A. APPROVAL OF AGENDA

B. DISCLOSURE OF PECUNIARY INTEREST

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS
   1. Scott McLeish – Honeywell  Pages 3-13
      Re: Energy Management Findings

D. CONSENT MATTERS (for information)

E. STAFF REPORTS (for action and direction)

Recreation and Culture
   1. Beautification Committee Public Art Contest  Pages 14-18

Roads and Public Works
   2. Pakenham Water Testing Results  Pages 19-20

Finance and Administration
   4. Asset Management Plan  Pages 23-60
   5. 2017 Municipal Grants  Pages 61-65
   6. Revised Procedural By-law #2  Pages 66-96

F. OTHER/NEW BUSINESS
   1. Discuss Friends of Augusta Street Park 2017 Funding Request  Page 97
      - from December 6, 2016 Information List

G. CLOSED SESSION/IN CAMERA
   1. CAO Performance Objectives – personal matters about an identifiable individual
      (Municipal Act s. 239 2(b))
   2. Fire Department Tandem Pumper/Tanker – advice that is subject to solicitor-client
      privilege (Municipal Act s. 239 2(f))

H. NOTICE OF MOTION
I. MINUTES

Motion to approve:
Committee of the Whole Minutes – December 6 and 13, 2016  Pages 98-108

Motion to receive:
Community and Economic Development (CEDC) – Nov 15 and Dec 6, 2016  Pages 109-116
Beautification – November 16, 2016  Pages 117-120
Daycare Advisory – November 23, 2016  Pages 121-124
Active Transportation (AT) – November 24, 2016  Pages 125-127
Youth – December 5, 2016  Pages 128-131

Motion to approve/support:
AT – 3m active transportation pathway on Ottawa Street refer pg 126
CEDC – use of washrooms in Heritage Court refer pg 111

J. INFORMATION LIST AND MEETING CALENDAR

1. Information List  Page 131
2. Meeting Calendar  Page 133

K. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting – January 10, 2016, 6:00 p.m., followed by Committee of the Whole

L. ADJOURNMENT
**Introductions**

**Honeywell and Energy Management**

By adopting existing Honeywell technologies and solutions, the global economy could reduce energy consumption by 20 to 25 percent.

Dave Cote, CEO
$39.5 B Global Company
5,000+ Retrofits
Global Municipal Solutions

81 years in Canada, $578M in sales
4,295 employees in 42 locations
12 Major P3 Projects, Perth + Smiths Falls General Hospital
County of Simcoe, CKL, Newmarket
Honeywell CMS Offering
Self-funded, Guaranteed

Comprehensive Municipal Solution (CMS) energy retrofit project

A comprehensive, bundled “self-funded” project whereby the equipment and technology Honeywell installs to modernize buildings and facilities is paid by revenue, grants, guaranteed energy savings and operational savings.
Overall Utility Costs - $290,000 for buildings

- Pakenham Library, $1,943
- Stewart Community Centre and Arena (Pakenham), $61,886
- Cedar Hill Community Centre (Pakenham), $175
- Pakenham Public Works Garage, $5,541
- Almonte Fire Hall, $3,171
- Almonte Library, $10,849
- Municipal Offices (Almonte), $15,654
ALMONTE AND DISTRICT COMMUNITY CENTRE

- LED lighting upgrades
- Replace old rink dehumidifiers with new
- Install roof top controls optimization strategy
- Install ice plant graphical user interface including
- Install infrared temperature sensor to control ice plant
- Increase ice temperature during unoccupied periods
- Install VFD and high efficiency motor on brine pump
- Building envelope upgrades
- Real-time metering with real-time control optimization
- Install compressor heat recovery
- Install high efficiency boilers for flood water system
- Install reverse osmosis softwater system
- Public-facing dashboard
- Centralize building controls and add dashboard for monitoring and tracking
- Building envelope upgrades
- Water measures as needed
### Buildings Energy Opportunities

