A. APPROVAL OF AGENDA

B. DISCLOSURE OF PECUNIARY INTEREST

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS
   1. Public Meeting: Zoning Amendment Schouten – 355 Old Almonte Road Pages 1-5
   2. Beth Peterkin - Lanark County Community Justice Pages 6-17

D. CONSENT MATTERS (for information)
   CAO Monthly Report – March Pages 18-19

E. STAFF REPORTS (for action and direction)
   Planning and Development
   Development Agreement, Young, 1463 Golden Line Road Pages 20-26

   Public Works
   Rehabilitation of Nugent Bridge - Recommended Alternative Pages 27-31

   Recreation and Culture
   Almonte Skateboard Park Trillium Funding Application Pages 32-33

   Finance and Administration
   1. 2016 Statement of Reserve Funds (Development Charges) Pages 34-38
   2. Energy Management Services RFP Pages 39-40
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   4. Advisory Committees, Working Groups and Library Board Vacancies Pages 43-44
   5. Declaring Council Seat Vacant and Deciding Method to Fill Vacancy Pages 45-56

F. OTHER/NEW BUSINESS
   Municipal Control of Planning Decisions - Mayor McLaughlin Page 57

G. CLOSED SESSION/IN CAMERA
H. NOTICE OF MOTION

I. MINUTES

Motion to approve:
Committee of the Whole Minutes – February 18, 2016

Motion to receive:
Environmental Advisory – February 8, 2016
Municipal Property Review - February 9, 2016
Pakenham Library Building – February 17, 2016

J. INFORMATION LIST, TASK LIST AND MEETING CALENDAR

1. Information List
Page 71
2. Meeting Calendar
Page 72

K. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting – March 15, 2016, 6:00 p.m., followed by Committee of the Whole
Council Meeting – April 5, 2016, 6:00 p.m., followed by Committee of the Whole

L. ADJOURNMENT
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

MEETING DATE: March 1st, 2016
TO: Committee of the Whole
FROM: John McMulkin – Junior Planner
SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-02-16
West Part Lot 10, Concession 12
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 355 Old Almonte Road
OWNER: 1737814 Ontario Inc., c/o Adrian Schouten
APPLICANT/AGENT: Diana Mayer

PURPOSE AND EFFECT
The purpose of the Zoning By-law Amendment is to change the zoning of the lands to be retained from a surplus farm dwelling severance from the “Agricultural (A) Zone” to a “Agricultural Exception 26 (A-26) Zone” by prohibiting a new residential dwelling, in order to facilitate a Consent application to sever a ±2.22ha (5.5ac) non-farm residential parcel from the subject property. Provincial and local policy require that the retained lands from a residence surplus severance to a farming operation as a result of farm consolidation be rezoned to prohibit a new residential dwelling, so the application would satisfy a condition of a concurrent Consent application to be heard by the County of Lanark Land Division Committee. Sketches of the proposed severance and zoning are contained within the Appendix to this report.

DESCRIPTION OF SUBJECT LANDS
The subject property is located at the southwest corner of Old Almonte Road and Ramsay Concession 12 in the Ward of Ramsay. The property is currently ±42.59ha (105.24ac) in size and has a lot frontage of ±723.43m (2,373.46ft) along Old Almonte Road and ±500.08m (1,640.68ft) along Ramsay Concession 12. The property is occupied by a detached dwelling (constructed circa 1907), several barns, silos, sheds and other farm buildings. The surrounding area generally consists of agricultural properties with active farming operations.

SERVICING & INFRASTRUCTURE
The property is serviced by private well and septic services and fronts onto Ramsay Concession 12 and Old Almonte Road, municipally owned and maintained roads. The property has driveway access from Old Almonte Road and the servicing and infrastructure demands will not change as a result of the application.
COMMUNITY OFFICIAL PLAN (COP)
The subject lands are designated “Agriculture” in the local Community Official Plan. The Agricultural designation permits agricultural uses, agriculturally related businesses and services, forestry, conservation and management of the natural environment, residential dwellings accessory to an agricultural use, non-farm residential dwellings and accessory uses.

ZONING BY-LAW #11-83
The subject property is currently zoned “Agricultural (A)” by the Municipality’s Comprehensive Zoning By-law #11-83. The A Zone permits non-residential uses such as agricultural uses, home-based businesses and forestry, and residential uses such as a detached dwelling and a garden suite. In order to facilitate a Consent application to sever a ±2.22ha (5.5ac) non-farm residential parcel from the subject property, the applicant is seeking to change the zoning of the lands to be retained from the “Agricultural (A) Zone” to a “Agricultural Exception 26 (A-26) Zone” by prohibiting all future residential uses. The Provincial Policy Statement (PPS, 2014) and the Municipality’s Community Official Plan (COP) require that the retained lands from a surplus farm dwelling severance be rezoned to prohibit a new residence in order to ensure that a new residential building lot is not created as a result of the severance.

All of which is respectfully submitted,

John McMulkun, BES
Junior Planner

Stephen Stirling, MCIP, RPP
Municipal Planner
APPENDIX

Aerial Photo (2014)
Severance Sketch (Prepared by Applicant)
VISION: Our community that embraces restorative practices to repair harm, build community and strengthen relationships.

MISSION: To provide and promote the community use of restorative practices.

VALUES:
- Inclusiveness: Creating safe, respectful spaces where all people can “speak their truths” in an open and honest way.
- Responsibility: People are responsible for their actions and are accountable to others.
- Trust: By building, maintaining and restoring relationships, our community becomes stronger.

Description of Lanark County Community Justice Program

Lanark County Community Justice Program (LCCJP) has been providing court diversion services for 15 years in Lanark County and the Town of Smiths Falls. Our office is located in Perth, ON. LCCJP receives referrals pre-charge from the police services and post-charge from the Crown Attorney. We have 40 trained volunteers who conduct a community justice forum process for youth and adults. Our recidivism rate is less than 5%.

Typical cases that we handle include the following:

- Assault
- Mischief Under
- Voyeurism
- Possession of a Controlled Substance
- Bullying
- Taking a Vehicle Without Consent
- Dangerous Weapon (BB Gun, etc.)
- Possession of Stolen Goods
- Fraud
- Obtaining by False Pretences
- Assault with a Weapon
- Theft Under
- Sexting
- Break and Enter
- Property Damage
- Trespassing
- Trespass at Night
- Possession of a Weapon
- Threatening
- Uttering Forged Documents
- Breach

Beth Peterkin
Executive Director
beth@commjustice.org

Sheri Halladay
Program Coordinator
sheri@commjustice.org
Lanark County
Community Justice Program

Presentation to Town of Mississippi Mills
Beth Peterkin
March 1, 2016

Who Are We?

How many have heard of the Lanark County Community Justice Program?

How many understand what we do?
Our Vision

Our community that embraces restorative practices to repair harm, build community and strengthen relationships.

History of Community Justice in Lanark County

- 1998 – First forum in Lanark County
- 2000 – LCCJP was incorporated, not-for-profit
- 2001 – Hired part-time coordinator and trained first 8 facilitators
- 2006 – LCCJP chosen by the Ministry of Attorney General as a Youth Justice Committee
How Do We Get Cases?

- Referrals from
  - The Police (pre-charge)
  - The Crown Attorney (post-charge)
  - The Community

- Case will go to forum if ...
  - Accused person takes responsibility for the crime.
  - Complainant/victim agrees to participate (in most cases).

What Kind of Cases?

- Youth cases (age 12 to 17 years) = 80%
- Adult cases (age 18 and over) = 20%
- Typical Offences:
  - Vandalism
  - Bullying
  - Theft and Fraud
  - Sexting and Voyeurism
  - Break and Enter
  - Mischief
  - Possession of an Illegal Substance
How Many Cases?

- Fiscal Year ending March 31, 2014
  → 40 referrals
- Fiscal Year ending March 31, 2015
  → 53 referrals (a 30% increase)
- Anticipated this fiscal year
  → 60 referrals (15% increase)

What is a Community Justice Forum?

- Forums bring together all parties affected by an incident of crime or other harmful behavior in the community to have a respectful, structured discussion about what happened. Questions that are considered include:
  - What happened?
  - What harm was done?
  - Who was affected?
  - How can we repair the harm?

Restorative Questions | www.ccanojustice.org

When things go wrong...
» What happened?
» What were you thinking of at the time?
» What have you thought about since?
» Who has been affected by what you have done? In what way?
» What do you think you need to do to make things right?
What Else Do We Do?

- Promote the use of restorative practices in the larger community
- Train other community groups in the use of restorative practices to resolve issues
- Partner with the OPP on collaborative programs such as the Situation Table

Governance

- A Friendly Board of Directors
Core Program Staffing and Volunteers

- Executive Director 18 hours per week
- Program Coordinator 22 ½ hours per week
- 40 Volunteer Facilitators
- Over 2,700 volunteer hours per year plus 1,600 person-hours of training time

Retributive Justice:

- Offence is against Crown (System)
- Focus is on guilt/blame
- Victim is marginalized
- Offender is passive (often observer)
- Offender is punished
- Response focuses on past behaviour

Restorative Justice:

- Offence is against person(s) and community
- Focus is on repairing harm
- Victim(s) needs are met
- Offender is responsible for their actions.
- Offender works to understand & repair harm
- Response focuses on addressing consequences of behaviour
### Criminal Justice:
- Stigma is permanent
- Little opportunity for repentance & forgiveness
- Dependent on professionals
- Strictly rational → fact finding
- Judge imposes sanctions

### Restorative Justice:
- Stigma is removed by action
- Repentance is encouraged, forgiveness is possible
- Direct involvement of those affected
- Allows free expression of thoughts & emotions
- Group resolves by consensus

### Core Program – What Does it Cost?

- Total annual budget LCCJP \$93,000
- Two part-time staff wages \$56,000
- Rent, insurance, audit \$20,700
- Volunteer Expenses \$12,300
- Training Costs \$4,000

- Value of Volunteer Hours \$48,500  
  *(calculated at minimum wage)*
What does it save?
(estimates for Mississippi Mills over the past 3 years)

<table>
<thead>
<tr>
<th>Crown briefing notes</th>
<th>8 hours of police time per case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crown’s time to vet and screen files</td>
<td>3 hours of Crown’s time per case</td>
</tr>
<tr>
<td>Court time and costs</td>
<td>Police, lawyers, clerks, families, security, etc.</td>
</tr>
<tr>
<td>(average 7 court appearances per case)</td>
<td></td>
</tr>
</tbody>
</table>

Costs to take a case to court.  
Over $80,000 in policing costs saved.

