0 DEFINITIONS

None.

4.0 SCOPE

The Commemorative Park Bench/Tree/Bike Rack Program shall be administered by the Recreation and Culture Department on behalf of the Municipality of Mississippi Mills.

All costs associated with the program are the responsibility of the donor.

5.0 ACCOUNTABILITY FRAMEWORK

The Recreation Manager shall be responsible for ensuring compliance with this policy and established procedures.

6.0 APPROVAL AUTHORITY

Council of the Corporation of the Municipality of Mississippi Mills.

7.0 RESPONSIBILITY & AUTHORIZATION

7.1.1 Location

APPROVED BY COUNCIL:		ISSUE DATE:	REVISION DATE:
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Staff shall work with the donor to determine the best location for the park bench/tree/bike rack. If the donor is not familiar with the Municipality's parks, staff will assist them with the selection. The Municipality will obtain utility clearances to ensure that electrical, cable, gas or other utilities are not damaged during installation. Should a conflict occur when completing the utility clearance work, the final location of the bench/tree/bike rack will be adjusted by the Municipality after consulting the donor. After the installation has occurred, the Municipality will assume responsibility and ownership.

7.1.2 Purchase

The donor shall be responsible for payment which shall cover the cost of the purchase and installation of a park bench/tree/bike rack. Park bench/tree/bike rack costs are shown at Appendix "D". An Appreciation Certificate will be issued to the donor along with a tax receipt.

7.1.3 Installation

Commemorative park benches/bike racks shall be installed only during the frost-free period of the year (May through October). Installation shall be completed by Municipal Staff and the donor shall be advised when the installation has been completed.

Tree plantings will take place in the spring and fall. Requests for spring planting must be received by March 1st; requests for fall plantings must be received by August 1.

The Tree species shall consist of one of the following:

Deciduous Trees	Evergreen Trees
Sugar Maple – Acer Saccharum	White Spruce-Picea Giauca
Red Maple- Acer rubum	Eastern White Cedar-Thuja Occidentalis
Silver Maple –Acer Saccharinum	
Red Oak-Quercus Rubar	
Bur Oak- Quercus macrocarpa	
Hackberry-Celtis Occidentalis	
Serviceberry-Amelanchier	

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7.1.4 Commemorative Plaque

If the donor requests at the time of submitting an application, an engraved Commemorative plaque will be affixed to benches. Plaques shall be purchased and installed by the manufacturer of the bench when ordered. The cost of the plaque is an additional \$75 plus H.S.T. The Municipality is not responsible for the maintenance or replacement of commemorative plaques.

The family/group may have a small plaque installed to commemorate if they wish for trees/bike racks. Plaques must be approved by the Recreation Manager before installation. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Once the plaque has been purchased by the family, Municipal staff will install the plaque, in conjunction with the installation of the tree at no additional charge. The Municipality of Mississippi Mills is not responsible for the maintenance or replacement of commemorative plaques.

7.1.5 Maintenance

Staff shall be responsible for the maintenance of donated park benches/trees/bike racks.

7.1.6 Donor Application Form. Donors must complete and submit the Form at Appendix “D” to the Recreation and Culture Department.

8.0 EXCLUSIONS

None.

9.0 POLICY REVIEW

Every effort will be made to maintain this policy, within currently prescribed regulations, and will, therefore, be amended as soon as possible to reflect any legislative changes.

10.0 RESTRICTIONS

None.

APPROVED BY COUNCIL:		ISSUE DATE:	REVISION DATE:
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APPENDIX D

**CHARITABLE DONATION
INCLUDING
COMMEMORATIVE BENCH/BIKE RACK AND TREE PLANTING
APPLICATION FORM**

Contact Information

Name:

Address:

Telephone Number: Home: _____ Business: _____

E-mail:

Name for Income Tax Receipt Purposes (if different from above):

Donation Options

**Payments can be made by cash or cheque.
Make cheques payable to the Municipality of Mississippi Mills**

- Commemorative Bench \$2,000 (plus HST)
(Please note the cost of an attached plaque to a Commemorative Bench is \$75.00 plus H.S.T)

- Commemorative Tree \$650 (plus HST)

- Commemorative Bike rack \$750 (plus HST)

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Do you wish to have a plaque installed with your donation Y or N

If you indicated "Y", could you please include the wording you would like used on the plaque in the space indicated below.

*Please note that these costs include the purchase and installation as well as maintenance costs for 3 years.