- **Program Financials Summary**

<table>
<thead>
<tr>
<th>Project Measures</th>
<th>Savings Range</th>
<th>Cost Range</th>
<th>SPB Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Efficiency Improvements</td>
<td>$50,000 to $60,000</td>
<td>$450,000 to $650,000</td>
<td>9 to 11 Years</td>
</tr>
<tr>
<td>Building Efficiency and Facility Renewal</td>
<td>$60,000 to $80,000</td>
<td>$650,000 to $1,200,000</td>
<td>11 to 15 Years</td>
</tr>
</tbody>
</table>
Mississippi Mills Wastewater Treatment

• Facility Energy Benchmark (1.79 kWh/m³) significantly higher than other facilities.
  - Driven primarily by ATAD Digestion and Aeration
  - Many systems oversized for current process flow and load.

• Energy Action Plan Completed by OCWA in July 2016
  - Identified 3 primary opportunities
    ▪ Remove one aeration process tank from service
    ▪ Replace Air compressor ($6000 savings)
    ▪ Ultra Violet Disinfection System Control Valves ($12,600 savings)

• Honeywell supports recommendations with Additional Considerations
  - Will confirm cost and savings potential of OCWA recommendations
  - Evaluate the addition small High Speed Turbo Blower to match aeration process loads
    ▪ Existing 150 HP blower too big with limited turndown to match actual process load.
**Review Process**

**Path To Move Forward**

- Opportunity Assessment Workshop(s)
- Letter Of Intent
- Comprehensive Analysis, Program Development
- Contract Agreement
- Implementation of Selected Measures

---

CMS Process

Result: Greener, more operationally efficient municipality
Letter of Intent

• Commits both parties to proceed

• Should Honeywell not meet the LOI payback criteria Mississippi Mills owns the report and pays nothing

• Should Honeywell meet the LOI payback criteria and Mississippi Mills does not proceed, then Mississippi Mills will pay Honeywell $20K and own the report

• This amount may be increased after the 60% review if agreed by both parties

• Should Honeywell meet the LOI criteria and Mississippi Mills proceeds with the project, then all costs associated with the LOI development are included in the overall Project Cost
Summary

Significant Benefits for Mississippi Mills

- Reduce energy consumption and cost
  - Redirection of energy spend to fund improvements

- Address deferred maintenance and facility renewal
  - Improved facilities for residents and staff
  - Environmental stewardship
    - Conserving resources for the future

- Guaranteed outcomes
  - Financially responsible initiative
Question and Answer

Thank You!

www.honeywell.com
RECOMMENDATION

THAT Committee of the Whole accept the Community Economic and Cultural Coordinator’s report regarding a Public Art Contest by the Beautification Committee dated December 20, 2016 as information.

BACKGROUND

The Beautification Committee is a working committee of the Community & Economic Development Committee whose specific mandate is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

The first item listed in the roles and responsibilities section of the Committee’s terms of reference is Public Art. Over the past few years, this Committee has raised funds through a variety of projects. The Committee plans to use these funds to host a Canada 150 Mississippi Mills Public Art contest.

DISCUSSION

The attached ‘Mississippi Mills Beautification Committee – Public Art Contest’ is an overview, project scope and timeline developed by the Beautification Committee. Their goal is to launch the contest in early 2017 with unveilings happening around Canada 150 celebrations in July 2017.

The Manager of Recreation has been consulted. He will be involved in the selection process and will assist with choosing locations in parks across the Municipality for the public art.

The contest is open to artists and artist teams. Artists will be responsible for all aspects of the project from design to installation. Artists will not need to identify themselves as professional however professional artists are welcome to participate.

FINANCIAL IMPLICATIONS

The Beautification Committee currently has $16,823.87 in reserves raised through tremendous volunteer efforts as follows:
Nudes Calendar  $2,749.77  
Naismith Play  $6,957.14  
Trash Dance (net) $7,116.96  
Total  $16,823.87

This funding will be used to offset the costs of the contest. If successful, it is hoped that this contest will result in the creation and installation of five (5) new pieces of public art across Mississippi Mills. Winners will be awarded $1,000 each to build and install their pieces.