Recidivism Rate?

- Community Justice  less than 5%
- Criminal System    30%
Time to Resolve a Case

› Community Justice  average 90 days

› Criminal System  average 9 months

How are we funded?

› Ministry of the Attorney General funds about 65% of our operational costs for ages 12 to 17 years.

› United Way provides project based financial assistance.

› Our fundraising accounts for about $10,000 of our budget each year (but costs us in staff time).

› Balance of our budget comes from donations.
New Program

- Youth initiative in all 40 schools and youth centres in our service area
- Hiring a Community Animator and training Team Leaders and new volunteers
- Partnering with police, health unit and other agencies
- 13,120 youth will learn how to restorative approaches

Testimonials

Participating in this forum gave me a real insight into the life of the young accused person and I came to understand that he was not a bad person. It was a pleasure to be able to offer part-time employment to this young man on the completion of the agreement from the community justice forum. He was an excellent worker.
– A Business Owner –
How Can You Be Involved?

› Ask for Community Justice, tell your family and friends

› Partner with us as a community group
  ◦ Invite us to speak
  ◦ Provide a financial contribution
  ◦ Provide community service opportunities

› Get involved personally
  ◦ Sign up for our e-mail newsletter
  ◦ Make a financial contribution
  ◦ Volunteer on one of our committees
  ◦ Attend our events
  ◦ Consider where you might use a restorative approach

Contact Us:

beth@commjustice.org

www.commjustice.org  Phone: (613) 264-1558
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ADMINISTRATION REPORT

DATE: March 1, 2016
TO: Committee of the Whole
FROM: Diane Smithson, Chief Administrative Officer
SUBJECT: CAO’s Report

RECOMMENDATION:

THAT Committee of the Whole accepts the CAO’s report dated March 1, 2016 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 saved up 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. Jennifer Russell was hired as the Administrative Assistant / Receptionist at Step 5 of the respective pay scale. This hiring was to replace Kathryn Dorey who resigned from the position at the end of January.

OTHER ITEMS:

1. An extension to the lease agreement with Deep Logic Solutions was entered into for the lease of an additional 180 square feet of space on the second floor of the Almonte Old Town Hall.

PROCUREMENT:
1. None

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
MEETING DATE: March 1st, 2016
TO: Committee of the Whole
FROM: John McMulkin, Junior Planner
SUBJECT: DEVELOPMENT AGREEMENT
LAND DIVISION COMMITTEE FILE NOs. B13/069-073
East ½ Lot 14, Concession 12, except Parts 1 and 2, Plan 27R-7903
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 1463 Golden Line Road
OWNER(S): Chad and Julie (Lisa) Young
APPLICANT/AGENT: Novatech Engineering Consultants Ltd.

RECOMMENDATION:
THAT the Committee of the Whole recommends that Council authorizes the Mayor and Clerk to enter into a Development Agreement related to Lanark County Land Division Committee File Nos. B13/069, B13/070, B13/071, B13/072 & B13/073 to address the development conditions recommended by Staff as part of the Cluster Lot Development (Consent) application review process.

BACKGROUND, PURPOSE AND EFFECT
The owners received provisional Consent from the County of Lanark Land Division Committee on November 10, 2014 for the creation of four (4) rural residential building lots (File Nos. B13/069, B13/070, B13/071, B13/072 & B13/073) by way of severances from the above noted property through the Cluster Lot Development process. A sketch of the provisionally approved lots is contained within the Appendix.

As part of the proposal review, a number of development conditions were recommended by the Municipality’s Planning Consultant (J.L. Richards & Associates Ltd.), the Municipality’s Director of Roads and Public Works, the Mississippi Valley Conservation Authority (MVCA) and other agencies involved in the review process in order to ensure that the severed and retained parcels are developed in an orderly and sensitive manner. These conditions include but are not limited to the following:

- the private road shall be designed and constructed by a professional engineer or other persons competent in road construction;
- the applicant shall prepare and register on title a “Joint Use and Maintenance Agreement” for the construction and on-going maintenance of the private road;
- a restrictive convenant shall be registered on title of the proposed lots stating that they are adjacent to an agricultural area;
• a final hydrogeological report shall be prepared by a qualified professional supporting development of private individual water and sewage systems for each of the residential lots being created;
• a lot grading and drainage plan shall be prepared to the satisfaction of the Municipality;
• all recommendations contained in the final approved Environment Impact Study (EIS) and any conditions from the MVCA and the Ministry of Natural Resources and Forestry (MNRF) resulting from the EIS shall be adhered to; and,
• that the “Homeowners Stewardship Information” prepared by Houle Chevrier Engineering be provided to future purchasers, to address the function of the ANSI, impacts on woodlands and potential presence of Species at Risk, as well as to address well construction, well best management practices, water testing and treatment, septic system care and water conservation and infiltration.

The purpose of this report is to authorize the Mayor and Clerk to enter into the Development Agreement, one for all four (4) severed lots and the retained lot, in order to ensure that these conditions are applied to the proposed development.

DESCRIPTION OF SUBJECT LANDS AND SURROUNDING PROPERTIES

The lands subject to the Cluster Lot Development (Consent) application are legally described as East ½ Lot 14, Concession 12, except Parts 1 and 2 on Plan 27R-7903. The Community Official Plan has designated the property as “Rural”. The lands are located within the provincially significant Life Science Burnt Lands Alvar Area of Natural and Scientific Interest (ANSI). The location of the subject lands is depicted in the following aerial photo:

Figure 1. Aerial Photo (2014)
The subject property is ±40.7ha (100.6ac) in area with a total frontage of ±431m (1,414ft) along Golden Line Road. The property is located at the eastern boundary of the Municipality, just south of County Road 49 (March Road) and in the Ward of Ramsay. The lands currently contain a single detached dwelling which is accessed by a private gravel driveway and serviced by private septic and water services.

Two (2) residential lots were severed from the subject property in 2001 by way of Consent (File Nos. B42/01 & B43/01). These lots are ±0.54ha (1.3ac) and ±0.46ha (1.1ac) in area and front onto Golden Line Road. Each of these lots currently contains a single detached dwelling as well as private septic and water services. The subject lands are generally surrounded by rural and rural residential properties, as well as an active agricultural operation to the west.

RECOMMENDED DEVELOPMENT CONDITIONS:

The following development conditions were recommended by the Municipality’s Planning Consultant (J.L. Richards & Associates Ltd.), the Municipality’s Director of Roads and Public Works, the Mississippi Valley Conservation Authority (MVCA) and other agencies involved in the review process in order to ensure that the severed and retained parcels and the private road are developed in an orderly and sensitive manner:

SITE DEVELOPMENT

4.1. The Owners covenant and agree that:

4.1.1. the construction of private wells and septic systems on Lot 1, Lot 3 and Lot 4 shall be in strict compliance with the recommendations of the Houle Chevrier Engineering Ltd. Report dated October 30, 2015 and without limiting the generality of the foregoing, shall comply with the recommendations of the said report attached hereto as Schedule “B” hereto;

4.1.2. the building envelopes for each of Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands shall be in accordance with the approved zoning for the Property; and,

4.1.3. the development of Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands shall be in strict compliance with the Muncaster Environmental Planning Inc. Report dated October 8, 2015 and without limiting the generality of the foregoing shall comply with the recommendations of the said Environmental Impact Statement attached hereto as Schedule “C”.

4.2. The Owners covenant and agree that prior to the commencement of the Works, the Owners shall pay to the Municipality the balance of any outstanding municipal taxes, including penalties and interest and any local improvement charges for the Property (if applicable).

4.3. Prior to constructing any septic tank, well or leaching bed on any of Lot1, Lot 3 or Lot 4, the Owner shall obtain from the Leeds, Grenville and Lanark Health Unit:

4.3.1. Confirmation that locations of the well envelope and septic envelope (including septic tank and leaching bed) are in accordance with the Site Development Plan;

4.3.2. Approval of the proposed treatment method and location for the discharge of water softener waste; and,
4.3.3. Approval of the design of the septic system and leaching including the requirement for a clay seal over rock, if required.

4.4. The Owners acknowledge and agree that no building permit for any of Lot 1, Lot 3, Lot 4 and the Retained Lands shall be applied for and no building permit will be issued by the Municipality unless and until such time as:

4.4.1. the Owners have constructed and installed the Private ROW to a granular “A” level to the satisfaction of the Director of Public Works; and

4.4.2. the Joint Use and Maintenance Agreement referred to in subclause 5.3 hereof has been registered on title to the Property in accordance with the provisions of this Agreement.

4.5. The Owners acknowledge and agree that all development of the Property shall be in accordance with applicable laws, regulations and by-laws, including, if applicable, Ontario Regulation 153/06.

**PRIVATE ROW**

5.1. The Owners covenant and agree that the Private ROW is being created for the sole purpose of providing road access from Lot 1, Lot 2, Lot 3 and Lot 4 to the public road allowance known municipally as Golden Line Road.

5.2. The Owners further covenant and agree that:

5.2.1. the Private ROW shall be designed by a professional engineer or other person competent in road construction and approved by the Director of Public Works;

5.2.2. the Owners shall consult directly with the Director of Public Works during the design and construction of the Private ROW;

5.2.3. the width of the Private ROW shall meet the road geometric and infrastructure requirements as determined by the Director of Public Works;

5.2.4. the existing private laneway on the Property shall be removed and rehabilitated to a condition deemed appropriate by the Director of Public Works having regard to the Environmental Impact Statement;

5.2.5. without limiting the generality of sub-clause 5.2.4 above, the Owners covenant and agree that the removal of the existing private laneway on the Property shall include:

5.2.5.1. the removal of the gravel;

5.2.5.2. the remaining base shall be scrapped to promote regeneration; and

5.2.5.3. consideration will be given to repurposing native soils from the Private ROW location for regeneration along and adjacent to the remaining base of the existing private laneway; and,

5.2.6. the method of rehabilitation of the existing private laneway on the Property shall be included in the design detail provided by the Owners to the Municipality for the Works.