Submission of Application

Please submit applications to:

The Corporation of the Municipality of Mississippi Mills
Recreation and Culture Department
PO Box 400
Almonte, ON K0A 1A0

For further information contact our office at:

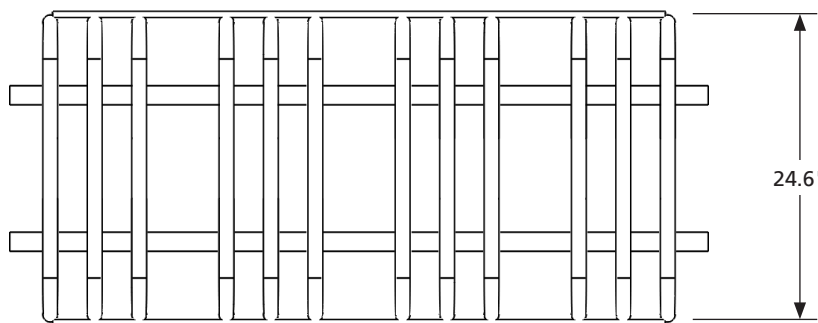
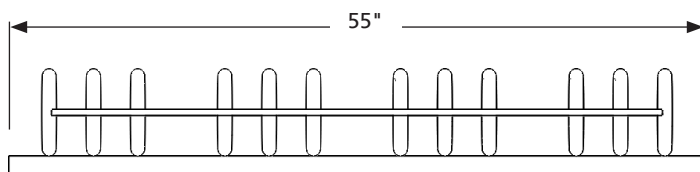
Telephone: (613) 256-1077
E-mail: cmurphy@mississippimills.ca

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BIKE RACKS

Model:	BR021
Desc.:	55" (1397 mm) long Modular Based Bicycle Rack that can be expanded into multiples
Frame:	1.5" (38.1 mm) Sq. Tube with 1.029" (26.14 mm) Dia. Galvanized Steel Frame with Polyester Powder Coat Finish
Capacity:	8 Bicycles
Type:	Surface Mount
Options:	NA
Installation:	Holes in feet provide a way to secure each leg.
Maintenance:	Periodically wipe down to keep clean.

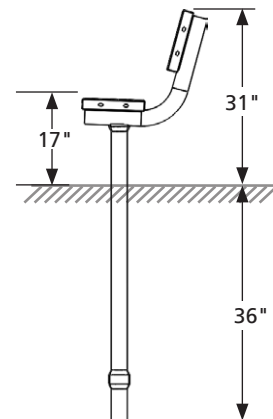
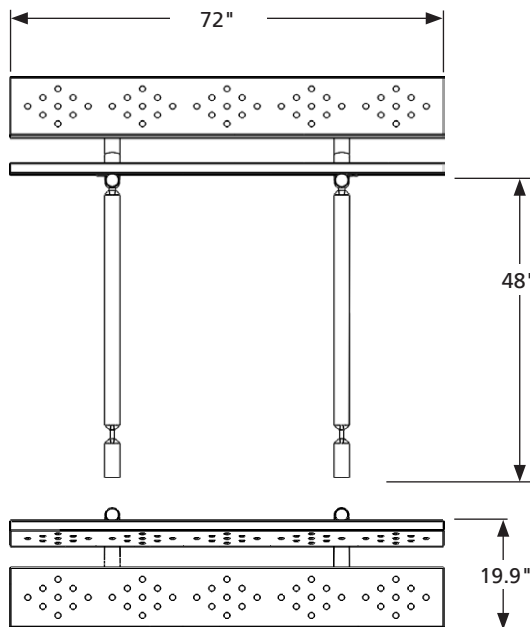


Dimensions:	IMPERIAL	METRIC
Length:	55"	(1397 mm)
Width:	24.6"	(625 mm)
Height:	8.3"	(211 mm)



TRADITIONAL BENCHES

Model:	PB100-G-PT
Desc.:	6' (1.83 m) Park Bench - Painted Frame
Frame:	2.375" (60.325 mm) Dia. Painted Frame
Seat Section:	Round Hole Laser Cut Perf. Steel
Type:	Inground
Options:	PB100-G-GV Inground, Galvanized PB100-P-PT Portable, Painted PB100-P-GV Portable, Galvanized
Finish:	Polyester powder coating applied electrostatically over sand blasted and zinc primer coated substrate
Installation:	Installation instructions provided; Inground Installation.
Maintenance:	Periodically wipe down to keep clean.