*Project costs:*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and promotion of contest</td>
<td>$500.00</td>
</tr>
<tr>
<td>Almonte</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Pakenham</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Clayton</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Appleton</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Blakeney</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Unveiling Events ($100 x 5)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Plaques</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

**SUMMARY**

In summary staff and Committee members feel this will be a positive community project to celebrate Canada’s 150 Birthday and that the public art pieces will be welcome additions to our Municipal parks.

Respectfully submitted,  
Tiffany MacLaren  
Community Economic and Cultural Coordinator

Approved by  
Diane Smithson  
Chief Administrative Officer
Mississippi Mills Beautification Committee - Public Art Contest
In celebration of Canada's 150th Birthday

Project / Project Background:

Mississippi Mills Beautification Committee is seeking submissions for a Canada 150 - Public Art Contest. Winning entries will be chosen and installed in parks across Mississippi Mills. Five designs will be chosen. Artwork will be installed in Almonte, Appleton, Blakeney, Clayton and Pakenham during the summer of 2017.

This contest is open to artists and artist teams. Artists will be responsible for all aspects of the project from design to installation. Artists do not need to identify themselves as professional however professional artists are welcome to apply.

This project is funded entirely by Beautification Committee fundraising, including proceeds raised through the Nudes of Mississippi Mills Calendar sales & Trash Dance performances.

Beautification Committee of Mississippi Mills:

The Beautification Committee is a working committee of the Community & Economic Development Committee whose specific mandate is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

Public Art Contest Eligibility: All participants must be residents of Mississippi Mills or demonstrate a connection to Mississippi Mills.

Budget: The budget for this commission is $1,000 (plus HST) per piece.

The project budget must include all costs associated with making and installing the artwork. This includes expenses for plans, fabrication, storage, transportation, equipment rentals, and labour.

Project timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information Meeting</td>
<td>January 10th, 2017 7:00PM</td>
</tr>
<tr>
<td></td>
<td>Almonte Old Town Hall</td>
</tr>
<tr>
<td>Design Deadline</td>
<td>February 21st, 2017, 12:00 o’clock</td>
</tr>
<tr>
<td>Evaluation and Review</td>
<td>February 21st to 23rd</td>
</tr>
<tr>
<td>Notification to Shortlisted Artists</td>
<td>February 27th, 2017</td>
</tr>
<tr>
<td>Public Meeting - Shortlisted Designs</td>
<td>March 29th, 2017 7:00PM</td>
</tr>
<tr>
<td></td>
<td>Almonte Old Town Hall</td>
</tr>
<tr>
<td>Public Announcement and Award</td>
<td>April 10th, 2017</td>
</tr>
<tr>
<td>Fabrication and Installation</td>
<td>April 10th - June 30th, 2017</td>
</tr>
<tr>
<td>Public Unveiling</td>
<td>July 1st, 2017</td>
</tr>
</tbody>
</table>
Evaluation criteria and selection process:
Pieces will be shortlisted based on the following considerations:

- Creativity and originality
- Quality of artistic composition and overall design
- Demonstrated consideration of installation process
- Durability of materials
- While not compulsory, bonus points will be given for pieces that include a musical component

A selection committee will review all submissions and develop a shortlist of artists or artist teams. Shortlisted artists will be given some direction and suggestions to assist in developing and refining their proposals for presentation at a public open house and to the selection committee.

The selection committee has the sole right and authority to accept or reject any application at any time during the competition process.

All selection committee decisions are final, including the future location of the selected artwork.

Submission requirements:

- A written explanation of the design and the artists’ connection to Mississippi Mills
- A colour diagram/drawing which can be created by hand or computer generated
- Detailed measurements; artwork should be drawn to scale
- A proposed material list
- A detailed explanation of installation method
- List of any partners or sub-contractors being included in fabrication or installation
- Acknowledgement and acceptance of the budget
- Three references – these can be personal or professional and need only speak to the reliability of the individual (teachers, employers, customers, clients etc.)