5.3. The Owners shall prepare a Joint Use and Maintenance Agreement in a form and content satisfactory to the Planning Director which Agreement shall:
5.3.1. provide for the construction and on-going Maintenance of the Private ROW;
5.3.2. include an express acknowledgement that the Municipality has no right, title or interest in the Private ROW and has no liability whatsoever arising from the construction, use or maintenance of the Private ROW;
5.3.3. include an express release and indemnity in favour of the Municipality with respect to the construction, use and maintenance of the Private ROW.

5.4. The Owners shall submit to the Municipality a road name for the Private ROW and the Planning Director shall determine the road name to be assigned to the Private ROW.

5.5. The Owners shall apply to the Municipality to obtain a civic address number for each of Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands and the Municipality shall assign such civic address numbers as determined by the Municipality.

MAINTENANCE OF WORKS

6.1. The Owners covenant and agree that Maintenance of the Works shall be:
6.1.1. at the sole risk, cost and expense of the Owners and/or their successors in title;
6.1.2. in accordance with Applicable Law; and
6.1.3. in accordance with the Schedules hereto.

6.2. The Owners further covenant and agree that Maintenance of the Private ROW Works shall be to a degree such that emergency vehicle access along the Private ROW to Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands shall be in accordance with Applicable Law and in particular Section 3.2.5.6 of the Ontario Building Code.

6.3. The Owners expressly acknowledge and agree that the Municipality has no obligation whatsoever with respect to Maintenance of the Private ROW and without limiting the generality of the foregoing the Municipality:
6.3.1. shall have no obligation to assume the Private ROW as a public highway;
6.3.2. shall have no obligation to undertake snow removal associated with the Private ROW; and
6.3.3. should the Owners fail to undertake proper Maintenance of the Private ROW, the Municipality may not be able to provide emergency services to Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands.

COVENANTS

7.1. The Owners covenant and agree to include in all agreements of purchase and sale for each of Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands and to include in the Transfer (Deed) for the transfer of title of each of Lot 1, Lot 2, Lot 3, Lot 4 and the Retained Lands the following covenants:

“The lot is adjacent to an agricultural area and may therefore be subject to noise, dust, odours and other nuisances associated with agricultural activities.”
HOMEOWNERS STEWARDSHIP INFORMATION PACKAGES

8.1. The Owners covenant and agree to provide to future purchasers of the whole or any part of the Property the following:

8.1.1. the Homeowners Stewardship Information Package prepared by Muncaster Environmental Planning Inc. dated November 27, 2015 and entitled “Burnt Lands Areas of Natural and Scientific Interest and Species at Risk: Best Management Practices” attached hereto as Schedule “E”; and

8.1.2. the Homeowner’s Stewardship Information Package prepared by Houle Chevrier Engineering dated October 29, 2015 and entitled “Hydrogeological Best Management Practices” attached hereto as Schedule “F”.

UTILITY SERVICES AND EASEMENTS

9.1. The Owners shall arrange for and pay the cost of the provision and/or relocation of any existing facilities or utilities which are necessary due to this development to the satisfaction of, and at a time satisfactory to the authority having jurisdiction, together with a granting of such new easements as may be required and the release of any existing easements which are rendered unnecessary.

9.2. The Owners shall transfer to the utility companies, at the expense of the Owners, such easements as are deemed necessary by these authorities for the purposes of construction and Maintenance of the facility or utility.

CONCLUSION

In order to ensure that the proposal proceeds in an orderly and sensitive manner and that the recommended development conditions are applied to the proposal, it is recommended that the Committee of the Whole recommends that Council authorizes the Mayor and Clerk to enter into a Development Agreement for County of Lanark Land Division Committee File Nos. B13/069, B13/070, B13/071, B13/072 & B13/073.

All of which is respectfully submitted,

John McMulkin, BES
Junior Planner

Diane Smithson
Reviewed by CAO
APPENDIX

Sketch of Provisionally Approved Lots (Prepared by Applicant)
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ROADS AND PUBLIC WORKS REPORT

MEETING DATE: March 1, 2016
TO: Committee of the Whole
FROM: Cory Smith, Roads and Public Works Technologist
SUBJECT: REHABILITATION OF CONCESSION 12N PAKENHAM (NUGENT) BRIDGE
RECOMMENDED ALTERNATIVE

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council approve Option 2B - Two Lane, Superstructure Replacement, Rehabilitate Abutments as the preferred design alternative for the rehabilitation of the Concession 12N Pakenham Bridge at a preliminary estimate of $900,000.

AND THAT the Committee of the Whole recommends that staff bring forward a subsequent report following the completion of detailed design to address full project costs (bridge and detour), alternative access, revised scope and subsequent budget recommendations.

BACKGROUND:

The Municipality of Mississippi Mills Council approved $40,000 in the 2015 budget for the environmental assessment (EA), detailed design and the renewal of the Nugent bridge on Concession 12N, Pakenham. HP Engineering Inc. (HP) was selected through an RFP process to provide the services for the EA and the detailed design.

HP conducted field investigations and structural analyses of the existing structure (circa 1949), including review of existing information provided by the Municipality and the Ministry of Transportation. Upon review of the structure it was determined that the deck and structural steel on the existing bridge were in poor shape and required replacing. Upon review of the existing abutments it was determined that they were in good condition and could remain in place to be reused.

Once appropriate information was gathered and reviewed, a public meeting was scheduled to allow commentary on the options available. The public information meeting was held on November 18th, 2015 at the public library in Pakenham. Notices for the initiation of the project and the open house meeting were posted on the Municipality’s website, and in the EAC/Almonte Gazette, in the October 29th, November 5th, and November 12th editions. Additional notices were hand delivered to residences living along Concession 12N, Ryan-Duncan Side Road and Head Pond Road in Pakenham.

On November 18th, 2015 the Municipality hosted the public open house meeting for the Nugent bridge project. The purpose of the meeting was to present reconstruction and rehabilitation alternatives to the public, along with summaries regarding the social, economic and environmental impacts concerning each option. One of the key challenges with the redevelopment of the Nugent bridge is that there are no secondary points of access available to serve as a detour while bridge repairs are carried out. This is therefore one of the more significant constraints when selecting a preferred rehabilitation solution.
During the meeting a total of 3 construction alternatives were presented. It should be noted that each alternative includes both a single lane and two lane alternatives.

**Option 1 – Complete Structure Replacement**

<table>
<thead>
<tr>
<th>Cost:</th>
<th>Road Closure:</th>
<th>Lifecycle:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single lane (1A) - $1,100,000</td>
<td>20 weeks</td>
<td>75 years (new components)</td>
</tr>
<tr>
<td>Two lane (1B) - $1,300,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Details:**
Scope would include full removal and replacement of the entire structure. Works would include piling, pouring new abutments, and constructing new girders and deck. This work can be completed in either a 1 or 2 lane configuration. Either of these options would meet full loading requirements.

Moderate environmental impacts are expected that would include in-water construction work, additional environmental review (Department of Fisheries) as well as timing restrictions.

Both alternatives would require the development of a temporary detour. The cost of any detour would be over and above the cited costs listed above. If the single lane option (1A) is selected, a detour would be required every 20-25 years when a bridge closure would be required for conventional deck rehabilitation work.

**Option 2 - Remove and Replace Superstructure, Rehabilitate Abutments**

<table>
<thead>
<tr>
<th>Cost:</th>
<th>Road Closure:</th>
<th>Lifecycle:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single lane (2A) - $700,000</td>
<td>8-12 weeks</td>
<td>50 yrs (75 yrs new components)</td>
</tr>
<tr>
<td>Two lane (2B) - $900,000</td>
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<td></td>
</tr>
</tbody>
</table>

**Details:**
Scope would include reuse of existing abutments with minor rehabilitation. The existing superstructure would be replaced with new girders and deck. This work can be completed in a 1 or 2 lane configuration. Either of these options would meet full loading requirements.

Minimum environmental impacts are required with either of these options. No in-water work approvals would be required and there would be no change in the hydraulic opening.

Both alternatives would require the development of a temporary detour. The cost of any detour would be over and above the cited costs listed above. If the single lane option (2A) is selected, a detour would be required every 20-25 years when a bridge closure would be required for conventional deck rehabilitation work.
Option 3 – Replace Deck and Rehabilitate Existing Structure

<table>
<thead>
<tr>
<th>Cost:</th>
<th>Road Closure:</th>
<th>Lifecycle:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Lane with Load Restrictions (3A)</td>
<td>12 weeks</td>
<td>25 yrs (Option 3A)</td>
</tr>
<tr>
<td>Single Lane with No Load posting (3B)</td>
<td></td>
<td>50 yrs (Option 3B)</td>
</tr>
</tbody>
</table>

Details:
Scope would include full removal of existing deck. Works would include new deck, reinforcement of existing pony truss system and rehabilitation of abutments. Only option 3B would meet full loading requirements.

Minimum environmental impacts are required with either of these options. No in-water work approvals would be required and there would be no change in the hydraulic opening.

Both alternatives would require the development of a temporary detour. The cost of any detour would be over and above the cited costs listed above. If either option is selected, a detour would be required every 20-25 years when a bridge closure would be required for conventional deck rehabilitation work.

Access During Construction

Aside from the structure selection, two options were presented for an alternative access route for the residents living on the north side of the structure. One option was for a temporary bridge and a second option was for a temporary road connection between Concession 12N and Concession 11 Pakenham. The details for these options are summarized below.

<table>
<thead>
<tr>
<th>Access Option 1 - Overland Detour Cost Estimate: $150,000</th>
<th>Access Option 2 - Temporary Bridge Cost Estimate: $500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Easily installed</td>
<td>- Timing restrictions for installation</td>
</tr>
<tr>
<td>- Little environmental concern</td>
<td>- Difficult to adequately locate</td>
</tr>
<tr>
<td>- No load restrictions</td>
<td>- Additional environmental review required</td>
</tr>
<tr>
<td>- Would need access to private land</td>
<td>- Would need access to private land</td>
</tr>
<tr>
<td>- Granular materials could potentially be reclaimed and therefore reduce “throwaway costs”</td>
<td>- Would likely require load restrictions</td>
</tr>
<tr>
<td></td>
<td>- Most costs would be considered “throwaway costs”</td>
</tr>
</tbody>
</table>

DISCUSSION:

On December 2, 2015, the public comment period following the public open house expired. A total of eight (8) written submissions were received. The common theme within the written submissions was the preferred option of the residents would be Option 2B – superstructure replacement, in a two lane configuration. In addition, there was great concern raised about the need to maintain access to their homes and farms as the bridge currently is the only access for the residents living on the north side of the bridge. There was a total of 17 registered attendees at the public open house. During the public open house no verbal opposition was received. The general message heard was support for Option 2 in a two lane configuration. The other main concern raised at the meeting was maintaining access to the houses and farms on the north side of the bridge during construction.
The available options have been reviewed by staff and HP Engineering. Consideration was given to both the verbal and written comments expressed by the residents. In reviewing the alternatives, a two lane alternative is definitely the preferred alternative for this location. A two lane option is slightly more expensive, however, it should be noted there are 18 year-round houses, including farms and cottage lots that become inaccessible when the bridge is out of service. A two lane structure would offer the ability to stage future deck rehabilitation work while also providing an alternative to maintain traffic flow. None of the single lane options otherwise not allow for this.