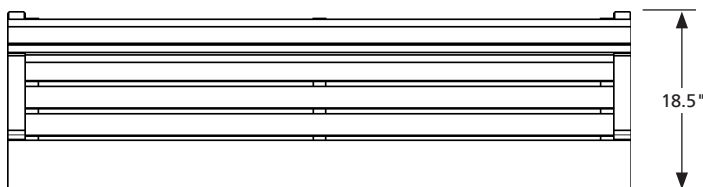
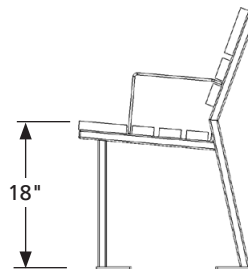
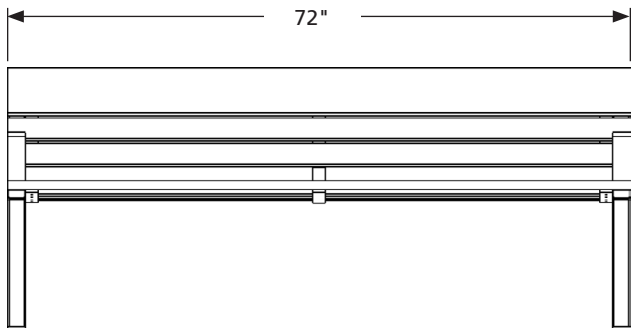


Dimensions:	IMPERIAL	METRIC
Length:	72"	(1829 mm)
Width:	19.9"	(505 mm)
Height:	31"	(787 mm)
Seat Height:	17"	(432 mm)



RIDEAU SERIES

Model:	RHI6-AR2
Desc.:	6' Steel frame bench with back and two arm rests
End Frame:	1" x 2" (25.4 x 50.8 mm) rectangular steel tubing; 0.25" x 2" (6.35 x 50.8 mm) flat bar
Brace & Arm Rests:	0.25" x 1.5" (6.35 x 38.1 mm) formed steel flat bar
Seat Section:	1" x 2.5" (25.4 x 63.5 mm) and 1" x 5.5" (25.4 x 139.7 mm) lpe hardwood slats
Type:	All welded steel frame with horizontal lpe hardwood slats
Finish:	Polyester powder coating applied electrostatically over sand blasted and zinc primer coated substrate
Installation:	Bench is assembled at factory.
Maintenance:	Periodically wipe down to keep clean. Apply lpe oil annually by cloth and wipe clean to remove excess oil.

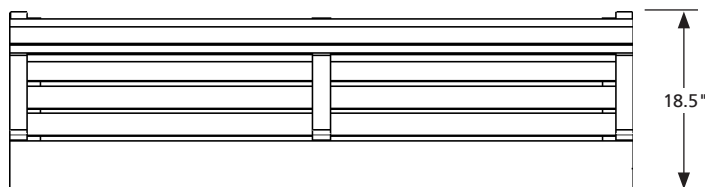
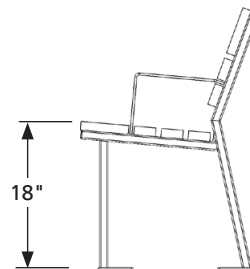
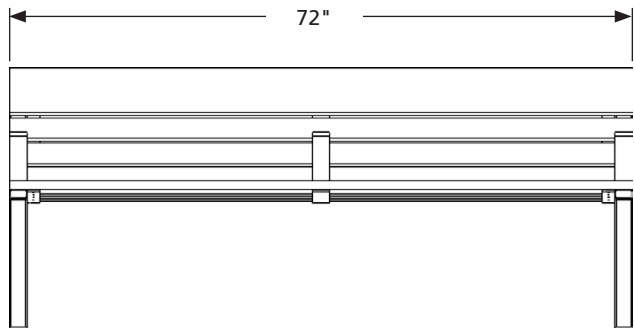


Dimensions:	IMPERIAL	METRIC
Length:	72"	(1829 mm)
Width:	18.5"	(470 mm)
Height:	18"	(457 mm)
Seat Height:	18"	(457 mm)



RIDEAU SERIES

Model:	RHI6-AR3
Desc.:	6' Steel frame bench with back and three arm rests
End Frame:	1" x 2" (25.4 x 50.8 mm) rectangular steel tubing; 0.25" x 2" (6.35 x 50.8 mm) flat bar
Brace & Arm Rests:	0.25" x 1.5" (6.35 x 38.1 mm) formed steel flat bar
Seat Section:	1" x 2.5" (25.4 x 63.5 mm) and 1" x 5.5" (25.4 x 139.7 mm) lpe hardwood slats
Type:	All welded steel frame with horizontal lpe hardwood slats
Finish:	Polyester powder coating applied electrostatically over sand blasted and zinc primer coated substrate
Installation:	Bench is assembled at factory.
Maintenance:	Periodically wipe down to keep clean. Apply lpe oil annually by cloth and wipe clean to remove excess oil.