Submissions must be delivered in person to Almonte Old Town Hall, 14 Bridge St. no later than 12:00 o’clock, Tuesday, February 21, 2017.

Copyright and moral rights:
All copyright and moral rights shall remain the property of the artist.

Confidentiality of information:
Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of artwork selection and approval.
**Ownership:**
Upon installation, public art pieces will become the property of the Municipality of Mississippi Mills. The Beautification Committee commits to minor maintenance. However if pieces become damaged or begin to show considerable wear, the Municipality has the right to remove and dispose of the artwork. In the case where this becomes necessary, the Municipality will make efforts to reach the original artist and return the piece to them if they are interested.

**Recognition:**
The Beautification Committee will pay to have plaques made and installed at each location to credit the artist or artist teams.

For more information please contact Tiffany MacLaren, Community Economic & Cultural Coordinator, Mississippi Mills 613-256-1077 tmaclaren@mississippimills.ca
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ROADS AND PUBLIC WORKS REPORT

MEETING DATE: December 20, 2016
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: Pakenham Water Testing Results

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council accept the Public Works Director’s Report on Pakenham Water Testing Results dated December 20, 2016 as information.

BACKGROUND:

As part of the 2016 budget, Council approved an amount of $5,000 under account 2-411-0401-1765 to complete testing of private systems in the village of Pakenham. On November 1, 2016, Committee of the Whole received a report on moving forward with the Pakenham Water Testing based on quotations received. As part of this report, staff committed to reporting back to Committee when the results of the testing were available.

DISCUSSION:

In order to undertake the testing, a letter was sent to all Pakenham Village property owners requesting their permission to test well water on their properties. The winning quotation from Caduceon Environmental Laboratories allowed the water testing of up to 50 properties within the allocated budget. Based on the responses received from property owners, staff tested a total of 40 wells in Pakenham for the following parameters: total coliforms, Escherichia coli (E. coli), total phosphorus, nitrate, TKN, ammonia, chloride, sodium, alkalinity, hardness, sulphate, magnesium, calcium, potassium, iron, manganese, fluoride, total dissolved solids, dissolved organic carbon, hydrogen sulphide. The sampling took place on November 21st and 22nd of this year.

The water in Pakenham can be characterized as having elevated hardness, sodium and total dissolved solids (mostly inorganic salts and metals which affect the taste of the water). These are considered aesthetic parameters which do not pose a risk to human health, except for those persons on sodium restricted diets imposed by their medical practitioner who should not consume the water. Approximately half of the wells tested as having elevated iron and chloride levels, with only a few testing elevated for manganese. All of these parameters are considered aesthetic and pose no health risks.

Elevated fluoride levels exist in approximately half of the wells sampled. Elevated fluoride levels can lead to dental fluorosis, which is defined as the appearance of faint white lines or streaks on the teeth that only occurs when younger children consume too much fluoride over long periods when teeth are developing under the gums. This is a cosmetic issue, and otherwise poses no health risks. Private treatment systems are available to lower fluoride concentrations to acceptable levels.
Seven (7) properties tested positive for total coliforms, although none tested positive for e-coli. With regards to total coliforms in well water, Health Canada states the following:

*The presence of total coliform bacteria in well water is a result of surface water infiltration or seepage from a septic system. According to Health Canada’s Guidelines for Canadian Drinking Water Quality (Sixth Edition, 1996), drinking water should not contain more than 10 total coliform bacteria per 100 mL of water. Any water containing more than this amount should be resampled. If the repeat sample contains more than 10 total coliform bacteria per 100 mL, corrective action should be taken immediately.*

*Water containing fewer than 10 total coliform bacteria per 100 mL is considered marginally safe to drink. Nevertheless, the water should be resampled. If fewer than 10 total coliform bacteria per 100 mL are detected, the cause of contamination should be determined if possible and corrective action taken as appropriate.*

The positive tests for total coliforms may be the result of a buried well or a well with an issue with its casing. These wells should be resampled by the owner to confirm the findings. If total coliforms are present a second time, remediation of the well by the property owner should be undertaken which may involve disinfection of the well, ensuring the well cap is securely in place and water tight, resealing joints, cracks and connections in the well casing, or the installation of a new well casing to an above-ground level in order to prevent further contamination.