The abutments that are currently in place have a minimum of a 50 year lifespan with some minor repair. They are designed with a width that a two lane superstructure could be placed on top of them. Removing the existing superstructure and replacing it with a new superstructure is consistent with what the Municipality has been doing with rehabilitation of its other structures. In addition, this type of renewal has the shortest estimated project duration and would offer cost savings to the Municipality versus full removal and replacement of the structure.

Option 2B in a two lane configuration, provides a healthy balance of fiscal responsibility, reasonably manages risk of managing future access to residents, and is consistent with the social concerns expressed in the area.

On the matter of construction access, the preferred solution will be for pursuing a temporary road route connecting Concession 12 and Concession 11. This detour option has been identified and reviewed in detail for acceptability. In addition, the impacted property owner has expressed willingness to work with the Municipality to reach terms to allow for a temporary roadway. Please note that a separate report will therefore come forward relating to alternative access with firm details on costs.

FINANCIAL IMPLICATIONS:

The detailed design investigations completed for the Nugent Bridge have identified that a “like for like” rehabilitation of the structure will present both social and financial hardships in the future if the single lane option was to proceed as forecasted in the long term financial plan ($528,000). At this time, there is overwhelming evidence that investing in a wider deck replacement will avoid recurring detour costs ($150,000 per closure) along with complications as future deck rehabilitation works are completed every 20-25 years. This means that Options 1B and 2B are generally the short list for offering the most economical solutions over the long term.

At this time, staff is recommending that HP Engineering proceed with Option 2B which includes designs for removal and replacement of the superstructure (2 lane) and rehabilitation of the abutments. Preliminary estimates identify that this will significantly increase the initial capital cost ($900,000), however there will be a significant cost avoidance for detour costs in the future. Staff is therefore recommending that once detailed designs are construction ready that staff will reconfirm overall project scope and costs, and provide budget recommendations going forward.
SUMMARY:

The Roads and Public Works Department has completed review of the alternatives for the rehabilitation of the Pakenham Concession 12N bridge and is presently recommending that Council select Option 2B. This option includes a two-lane rehabilitation with new superstructure components with a 75 year life span. This option has been screened for all social, financial and environmental constraints and presently offers the lowest risk and best overall value to the Corporation.

Respectfully Submitted
Cory Smith
Roads and Public Works

Reviewed by
W. Troy Dunlop,
Director of Roads and Public Works

Approved by
Diane Smithson
CAO
COMMITTEE REPORT

MEETING DATE: March 1, 2016

TO: Committee of the Whole

FROM: Calvin Murphy, Recreation Manager

SUBJECT: ALMONTE SKATEBOARD PARK – TRILLIUM FUNDING APPLICATION

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council authorize staff, with the support of the Almonte Skatepark Committee to submit an application on behalf of the Municipality to the April 2016 intake of the Ontario Trillium Foundation funding program for funding for the Almonte Skateboard park.

DISCUSSION:

A location was selected for the Skateboard Park in Gemmill Park on February 21, 2012. Following this decision, design options were then considered.

In May 2013 geotechnical work was completed at the designated location in Gemmill Park to check the soil conditions and to ensure the location was suitable for an in-ground skateboard park. The results came back in good order and from this the design for the Almonte Skateboard park was put together. The total estimated cost of the first phase of the project is $165,000 which the Almonte Skatepark committee would like to see materialize soon to ensure a skateboard structure in Gemmill Park exists. Their hope is that in future years the skatepark can expand if and when further funding may come available.

FINANCIAL IMPLICATIONS:

At the present time there is a total of $25,824.20 (currently in reserves) which is earmarked for the Almonte Skatepark. If the project comes in on budget ($165,000) then an additional $56,100 could be received through Development Charges (34% of the total cost of the project). The Skatepark Committee has been very active in trying to solicit further funding over the last few years by holding youth dances, silent auctions as well as other events raising approximately $8,000 over the last year. The committee is now short approximately $83,000 and are hopeful that a successful Trillium application can make the project a reality.
SUMMARY:

The Almonte Skatepark Committee has shown a great deal of interest in trying to find a new home for the Almonte Skateboard park. With an identified site now determined for the skateboard park and a design concept in place, it is hoped that grant funding will be obtained to help make this project a reality.

Respectfully submitted,

Calvin Murphy
Recreation Manager

Reviewed by C.A.O.
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

COMMITTEE REPORT

DATE: March 1, 2016

TO: COMMITTEE OF THE WHOLE

FROM: RHONDA WHITMARSH, TREASURER

SUBJECT: 2015 Statement of Reserve Funds (Development Charges)

RECOMMENDATION:

THAT Committee of the Whole recommends that Council accept the Treasurer’s 2015 Statement of Reserve Funds as presented.

BACKGROUND:

Each year, I am required to present a statement to Council regarding the transactions that occurred related to development charges. In the past, the statement has been presented in summary format for ease of understanding. In 2015, the reporting requirements changed because of amendments made to the Development Charges Act. Watson and Associates Economists Limited provided me with a new reporting template that is effective for the 2015 reporting year. Attached is the revised reporting of the Municipality’s 2015 transactions with respect to development charges.

DISCUSSION:

The new reporting format is more complex than what has been provided in the past but reflects the following summarized transactions:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Equity at Dec 31/14</td>
<td>$1,067,624.66</td>
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<tr>
<td>2015 Development Charges Collected</td>
<td>$885,250.52</td>
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<tr>
<td>2015 Interest Earned</td>
<td>$12,568.10</td>
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<tr>
<td>2015 Expenditures-Capital and Operating</td>
<td>($726,603.69)</td>
</tr>
<tr>
<td>Equity at Dec 31/15</td>
<td>$1,238,939.59</td>
</tr>
</tbody>
</table>

The equity total at the end of 2015 represents the funds that are available to pay for the projects included in the development charges background study per By-law 14-65. Any unspent funds remaining on the expiry date of the by-law in 2018 will be carried forward into a new by-law.

The detailed transactions and background study are available for review at any time.
SUMMARY

Each year I am required to report to Council on the transactions related to development charges. I respectfully request that the 2015 report be approved as presented.

Respectfully Submitted
Rhonda Whitmarsh,
Treasurer

Reviewed By
Diane Smithson
CAO
### Figure 1
Municipality of Mississippi Mills
Annual Treasurers Statement of Reserve Funds for By-Law 14-65

#### Services to which the Development Charge Relates

<table>
<thead>
<tr>
<th>Description</th>
<th>Non-Discounted Services</th>
<th>Discounted Services</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Services</td>
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<tr>
<td></td>
<td>Road Services</td>
<td>Water</td>
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<td>Wastewater</td>
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<td>Waste Diversion</td>
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<td>Parks and Recreation*</td>
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<td>Daycare</td>
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<td>Administration</td>
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<tr>
<td></td>
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<td>Homes for the Aged</td>
</tr>
<tr>
<td></td>
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<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
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<tr>
<td>Opening Balance, January 1, 2015</td>
<td>392,698.95</td>
<td>277,455.04</td>
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<tr>
<td></td>
<td>(120,629.66)</td>
<td>(31,116.29)</td>
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<td>(67,413.99)</td>
<td>75,235.74</td>
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<tr>
<td>Plus:</td>
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<td>Development Charge Collections</td>
<td>204,095.84</td>
<td>217,682.72</td>
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<td>197,742.30</td>
<td>10,291.00</td>
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<td>1,612.50</td>
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<td>Accrued Interest</td>
<td>3,757.57</td>
<td>2,781.73</td>
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<td>15.86</td>
<td>728.79</td>
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<tr>
<td>Repayment of Monies Borrowed from Fund and Associated Interest¹</td>
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<tr>
<td>Sub-Total</td>
<td>207,853.41</td>
<td>220,464.45</td>
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<td>197,758.16</td>
<td>10,291.00</td>
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<td>1,612.50</td>
<td>46,841.53</td>
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<tr>
<td>Less:</td>
<td>3,757.57</td>
<td>2,781.73</td>
</tr>
<tr>
<td>Amount Transferred to Capital (or Other) Funds²</td>
<td>316,027.00</td>
<td>267,547.00</td>
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<tr>
<td>Amounts Refunded</td>
<td>34,015.00</td>
<td>267,547.00</td>
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<tr>
<td>Amounts Loaned to Other DC Service Category for Interim Financing</td>
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<tr>
<td>Credits³</td>
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<tr>
<td>Sub-Total</td>
<td>316,027.00</td>
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<td></td>
<td>267,547.00</td>
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<td></td>
<td>64,294.69</td>
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<tr>
<td></td>
<td>11,500.00</td>
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<tr>
<td></td>
<td>726,503.69</td>
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<td>Closing Balance, December 31, 2015</td>
<td>284,525.36</td>
<td>497,919.49</td>
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<td></td>
<td>(150,418.50)</td>
<td>(20,825.29)</td>
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<td></td>
<td>(65,801.49)</td>
<td>88,062.27</td>
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</tbody>
</table>

¹ Source of funds used to repay the DC reserve fund
² See Attachment 1 for details
³ See Attachment 2 for details
⁴ Service category includes: Police Services and Fire Services
⁵ Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.
### Non-DC Recoverable Cost Share