Dimensions:	IMPERIAL	METRIC
Length:	72"	(1829 mm)
Width:	18.5"	(470 mm)
Height:	18"	(457 mm)
Seat Height:	18"	(457 mm)

2018 Budget Highlights

Operational Items: The 2018 budget includes new and/or increased costs specifically:

1. **General Operating Costs**

Overall increase for the 2018 budget for general operating expenses is \$47,547 over 2017. Increases are primarily for computer services for Administration, to improve connectivity and to purchase an e-billing program, and Recreation to update the current facility booking system.

2. **Utilities**

- Street lighting hydro has been reduced by \$32,100 with an offsetting transfer to reserves of the same amount to repay the 2017 LED project back to reserves. Please refer to the reserve schedule. As there is not yet any billing history with the new LED lights, it is assumed that the transfer to reserves would be adjusted if the reduction in hydro is less than \$32,100 in 2018.
- The Recreation and Curling budgets have increases for heat, hydro and water costs for all facilities and for the splash pad in Gemmill Park. 2017 utilities for this department were \$192,735 and in 2018 have increased by \$27,615 for a total of \$220,350.

3. **Insurance**

An RFP was recently issued for insurance services resulting in savings of \$35,547 over 2017. Savings are also realized within the building department budget and the Water and Sewer budgets which are both funded by user fees.

4. **Contracts**

Contract increases over the 2017 budget levels are primarily for Waste Collection, Recycling and the OPP. Increases are offset by user fees and reserve allocations.

5. **Transfers to reserves**

Reserve allocations are for capital replacements and repayments for internally financed projects from previous years, planning for future operating items such as records management software and future OMB costs, planning for future needs in the area of waste management and septage (both user fee funded). Refer to the budget package for the reserve listing and the list of internally financed projects.

6. Revenues

Hydro Revenue has been included for dividends from MRPC which are expected in 2017 and transferred to reserves. The 2018 budget includes an allocation from reserves for this dividend.

7. Accessibility

- The operating budget for Accessibility is \$1,300.00.
- Curbs and Sidewalk budget increased to \$31,000.00 for 2018.
- Department heads include consideration for accessible components within their existing budget items.

Capital Items

The 2018 net capital budget is higher than the 2017 budget by \$201,425 and is higher than the LTFP target by \$234,904. When looking at overall capital consisting of debt, transfers to reserves and net capital the 2018 draft budget is over the target by \$239,725 because of shifts from operating to capital. This means that the investment in the capital program is better than forecast for 2018 however some of the capital projects included for 2018 are studies and plans rather than infrastructure investments. Refer to the capital budget and the long term financial plan comparisons for more details.

1. The Municipality will receive OCIF (Ontario Community Infrastructure) funding in excess of 2017 levels (\$151,396 vs. 106,030) so an allocation to Water and Sewer was made for \$51,700 (same as 2017) to assist with Water & Sewer related projects.
2. The Capital budget uses a combination of debt, development charges, reserves and internal financing from reserves (list is included in package) to fund the capital program consistent with previously approved planning documents (DC Study, LTFP).
3. Gas Tax Funding has been applied to road projects within the Transportation budget consistent with the LTFP and previous budgets.

From: Accessibility Reporting [<mailto:accessibilityreport@ontario.ca>]

Sent: Friday, November 17, 2017 4:31 PM

To: Diane Smithson; Shawna Stone

Subject: Accessibility compliance report received

This is an automatically generated email, please do not reply

Confirmation

Thank you for submitting your accessibility compliance report on 11/17/2017.

For your records, attached is a copy for the following organization(s):

- THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS,
Business Number: 866266653

Your confirmation number is ACR-26315.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), organizations must make their accessibility compliance reports available to the public.

Compliance Status

Your report indicates that your organization is in compliance with Ontario's accessibility laws.

The contents of the report will be reviewed against the requirements of the AODA. All organizations with obligations under the AODA may be selected for an audit.

Understand your obligations

Visit ontario.ca/accessibility regularly for updates and to subscribe to our newsletter.

How did you hear about Ontario's accessibility laws?

Help us understand the most effective ways to get information to you by [answering a short survey](#).

Questions?

Contact the AODA Contact Centre (ServiceOntario) between the hours of 8:30 a.m. and 5:00 p.m. EST:

Phone: 416-849-8276 or 1-866-515-2025 (Toll-free)

TTY: 416-325-3408 / Toll-free 1-800-268-7095

Email: accessibility@ontario.ca

If you require the attached report(s) in an alternate format, please contact us.

Thank you for helping to make Ontario accessible.

Accessibility Directorate of Ontario