Staff will be making the results of the testing for each individual property available to the respective property owner only. Privacy legislation precludes the distribution by the Municipality of site specific information beyond the affected property owner. Based on the results of the well water testing, no further action is recommended by staff as there do not appear to be any overall health risks associated with the aquifer in Pakenham.

**FINANCIAL IMPLICATIONS:**

N/A

**SUMMARY:**

The testing of 40 wells in Pakenham has been completed in November 2016 and the results indicate that there are no overall health risks associated with the water quality in the aquifer. Staff will be providing the results of the well water testing for each individual property to the appropriate property owner. No further action is recommended.

Respectfully submitted,

Reviewed by,

_________________________________  _________________________________
Guy Bourgon, P.Eng.      Diane Smithson, CAO
Director of Roads and Public Works
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ROADS AND PUBLIC WORKS REPORT

MEETING DATE: December 20, 2016

TO: Committee of the Whole

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

SUBJECT: Public Access to Ramsay Garage Public Works Yard for Scrap Metal

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council accept the Public Works Director’s Report on public scrap metal disposal at the Ramsay Garage Public Works Yard dated December 20, 2016 as information.

BACKGROUND:

At the December 6th, 2016, Committee of the Whole meeting, a recommendation from the Environmental Advisory Committee concerning public scrap metal disposal at the Ramsay Garage Public Works Yard was referred to the Director of Roads and Public Works for review.

DISCUSSION:

Public Works currently administers both the Howie Road and Pakenham Depots which accept a wide range of materials including scrap metal and large appliances. These are supervised facilities with attendants present to manage the waste and collect fees as necessary. Some appliances contain Freon for which a fee is collected to recover the cost of proper disposal of this chemical.

The Public Works Yard at the Ramsay Garage is an un-supervised facility with access restricted to municipal employees only. The entrance to the facility from Old Perth Road is signed accordingly and all other entrances to the yard are kept locked to prevent access to the yard. Located within the yard are the salt shed, sand dome, topsoil, sand and gravel stockpiles, storage shed, fuelling facility, and dumpsters for garbage, metal and cardboard, along with parked fleet vehicles and equipment. The main entrance to the yard is located to the side of the garage at the opposite end from the garage office beside the former school house. Staff does not have a sight line from the building of the vehicles coming in and out of the yard.

Large trucks and loading equipment routinely move around the yard in the completion of daily activities, especially in the winter months when trucks and other equipment are in and out of the yard at all hours of the day or night picking up salt and sand for winter maintenance activities and refueling as necessary. It is very difficult to see persons walking in the yard without reflective PPE in the dark, especially in adverse weather conditions and/or when their presence is not expected. Our insurance provider was contacted and cautioned to keep residents away from our work area due to the hazards that this presents. While some other facilities in other municipalities may have an appropriate safe supervised area at their facility away from the work area, this unfortunately is not the case at the Ramsay Garage Public Works Yard.

Historically, there have been problems reported with public access to the yard which have lead to the erection of the signage at the main gate and keeping the other accesses locked. The problems
included loss of materials (sand, gravel, salt, topsoil) as numerous private residents believed they could enter the yard and take them. The loss of materials ranged in size from bucket loads to trailer loads. There has also been some theft from our storage shed, vandalism to our vehicles and equipment, and dumping of garbage. Others have been seen looking through our dumpsters for salvageable materials.