<table>
<thead>
<tr>
<th>Gross Capital</th>
<th>DC Reserve Fund Draw</th>
<th>DC Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
<th>Post-DC By-Law Period Gross Capital</th>
<th>DC Reserve Fund Draw</th>
<th>DC Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
<th>Other Reserve/Reserve Fund Draws</th>
<th>Tax Supported Operating Fund Contributions</th>
<th>Rate Supported Operating Fund Contributions</th>
<th>Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>$139,384.76</td>
<td>94,782.00</td>
<td></td>
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<td>44,602.76</td>
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</tbody>
</table>

### Post DC By-Law Period Non-DC Recoverable Cost Share

<table>
<thead>
<tr>
<th>Gross Capital</th>
<th>DC Reserve Fund Draw</th>
<th>DC Debt Financing</th>
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### Municipalities of Mississauga Mills

#### Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions

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<th>Gross Capital</th>
<th>DC Reserve Fund Draw</th>
<th>DC Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
<th>Post-DC By-Law Period Gross Capital</th>
<th>DC Reserve Fund Draw</th>
<th>DC Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
<th>Other Reserve/Reserve Fund Draws</th>
<th>Tax Supported Operating Fund Contributions</th>
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<th>Debt Financing</th>
<th>Grants, Subsidies Other Contributions</th>
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### 37
## Municipality of Mississippi Mills

### Statement of Credit Holder Transactions

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<tr>
<th>Credit Holder</th>
<th>Applicable DC Reserve Fund</th>
<th>Credit Balance Outstanding Beginning of Year 2015</th>
<th>Additional Credits Granted During Year</th>
<th>Credits Used by Holder During Year</th>
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THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE:  March 1, 2016

TO:  Committee of the Whole

FROM:  Diane Smithson, CAO

SUBJECT:  ENERGY MANAGEMENT SERVICES RFP

RECOMMENDATION:

That Council authorizes staff to participate in an Energy Management Services Request for Proposal (RFP) with the County of Lanark and other willing municipalities within the County boundaries.

BACKGROUND:

The County of Lanark and its lower tier municipalities were approached by Honeywell to determine if there was any interest in pursuing energy efficiencies within our respective facilities. Staff from all municipalities expressed interest in pursuing energy efficiencies collectively.

DISCUSSION:

The County of Lanark has agreed to be the lead on the project and is in the process of preparing a request for proposal for Energy Management Services that will include information on facilities for any interested municipalities. The way the RFP is being prepared is that municipalities have the ability to “piggy back” on the County’s contract with the successful bidder.

Energy Management Services are defined in the RFP as a program of services, including energy audits, energy conservation measures, energy conservation projects, staff training, educational training or a combination thereof, primarily intended to reduce the cost of energy and water in operating one or more buildings which will be paid for in whole by cost savings attributable to a reduction in energy and water consumption which result from the services.

Given that municipalities have a number of similar type facilities, it makes sense that we seek these types of services and cost savings collectively. Staff recommends that they work with the County of Lanark and participate in this RFP in order to achieve as much energy savings as possible for the Municipality in order to reduce our costs going forward. This project will assist the Municipality in meeting the requirements of its Energy Management Plan and annual reporting to the Province.

FINANCIAL IMPACT:

As noted above, it will be a requirement of the RFP that the costs associated with energy improvements will be paid for by the cost savings attributable to the works undertaken.
SUMMARY

In the past, Council has expressed its desire for our Municipality to work jointly with other municipalities and upper tier government in order to achieve greater savings for the Municipality. This is an ideal project for the Municipality to be working on with the County and our other local County municipalities in order to achieve long term savings for our residents.

Respectfully submitted,

Diane Smithson,
Chief Administrative Officer
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: March 1, 2016

TO: Committee of the Whole

FROM: Diane Smithson, CAO

SUBJECT: ONE (1) YEAR ANIMAL POUND CONTRACT

RECOMMENDATIONS:

THAT Council authorize entering into a one (1) year contract with Lanark Animal Pound to provide pound services for the period April 1, 2016 – March 31, 2017.

BACKGROUND:

Numerous reports have been written by staff regarding Animal Pound Services since Connie Murphy terminated her services with the Municipality in 2011. Since that time, the Municipality has been with the Lanark Animal Welfare Society (LAWS) for the provision of these services.

Since entering into the first three year agreement with LAWS, they advised that they had to terminate in the second year of the agreement due to financial difficulties and the fact that they simply did not have the space to accommodate all of the animals that were being taken to the pound by the municipalities that they had contract with. In addition to the termination of the contract, on two occasions the LAWS facility was unable to accept animals for a period of time due to some contagious outbreaks within the facility.

Since 2012, the Municipality has been entering into one (1) year agreements with LAWS as the intent is to work towards a Lanark County solution for pound services.

DISCUSSION

At the end of January 2016, staff received an email from Kathy Hoyland, LAWS President advising effective March 31, 2016, LAWS would no longer be able to accept dogs at their facility. Staff had been meeting with other Lanark County municipalities to determine what options were available until a permanent Lanark County solution could be found.

On February 5, 2016, the Municipality received an offer from Laura and Marty Lawson who currently provide Animal Control Services to the Townships of Montague and Rideau Lakes and the Village of Merrickville-Wolford who have agreed to operate the Lanark Animal Pound at the LAWS site for a one year period effective April 1, 2016. In a meeting held between staff from Carleton Place (currently also use LAWS for pound services) and Mississippi Mills on February 18, 2016 they indicated they are operating a pound for dogs only and not a shelter. They will keep the dogs for the required period of time under the legislation and will then find homes for the animals with other rescue operations, etc. if required.
This is an excellent solution for Carleton Place and Mississippi Mills in the interim while Lanark County municipalities work on a longer term solution for us all.

FINANCIAL IMPLICATIONS:

The Lanark Animal Pound will charge a flat rate of $350 per dog brought to their pound located at the LAWS site. For the past few years, Mississippi Mills has on average five (5) dogs brought to LAWS. Based on this average, the cost to Mississippi Mills is estimated to be $1,750. This is well within the Animal Control Budget of $34,000 however, we have to keep in mind that other items that come out of that budget are the cost to pay MLES as our Animal Control Officer and funds to help pay for a permanent Animal Control Pound for Lanark County.

SUMMARY:

As an interim solution, staff recommends that Council enter into a one (1) year agreement with Lanark Animal Pound in order to provide a pound facility in the interim until a Lanark County Pound option is available.

Respectfully submitted,

Diane Smithson,
Chief Administrative Officer
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: March 1, 2016

TO: Committee of the Whole

FROM: Shawna Stone, Clerk

SUBJECT: Advisory Committees, Working Groups and Library Board Vacancies

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council make the necessary appointments to fill the current vacancies on the various advisory committees, working groups and the Library Board.

BACKGROUND:

On February 11, 2016, Councillor Bernard Cameron passed away while holding office. As a result, vacancies were created on a number of advisory committees, working groups and the Library Board.

DISCUSSION:

The following is a list of vacancies to be filled:

- Mississippi Mills Public Library Board – representative required
- Daycare Advisory Committee – representative required
- Gemmill Park Working Group – representative optional (presently appointed are Councillors Torrance and Watters)
- Municipal Property Review Committee - representative optional (presently appointed are Mayor McLaughlin, Councillors Edwards, Ferguson and Watters)
- Sponsorship Working Group - representative optional (presently appointed are Mayor McLaughlin and Councillor Abbott)
- Canada 150 Committee - representative optional (presently appointed are Councillors Edwards, Ferguson, Lowry, McCubbin and Torrance)

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.
SUMMARY:

This report is being presented to advise Council of the positions currently vacant. Two of these positions require appointment in accordance with the terms of reference; the others are optional.

Respectfully submitted, 

Shawna Stone, Clerk

Reviewed by, 

Diane Smithson, CAO
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

STAFF REPORT

DATE: March 1, 2016
TO: Committee of the Whole
FROM: Shawna Stone, Clerk
SUBJECT: Declaring the Office of Councillor, Almonte Ward Vacant and Deciding the Method to Fill the Vacancy

RECOMMENDATION:

THAT Council declares the Almonte Ward Council seat vacant;

AND THAT the vacancy be filled by means of an appointment of an eligible elector in the Municipality of Mississippi Mills in accordance with the Municipal Act;

AND THAT the Council Vacancy Appointment Procedure attached to this report be approved and used as the process for filling the Council vacancy;

AND THAT a date be set for a special Council meeting to fill the vacancy.

BACKGROUND:

On February 11, 2016, Councillor Bernard Cameron passed away while holding office. As a result, his seat became vacant.

Per section 263(1) of the Municipal Act, Council has two choices on how to fill the vacancy: Council can either appoint a person who is eligible to hold the seat per the Municipal Elections Act or hold a by-election.

Council does not have the option of keeping the seat vacant unless it is within 90 days of the next general election (October 22, 2018), per section 263(5) of the Municipal Act.

Council has sixty (60) days from declaring the seat vacant to either appoint a person or pass a by-law to hold a by-election.

DISCUSSION:

OPTION A - APPOINTMENT

Council may fill the vacancy by appointing a person qualified to hold municipal office in the Municipality of Mississippi Mills. There is no legislation that sets out how an appointment is carried out.
Recommended Appointment Process:

Council may approve an appointment process that permits any qualified person to submit an application for appointment to Council. Many municipalities in the Province have authorized an appointment process to fill a vacancy following an open call for qualified applicants and at least one public meeting to allow for deputations from the applicants. This ensures that the process is open and transparent when Council is exercising its obligation to appoint a person to an otherwise elected office.

Like an election, Attachment 1 outlines draft procedures including notices, information about the vacancy, coordination of applications, procedures for hearing deputations and voting. These procedures are based on best practices adopted by other municipalities.

Alternative Appointment Process:

Past practice in the Municipality, when there has been a vacancy on Council, has been to appoint the next person in line, i.e. the candidate who was the runner-up in the last general election. The last time a vacancy occurred in 2007, Council filled the vacancy by appointing the candidate from the general election who received the most votes but was not elected.

Rickey Minnille was the sole runner-up in the Almonte Ward during the 2014 Municipal Election with 1,013 votes. If Council decided to appoint this candidate, the Clerk should be afforded the opportunity to confirm that the candidate is interested and still qualified to hold office before his name is submitted to Council for approval. Following the review by the Clerk, Mr. Minnille, if interested would be presented to Council, and Council would be required to enact a by-law to make the appointment. If he is no longer interested or qualified to hold office, the Clerk will inform Council and recommend an alternate appointment process.

OPTION B – BY-ELECTION

Council may also decide to fill the vacancy by holding a by-election. A by-election has costs associated with it that would not be incurred if Council chose to appoint a qualified individual to fill the vacancy. Contracting a third party telephone/internet voting service provider, voter notification (VIN) cards, postage, advertising and staff wages are just some of the expenses associated with an election.

Additionally, sufficient time has to be afforded to hold a by-election. A by-election would be a longer process, requiring a nomination day to be set within 60 days of passing the by-law and setting a voting day 45 days after the nomination day. As such, the projected timeline for a by-election would be June.

While a by-election is the best gauge of the will of the electorate, results show that voter turnout in by-elections is substantially lower than in general elections.

A preliminary review of Council vacancies in 2014-15 in the Province reveals that the majority of municipalities have filled a vacancy by way of appointment.
FINANCIAL IMPLICATIONS:

Costs associated with a by-election are not included in the current operating budget. A by-election would cost an estimated $25,000.

If Council chooses to fill the vacancy by appointment, there will be minimal costs related to advertising and printing that can be absorbed in the current operating budget.

SUMMARY:

Council has two options when filling a vacancy: appoint a person who is eligible to hold the seat per the Municipal Act or hold a by-election. A by-election has significant costs associated with it. There are minimal costs associated with appointing a person to fill the vacancy. It is recommended that Council adopt the attached appointment procedures and appoint a qualified person to fill the vacancy.

Respectfully submitted,  Reviewed by,

________________________________  _________________________________
Shawna Stone, Clerk     Diane Smithson, CAO

Attachments:
1. Council Vacancy Appointment Procedure
2. 2014 Election Results
3. Pertinent sections of the Municipal Act
Appointment Procedure for Filling Vacancy on Council

General

1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.

2. Any individual filling the vacancy must be an Eligible Elector under the Municipal Elections Act.

Appointment Procedure

Notice

3. The Clerk will post a Council Vacancy notice on the Municipal website and in the local newspaper for two (2) consecutive weeks after the vacancy occurs. The notice will outline the application process.

Application

4. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Council Vacancy Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.

5. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.

6. Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½” x 11”) paper, shall not exceed one (1) page in length, and will include the Candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise Candidate(s) of the deadline for submission of a personal statement.

7. It is the Candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.

8. The Clerk will create a list of all Candidates.
Council Meeting

9. A vote to fill a vacancy on Council by appointment will occur at an open special Council meeting.

10. Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.

11. At the meeting, the following will take place:

   a. The Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.

   b. The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

      “THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”

   c. Each of the Candidates will be afforded the opportunity to address Council for a period of not more than five (5) minutes. The order of speaking will be determined by Lot. The Clerk will place the names of all Candidates in a container and randomly draw the names.

   d. Each member of Council will be permitted two (2) questions to each Candidate.

   e. Upon hearing all the submissions of the Candidates, Council will proceed to vote as follows:

      i. Members of Council will vote by way of public vote as required by the Municipal Act, 2001.

      ii. Candidate names will be displayed on the monitors in alphabetical order, in the Council Chambers by the Clerk.

      iii. Members of Council will vote for one Candidate only.

      iv. The Clerk will place the names of all Members of Council in a container and randomly draw their names to vote.

      v. Members of Council will verbally cast their vote for one (1) Candidate.

      vi. The Clerk will tabulate the results.
vii. If the Candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the Candidate or Candidates who received the fewest number of votes will be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the Candidate or Candidates who receive the fewest number of votes. This process will be repeated until the Candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council.

viii. Where the votes cast are equal for all the Candidates and if:

1. There are three or more Candidates remaining, the Clerk will by Lot select one such Candidate to be excluded from the subsequent voting;

2. If only two (2) Candidates remain, the tie will be broken by selecting a Candidate by Lot, as conducted by the Clerk.

f. Upon conclusion of the voting, the Clerk will note the Candidate receiving the votes of more than one-half of the number of the voting members of Council or the Candidate selected through section (e)(viii)(2).

g. The appointment of the Candidate will be made by by-law. A by-law confirming the appointment will be enacted by Council.

h. The Clerk will administer the Declaration of Office required by subsection 232(1) of the Municipal Act, 2001, at the meeting where the By-law referred to in subsection (g) of these procedures is enacted by Council, or as directed by Council.
**Event:** Town of Mississippi Mills 2014 Municipal and School Board Elections

### Race Total

#### MAYOR

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<td>John LEVI</td>
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<td>Shaun MCLAUGHLIN</td>
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#### COUNCILLORS - ALMONTE WARD

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<td>Alex GILLIS</td>
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<td>Jill MCCUBBIN</td>
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#### COUNCILLORS - RAMSAY WARD

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#### COUNCILLORS - PAKENHAM WARD

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#### By-Law 13-125 Question

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Town of Mississippi Mills 2014 Municipal and School Board Elections

Eligible Voter Summary

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Vacancies

**Vacant seat**

259. (1) The office of a member of council of a municipality becomes vacant if the member.

(a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;

(b) fails to make the declaration of office before the deadline in section 232;

(c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;

(d) resigns from his or her office and the resignation is effective under section 260;

(e) is appointed or elected to fill any vacancy in any other office on the same council;

(f) has his or her office declared vacant in any judicial proceeding;

(g) forfeits his or her office under this or any other Act; or

(h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

**Exception**

(2) Clause (1) (e) does not apply to vacate the office of a member of an upper-tier council when the member is appointed head of council if the composition of council requires or permits the member to hold both offices. 2001, c. 25, s. 259 (2).

**Dual vacancies**

(3) If one of the offices of a person who is a member of council of both a local municipality and its upper-tier municipality becomes vacant under this section, the other office also become vacant. 2001, c. 25, s. 259 (3).

**Exception**

(4) Subsection (3) does not apply to vacate an office of a member when another office of the member becomes vacant if the composition of the councils does not require the member to hold both offices. 2001, c. 25, s. 259 (4).

**Resignation as member**

260. (1) A member of council of a municipality may resign from office by notice in writing filed with the clerk of the municipality. 2001, c. 25, s. 260 (1).
Restriction

Despite subsection (1), a resignation is not effective if it would reduce the number of members of the council to less than a quorum and, if the member resigning from office is a member of the councils of both a local municipality and its upper-tier municipality, the resignation is not effective if it would reduce the number of members of either council to less than a quorum. 2001, c. 25, s. 260 (2).

Restriction

Except where otherwise provided, no person may hold more than one office governed by the Municipal Elections Act, 1996 at the same time anywhere in Ontario. 2001, c. 25, s. 261 (1).

Election void

If a person is nominated for and his or her name appears on the ballots for more than one office and he or she is elected to any of those offices, his or her election is void and the office is vacant. 2001, c. 25, s. 261 (2).

Declaration

If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings. 2001, c. 25, s. 262 (1).

Upper-tier declaration

If an upper-tier municipality declares the office of one of its members who also holds office on the council of a local municipality to be vacant, the upper-tier municipality shall immediately forward a copy of its declaration to the council of the local municipality. 2001, c. 25, s. 262 (2).

Lower-tier declaration

If a local municipality declares the office of one of its members who also holds office on the council of the upper-tier municipality to be vacant, the local municipality shall immediately forward a copy of its declaration to the council of the upper-tier municipality. 2001, c. 25, s. 262 (3).

Filling vacancies

If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

(a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or

(b) require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).
Dual vacancies

(2) If the offices of a person who is a member of council of both a local municipality and its upper-tier municipality become vacant, the local municipality and not the upper-tier municipality shall fill the vacancy in accordance with subsection (1). 2001. c. 25. s. 263 (2).

Court-ordered election

(3) If an order is made in any judicial proceeding requiring a by-election be held to fill a vacancy on a council, the clerk shall hold the by-election in accordance with the Municipal Elections Act, 1996. 2001. c. 25. s. 263 (3).

Vacancy, head of council

RLINK"http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_01m25_f.htm"(4) Despite subsections (1) to (3), if the head of council of an upper-tier municipality is required to be appointed by the members of the upper-tier council, the upper-tier municipality shall fill a vacancy in the office of head of council by appointment in the same manner as the head was originally appointed. 2001. c. 25. s. 263 (4).

Rules applying to filling vacancies

(5) The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,
   i. appoint a person to fill the vacancy under subsection (1) or (4), or
   ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).

2. Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.

3. Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001. c. 25. s. 263 (5).

Term

264. A person appointed or elected to fill a vacancy under section 263 shall hold office for the remainder of the term of the person he or she replaced. 2001. c. 25. s. 264.

Application to court

265. (1) Any elector entitled to vote at the election of members of a council may apply to the Superior Court of Justice for a declaration that the office of a member of the council has become vacant in accordance with this Act. 2001. c. 25. s. 265 (1).
Judicial finding

(2) If the court finds that the office of a member of the council has become vacant, it may order the member removed from office and declare the office vacant. 2001, c. 25, s. 265 (2).

Application of S.O. 1996, c. 32

(3) Subsection 83 (3) and sections 85, 86 and 87 of the Municipal Elections Act, 1996 apply to the application as if it were an application under section 83 of that Act. 2001, c. 25, s. 265 (3).

Combined application

(4) The application may be combined with an application under section 83 of the Municipal Elections Act, 1996, in which case the applications shall be heard and disposed of together. 2001, c. 25, s. 265 (4).

Minister’s order

266. (1) If the council of a municipality is unable to hold a meeting for a period of 60 days because of a failure to obtain a quorum, the Minister may by order declare all the offices of the members of the council to be vacant and a by-election shall be held in accordance with the Municipal Elections Act, 1996. 2002, c. 17, Sched. A, s. 45 (1).

Timing

(2) The 60-day period referred to in subsection (1) commences on the day of the first meeting that could not be held because of a failure to obtain a quorum. 2001, c. 25, s. 266 (2).
Mayor McLaughlin (February 18, 2016):

**WHEREAS** Mississippi Mills has its own Planning Department and two professional planners;

**AND WHEREAS** the County of Lanark has a Planning Department that often duplicates the work of Mississippi Mills planners regarding severances and subdivisions;

**AND WHEREAS** the County of Lanark does not have a professional planner on staff;

**AND WHEREAS** the County of Lanark is currently reviewing the role of its Planning Department;

**NOW THEREFORE BE IT RESOLVED THAT** Mississippi Mills advise the County of Lanark that we wish to opt out of the Land Division Committee effective at a date to be decided and that decisions regarding planning matters, such as severances and subdivisions, be made by the municipality.
A meeting of the COMMITTEE OF THE WHOLE was held on Thursday, February 18, 2016 in Council Chambers.