The cardboard dumpster placed immediately inside the gate for public use has also been problematic with after-hours dumping of material outside of the Public Works gate or material thrown over the fence in the general direction of the dumpster. The wind can then blow this material across the yard and it is left to Public Works staff to clean up the mess afterwards. There are concerns that if we start accepting scrap metal, this may result in the after-hours dumping of large appliances at our gate, including some items which may contain Freon which needs to be removed. Our scrap metal recycler will also charge us disposal fees for any garbage that is co-mingled in the scrap metal bin. For these reasons, scrap metal is best disposed of at a location where an attendant is present, acceptance of material can be managed and proper fees can be charged as necessary, such as the Howie Road and Pakenham Depots.

As there are some private commercial enterprises in the area who do accept scrap metal, we could potentially include these locations on our website as an alternative to residents that would otherwise have to travel to the Howie Road or Pakenham Depots. We currently provide a list of locations and their hours of operation on our website where residents can recycle their electronic waste. Providing alternatives for scrap metal may result in a convenience afforded to our residents, but may also reduce our revenue at the depots.

FINANCIAL IMPLICATIONS:

N/A

SUMMARY:

The Municipality currently provides scrap metal disposal at our Howie Road and Pakenham Depots. The Ramsay Garage Public Works Yard is not considered to be a safe location for situating a public scrap metal service and there is a history of problems at this yard as a result of past public access. Public Works strongly recommends against public scrap metal disposal at this location for these reasons.

Respectfully submitted,    Reviewed by,

_________________________________  _________________________________
Guy Bourgon, P.Eng.      Diane Smithson, CAO
Director of Roads and Public Works

22
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

ADMINISTRATION REPORT

MEETING DATE: December 20, 2016

TO: Committee of the Whole

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: ASSET MANAGEMENT PLAN

_____________________________________________________________________________

RECOMMENDATION

THAT the Committee of the Whole recommends that Council approve the asset management plan for the Municipality of Mississippi Mills as amended.

BACKGROUND:

In 2012, the Province of Ontario advised municipalities that future infrastructure grant opportunities would require the completion and adoption of a comprehensive Asset Management Plan (AMP) by December 31, 2013. To address this requirement, the Province issued “Building Together, A Guide for Municipal Asset Plans” that outlined all of the elements that needed to be included in the Asset Management Plan such as the state of local infrastructure, desired levels of service, asset management strategies and financing strategies. To be compliant at the time, the Province required that as a minimum the plan that was adopted include roads, bridges, water and wastewater systems and social housing.

The original AMP approved in 2013 included the minimum requirements of roads, bridges, water, wastewater and storm but indicated that the plan would be updated in the future to include the remaining assets. The Public Works Director recently made an amendment to the plan that was approved by Council on October 18, 2016 adding an Appendix F with detailed inventory of watermains and sanitary sewers. Earlier in 2016, Municipalities were advised that under the Federal Gas Tax Agreement, asset management plans must now also include by December 31, 2016 all of the categories eligible for gas tax funding.

DISCUSSION:

The attached document provides management strategies for the following asset categories that were not included in the original plan:
As well as including the above noted assets in the amended plan, the asset information included in the previously approved plan was updated to reflect the most current data available.

Amendments will continue to be made to the plan as more accurate and up to date information is received i.e. replacement values. Trend information (performance measures) will also be provided annually so that Council can be informed of how the Municipality is doing when compared to the strategies outlined in the plan enabling more informed decisions when establishing the annual budget. Most asset strategies include measurement data in chart format on the state of the existing infrastructure and many of the measures indicate that significant investments in these assets are required to improve their overall condition. The measures included in the charts will enable the Municipality to show progress over time as the state of infrastructure improves with the timely replacement and rehabilitation of municipal assets. It will also provide more accountability to the taxpayer that their tax dollars and user fees are being invested appropriately in infrastructure needs. The AMP will provide valuable information to the Federal and Provincial governments as to the state of local infrastructure when considering grant allocations/programs.