PRESENT:
Committee: Councillor John Edwards, Chairperson
Mayor Shaun McLaughlin
Councillor Denzil Ferguson
Councillor Alex Gillis
Councillor Christa Lowry
Councillor Jill McCubbin
Councillor Jane Torrance
Councillor Paul Watters
Councillor Val Wilkinson

Staff: Diane Smithson, CAO
Shawna Stone, Clerk
Troy Dunlop, Director of Roads & Public Works (left at 8:14 p.m.)
Steve Stirling, Planner (left at 8:14 p.m.)
Rhonda Whitmarsh, Treasurer (left at 7:50 p.m.)

ABSENT: Councillor Duncan Abbott

Councillor Edwards called the meeting to order at 6:37 p.m.

A. APPROVAL OF AGENDA

Moved by Councillor Ferguson
Seconded by Councillor Wilkinson
THAT the agenda be approved as presented.

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor McCubbin declared a pecuniary interest on Item E3 as she is an adjacent property owner.

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS

D. CONSENT MATTERS


Moved by Councillor Ferguson
Seconded by Councillor Lowry
THAT the building permit activity report be received.


Moved by Councillor Lowry
Seconded by Mayor McLaughlin
THAT the Committee of the Whole recommends that Council receive the Statement of Council Remuneration and Expenses for 2015.

CARRIED – MOTION PREPARED

E. STAFF REPORTS

Planning and Development

1. Updated Sign By-law #2

Moved by Councillor Wilkinson  
Seconded by Councillor Ferguson  
THAT the Committee of the Whole recommends that Council approve the updated Sign By-law as presented.

CARRIED – BY-LAW PREPARED

2. White Lake Campground Expansion

The Committee asked questions regarding 911 and rural addressing; upgrade and maintenance of the road; enforcement tools available to ensure only seasonal use in accordance with zoning; definition of mobile home; MNRF response to species at risk; number of sites approved by MOE; MOE comments regarding the impact on the lake; setbacks of current sites from the water; and drinking water source.

Moved by Councillor Torrance  
Seconded by Councillor Lowry  
THAT the Committee of the Whole recommends that Council approve the Community Official Plan amendment 10 and Zoning By-law amendment to permit the expansion of White Lake campground.

DEFERRED – APRIL 19, 2016

The Committee requested additional public consultation on the matter. Public meeting to be scheduled for April 5, 2016.

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

3. Official Plan and Zoning Amendment Kerry – Elgin Street

Moved by Councillor Ferguson  
Seconded by Councillor Gillis  
THAT the Committee of the Whole recommends that Council approve the Community Official Plan Amendment (COPA) 14 to change the land use designation of the lands legally described as Part Lots 10, 11 and 13, Anderson Section, Plan 6262, Being Part 1 on Plan 27R-9062 and Parts 1 and 2 on Plan 27R-5296, Almonte Ward, Municipality of Mississippi Mills, from “Downtown Commercial" to “Residential";
AND THAT the Committee of the Whole recommends that Council approve the Zoning By-law Amendment to change the zoning of the lands legally described as Part Lots 10, 11 and 13, Anderson Section, Plan 6262, Being Part 1 on Plan 27R-9062 and Parts 1 and 2 on Plan 27R-5296, Almonte Ward, Municipality of Mississippi Mills, from “Community Facility Exception 2 (I-2) Zone” to “Residential Second Density (R2) Zone” in order to permit residential uses on the lands.

CARRIED – BY-LAW PREPARED

4. Zoning Amendment Levi – Lots 5 and 6, Malloch Section

Moved by Councillor Ferguson
Seconded by Councillor Watters

THAT the Committee of the Whole recommends that Council approve the Zoning By-law Amendment to change the zoning of the parcel to be retained from County of Lanark Land Division Committee File Nos. B15/009, B15/010, B15/011 & B15/012, legally described as Part Lot 5, Malloch Section, Plan 6262, Being Part 6 on Plan 27R-10624, Almonte Ward, Municipality of Mississippi Mills, from “Residential First Density” to “Residential Second Density Holding (R2-h) Zone” in order to allow for additional residential uses and to recognize that this retained parcel cannot be immediately serviced with full municipal services;

AND THAT the holding provision be lifted once municipal water and sewer services have been extended to the retained parcel.

CARRIED – BY-LAW PREPARED

Finance and Administration

1. 2015 Transfer to Reserves for Capital

Moved by Councillor Wilkinson
Seconded by Councillor Lowry

THAT the Committee of the Whole recommends that Council authorize a transfer to reserves of $643,072 for 2015 capital projects that were incomplete/underspent at year-end.

CARRIED – MOTION PREPARED

2. 2016 Municipal Grants

Moved by Councillor Gillis
Seconded by Councillor Watters

THAT the 2016 municipal grants be approved as follows:
<table>
<thead>
<tr>
<th>Organization</th>
<th>Recommended Funding</th>
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<tr>
<td>Neighbourhood Tomato Community Gardens</td>
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<tr>
<td>MM Bicycle Month</td>
<td>$2,800</td>
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<tr>
<td>North Lanark Agricultural Hall</td>
<td>$4,500</td>
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<tr>
<td>Almonte in Concert</td>
<td>$500</td>
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<tr>
<td>Puppets Up!</td>
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<tr>
<td>Folkus</td>
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<tr>
<td>Clayton Recreation Club</td>
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<tr>
<td>Almonte Celtfest</td>
<td>$2,500</td>
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<td>Union Hall</td>
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<tr>
<td>North Lanark Highland Games</td>
<td>$1,750</td>
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<tr>
<td>Pakenham &amp; District Civitan Club</td>
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<tr>
<td>Dr. James Naismith Basketball Foundation</td>
<td>$1,950</td>
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<td>Mississippi Lake Association</td>
<td>$250</td>
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<td>Total</td>
<td>$28,600</td>
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</tbody>
</table>

CARRIED

3. Corporate Sponsorship Recommendation

Moved by Mayor McLaughlin  
Seconded by Councillor Lowry  
THAT the Committee of the Whole recommends that Council authorize the Mayor and Clerk to enter into a three (3) year sole-sourced corporate sponsorship agreement with Cornerstone Sponsorship Management;  

AND THAT staff be instructed to finalize the Municipality’s Naming Rights Policy and Procedure for consideration by Council.

DEFEATED

F. OTHER/NEW BUSINESS

Petition –White Lake Campground Expansion

Moved by Councillor Ferguson  
Seconded by Councillor Watters  
THAT the White Lake Campground Expansion petition be received.

CARRIED

G. CLOSED SESSION/IN CAMERA

Moved by Councillor Ferguson  
Seconded by Councillor Torrance  
BE IT RESOLVED THAT the Committee of the Whole enter into an in camera session at 8:14 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality (Municipal Act, s. 239 2(c)).

CARRIED
Moved by Councillor Ferguson  
Seconded by Councillor Lowry  
**BE IT RESOLVED THAT** the Committee of the Whole returns to regular session at 8:26 p.m.  

CARRIED

**Rise & Report**

1. Block 42, Plan 89, Ramsay  
Direction was provided to staff in camera.

2. Lot 24, Conc 9, Ramsay

Moved by Councillor Torrance  
Seconded by Councillor Lowry  
**THAT** the Committee of the Whole recommends that Council declare the property described as Lot 24, Concession 9, Ramsay as surplus to the requirements of the Municipality;

**AND FURTHERMORE THAT** the CAO be instructed to obtain an appraisal of the property to enable it to be listed and sold.

CARRIED – MOTION PREPARED

**H. NOTICE OF MOTION**

Mayor McLaughlin:

**WHEREAS** Mississippi Mills has its own Planning Department and two professional planners;

**AND WHEREAS** the County of Lanark has a Planning Department that often duplicates the work of Mississippi Mills planners regarding severances and subdivisions;

**AND WHEREAS** the County of Lanark does not have a professional planner on staff;

**AND WHEREAS** the County of Lanark is currently reviewing the role of its Planning Department;

**NOW THEREFORE BE IT RESOLVED THAT** Mississippi Mills advise the County of Lanark that we wish to opt out of the Land Division Committee effective at a date to be decided and that decisions regarding planning matters, such as severances and subdivisions, be made by the municipality.
I. MINUTES

Moved by Councillor Gillis
Seconded by Councillor Ferguson
THAT the Committee of the Whole Minutes dated February 2, 2016 be approved.

CARRIED

Moved by Councillor Wilkinson
Seconded by Councillor Lowry
THAT the minutes of the Daycare Advisory – December 10, 2015, Recreation and Culture Cost Sharing - January 13, 2016, and Canada 150 – February 2, 2016 be received.

CARRIED

J. INFORMATION PACKAGE, TASK LIST AND MEETING CALENDAR

Moved by Councillor Ferguson
Seconded by Councillor Watters
THAT the information list and meeting calendars be received.

CARRIED

K. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting – March 1, 2016, 6:00 p.m., followed by Committee of the Whole
Council Meeting – March 15, 2016, 6:00 p.m., followed by Committee of the Whole

L. ADJOURNMENT

Moved by Councillor Ferguson
Seconded by Councillor Wilkinson
THAT the Committee of the Whole meeting be adjourned.

CARRIED

The meeting adjourned at 8:35 p.m.

_______________________________
Shawna Stone, Recording Secretary
A regular meeting of the Environmental Advisory Committee was held on February 8, 2016 at 6:30 p.m. in the Ramsay Room.

Present: James Coupland
Theresa Peluso
Peter Moller
Councilor Val Wilkinson (Acting Chair)

Absent: Heidi Scott (With Regrets)
Paul Frigon (With Regrets)

Staff: Cory Smith – Recording Secretary

Acting Chair Councilor Val Wilkinson, called the meeting to order at 6:40 p.m.

A. APPROVAL OF AGENDA:

Moved by: Theresa Peluso
Seconded by: Peter Moller

THAT the agenda be approved as written.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None.

C. APPROVAL OF MINUTES:

Moved by: Theresa Peluso
Seconded by: Paul Frigon

THAT the Minutes of the January 18, 2016 meeting be approved as written.

CARRIED

D. DELEGATIONS/PRESENTATIONS:

None.

E. BUSINESS ARISING OUT OF MINUTES:

1. EAC Work Plan

Theresa Peluso to provide a summary of her proposal for an Environmental Action Plan for Mississippi Mills.

2. Night Skies By-Law

Motion

Moved By: Peter Moller
Seconded By: Theresa Peluso

WHEREAS there is ever greater use of outdoor LED lighting for illuminating both houses and commercial buildings;

AND WHEREAS the current by-law does not cover the use of LED lighting;
AND WHEREAS the spring/summer construction season is approaching;

NOW THEREFORE the Environmental Advisory Committee recommends Council consider placing a higher priority on the development and implementation of the New Illumination By-Law.

CARRIED

3. Update on Natural Heritage Systems
   No new information

4. Use of Herbicides/Pesticides
   The Committee received the County Report for information.

5. Almonte Infrastructure Renewals, Down Town Core
   No new information

F. ACTION CORRESPONDENCE
   None.

G. OTHER/NEW BUSINESS

1. Ride Share

   Motion

   Moved By: Theresa Pelluso
   Seconded By: Peter Moller

   THAT the EAC recommends council discuss the merits of a ride sharing program and how it could be effectively administrated.

   MOTION DEFERRED

   Motion to defer

   Moved by: Peter Moller
   Seconded by: Theresa Pelluso

   THAT the EAC recommends the Ride Share motion be deferred to allow for additional information.

   CARRIED

2. Mill Run Park

   Report Received for Information

H. MEETING ANNOUNCEMENTS:

   Environmental Advisory Committee Meeting Monday, March 7, 2016 at 6:30 p.m.
   Ramsay Room
   Municipal Office, 3131 Old Perth Road

I. ADJOURNMENT:

   The meeting was adjourned at 7:35 p.m.
A meeting of the Municipal Property Working Group for the Corporation of the Municipality of Mississippi Mills was held on **Tuesday, February 9, 2016 at 4:00 p.m.** in the Ramsay Room of the Municipal Offices.

**PRESENT:**

Committee: Mayor Shaun McLaughlin  
Councillor Bernard Cameron  
Councillor Denzil Ferguson  
Councillor John Edwards  
Councillor Paul Watters  

Staff: Diane Smithson, CAO, Recording Secretary  
Troy Dunlop, Director of Roads and Public Works  
Calvin Murphy, Recreation Manager (left at 4:56 p.m.)  
Stephen Stirling, Planner (arrived at 4:09 p.m.)  

Others:  

**ABSENT:**

Committee: None  
Staff: None  

Mayor McLaughlin called the meeting to order at 4:04 p.m.

**A. APPROVAL OF AGENDA**

Moved by Councillor Edwards  
Seconded by Councillor Ferguson  
THAT the agenda be approved as circulated and read.  
CARRIED

**B. DISCLOSURE OF PECUNIARY INTEREST**

No interest was disclosed by any member of the Committee at this time.

**C. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Moved by Councillor Watters  
Seconded by Councillor Ferguson  
THAT the minutes of the Municipal Property Working Group meeting held on Wednesday, January 13, 2016 be approved as circulated and read.  
CARRIED
D. **DELEGATIONS / PRESENTATIONS**

None

E. **BUSINESS ARISING OUT OF MINUTES**

1. **Discuss process for selling park land**

   The members had a lengthy discussion on the process for selling park land. The members agreed that the following would occur:
   - The Mayor and CAO would have discussions with potential property owners where trails may take place
   - Councillor Watters agreed to speak with representatives from the Township of Beckwith regarding their trails, cost for same, width of trail, whether the property for the trail was leased or purchased, etc.
   - An invitation to attend a public meeting to discuss sale of parkland will be prepared showing proposed trail locations and mailed to the respective property owners in the vicinity of proposed trails
   - A separate public meeting process would take place to discuss the Municipality’s ideas with respect to the sale of parkland in Almonte Ward (urban) and Ramsay Ward (rural)
   - The proposed public meetings would occur by late March / early April

2. **Discuss sale of Block 42 to Catholic School Board**

   The members discussed the sale of Block 42, Plan 89 to the Catholic District School Board of Eastern Ontario. The CAO advised the members that she had been in contact with staff at the Board who was inquiring about the estimated price for the parcel. After a lengthy discussion regarding information obtained from the Municipality’s appraiser, the following recommendation was made:

   **Moved by Councillor Ferguson**  
   **Seconded by Councillor Watters**

   THAT the Municipal Property Review Committee recommends that Council provide direction to the CAO regarding the estimated selling price for Block 42, Plan 89 to allow further negotiations to occur regarding the sale of this Block;

   AND FURTHERMORE THAT the balance of the lands described as Block 40, Plan 69547 be considered for sale as six (6) individual lots.

   CARRIED – MOTION PREPARED

3. **Discuss sale of Lot 24, Concession 9, Ramsay fronting on Mississippi River**

   The members discussed the sale of Lot 24, Concession 9 which was previously recommended for sale from the initial review of municipal properties. However, given the focus on selling other properties, work on the sale of this property has not commenced to date. The CAO advised the members that she had been approached by someone with an interest in purchasing this property if it was put up for sale. After some discussion, the following recommendation was made:
Moved by Councillor Edwards
Seconded by Councillor Watters
THAT the Municipal Property Review Committee recommends that Council declare the property described as Lot 24, Concession 9 Ramsay as surplus to the requirements of the Municipality;

AND FURTHERMORE THAT the CAO be instructed to obtain an appraisal of the property to enable it to be listed and sold.

CARRIED – MOTION PREPARED

The members agreed that further discussion needs to take place on how properties will be listed for sale and sold.

F. BUSINESS

None

G. MEETING ANNOUNCEMENTS

The next meeting of the Working Group will be held on Thursday, February 25, 2016 at 9:00 a.m.

H. ADJOURNMENT

Moved by Councillor Cameron
Seconded by Councillor Ferguson
THAT the meeting be adjourned at 5:20 p.m.

CARRIED

____________________________________
Diane Smithson, Recording Secretary
A meeting of the Pakenham Branch Library (PBL) Building Committee was held on Wednesday, February 17, 2016 at 2:30 p.m. in the Meeting Room of the Pakenham Branch Library.

Committee:  Councillor Denzil Ferguson, Chairperson
Mary Lou Souter, Mississippi Mills Public Library Board
Betty Mears, Mississippi Mills Public Library Board
Stuart Langstaff, Mississippi Mills Public Library Board

Staff:  Diane Smithson, CAO and Recording Secretary
Pam Harris, CEO/Chief Librarian

Others:  None

ABSENT:
Committee:  Councillor John Edwards

Mary Lou Souter called the meeting to order at 2:35 p.m. and asked for nominations for Chairperson

A.  APPOINTMENT OF CHAIRPERSON

Moved by Mary Lou Souter
Seconded by Stuart Langstaff
THAT Councillor Ferguson be nominated Chairperson of the Pakenham Branch Library Building Committee.

CARRIED

Councillor Ferguson accepted the nomination

B.  DISCLOSURE OF CONFLICT OF INTEREST

There were no disclosures of pecuniary interest by any member of the committee at this time.

C.  APPROVAL OF MINUTES

None

D.  BUSINESS ARISING OUT OF MINUTES

None

E.  DELEGATIONS

None

F.  BUSINESS

1.  Review Draft RFP for Professional Services
The CAO circulated the draft Request for Proposal for Professional Services for the Pakenham Branch Library Expansion / Renovation. She reviewed the document and sought member input regarding:

- Project timing including RFP release, when submissions due, award of contract, construction tender call, construction start and end dates
- Evaluation criteria for RFP submissions

During the discussions, the following items were noted:

- A member of Council still needs to be appointed to this Committee to have three (3) members of Council
- The CAO is to look for a survey of the PLB property
- The CAO will confirm if there is any Development Charge funding available to help pay for new furnishings including shelving for the expanded / renovated building as the Canada 150 grant will not pay for movable furnishings
- The Chief Librarian will contact Peter Mansfield to see if he still has the original construction drawings for the PBL. Staff at the Municipal Office will also check in storage for these drawings.
- Mary Lou Souter will be away on vacation February 26 – April 4 inclusive

G. MEETING ANNOUNCEMENTS

The next meeting is to be held on Wednesday, March 23, 2016 at 9:30 a.m. in the Ramsay Room of the Municipal Offices, 3131 Old Perth Road to discuss the Committee members’ evaluations of the RFP submissions.

H. ADJOURNMENT

Moved by Mary Lou Souter  
Seconded by Betty Mears  
That there being no further business before the Committee, the meeting be adjourned.  
  
CARRIED

The meeting adjourned at 3:30 p.m.

Diane Smithson, Recording Secretary
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<tr>
<th>Item #</th>
<th>Date</th>
<th>Originator</th>
<th>Subject</th>
<th>Page(s)</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 29/16</td>
<td>Environment and Climate Change Canada</td>
<td>Proposed Recovery Strategy for Rapid’s Clubtail in Canada</td>
<td>1 - 5</td>
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<tr>
<td>2</td>
<td>Feb /16</td>
<td>AMO</td>
<td>Sample Resolution re: Broader Investment Powers</td>
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<tr>
<td>3</td>
<td>Feb 2/16</td>
<td>Town of Aurora</td>
<td>Resolution re: Ontario Municipal Board Jurisdiction</td>
<td>7 - 8</td>
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<tr>
<td>4</td>
<td>Feb 12/16</td>
<td>Rural Mayor’s Forum of Eastern Ontario</td>
<td>Minutes of meeting held February 12, 2016</td>
<td>9 – 14</td>
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<td>Feb 12/16</td>
<td>Carleton Place &amp; District Memorial Hospital</td>
<td>Councillor Bernard Cameron</td>
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<td>Feb 10/16</td>
<td>Leeds, Grenville &amp; Lanark District Health Unit</td>
<td>2015 Land Control Services</td>
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<td>Sunday</td>
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<td>9:30am Police Advisory</td>
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<td>4:45pm iPad Training</td>
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Notes: Duncan away Feb 10-Mar 19
Alex away Mar 5-Apr 9
Jane away Mar 4-13

Easter Monday Office Closed
Good Friday Office Closed
Library Board (Almonte)