Please note that the Public Works Director provided an amended version of the AMP at the Committee of the Whole Meeting on October 4, 2016 which was subsequently approved by Council. At the time, it was indicated that further revisions would be forthcoming before the end of the year. Rather than reproduce all of the documents that make up the AMP, I am only including the amended sections as an attachment to this report. All of the revised documents can be found on the Municipality’s website at:


FINANCIAL IMPLICATIONS:

There are no financial implications associated with the approval of the recommendation. Failure to amend the Municipality’s AMP to include all assets may impact future Federal and Provincial grant funding for the Municipality.
SUMMARY:

I would recommend that the Asset Management Plan be approved as amended. The Federal Gas Tax Program requires the adoption of an Asset Management Plan by December 31, 2016 that includes all of the assets that may be eligible for gas tax funding. The amended plan satisfies this requirement.

Respectfully Submitted

Rhonda Whitmarsh,
Treasurer

Reviewed by

Diane Smithson,
CAO
MUNICIPALITY OF MISSISSIPPI MILLS
2016

asset
MANAGEMENT

STRATEGIES
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<td>Water Distribution System</td>
<td>7 – 9</td>
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<tr>
<td>Sanitary Sewer System</td>
<td>10 – 12</td>
</tr>
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<td>Storm Sewer System</td>
<td>13 – 15</td>
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<tr>
<td>Wells</td>
<td>33</td>
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<tr>
<td>Pump Stations</td>
<td>34</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>35</td>
</tr>
</tbody>
</table>
## ASSET MANAGEMENT STRATEGY
### BRIDGES AND LARGE CULVERTS (>3m Span)

<table>
<thead>
<tr>
<th>Inventory</th>
<th>Fifteen (15) bridges and eleven (11) large culverts with a span greater than 3m (refer to PSAB 3150 inventory for structure type, age, width, span, useful life, etc.)</th>
</tr>
</thead>
</table>
| Anticipated Asset Life Cycle | Depending on construction practices and materials, bridges and large culverts have varying assumed lives. The life cycle can be affected by traffic volumes and loads, development and growth pressures, climate, risk factors, and salt exposure. In 2009, the Municipality established assumed lifecycles for infrastructure as part of the PSAB 3150 inventory work. Assumed lifecycles were presented as follows:  
- Bridges – 75 Years (New Replacement)  
- Bridges – 60 Years (Existing Structures)  
- Large Span Concrete Box Culverts – 65 years  
- Large Span Corrugated Steel Culverts – 45 years |
| Integrated: | Bridge and large culvert work may be integrated with road resurfacing or road widening projects however not generally integrated with other infrastructure. |
| Rehabilitation and Investment Strategies: | Bridges  
Bridge rehabilitation or replacement is based on bridge age and assumed life spans and result of condition surveys: Asphalt deck resurfacing - 25 years, joint replacement - 40 years, patching or waterproofing on concrete deck – 40 years.  
For budgeting purposes, bridge improvements are categorized based on the value of the repairs as a percentage of the overall replacement cost. Details are as follows:  
- Major Bridge Reconstruction – Repairs are 50-60% of replacement cost  
- Minor Bridge Rehabilitation – Repairs are 25-50% of the replacement cost  
- Major Item Repairs – Repairs are 5-25% of the replacement cost  
- Minor Item Repairs – Repairs are less than 5% of the replacement cost  
Where possible, dollars are heavily focused on the preservation and maintenance of major bridge components which include: bridge abutments, wing walls and deck components. Maintaining these elements in a good state of repair can significantly extend the service life of bridges and avoid significant add-on environmental and social costs triggered by replacement. |
<table>
<thead>
<tr>
<th>Large Culverts</th>
<th>Maintenance Strategies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The rehabilitation of large culverts is generally not practical where significant deterioration or deficiencies exist in the metal liner (barrel). Culvert replacement is normally planned in these circumstances. Repair works often include inlet and outlet structures (headwalls), cut off walls, retaining walls, restoration of backfill, slope protection and guide rails. In the case of concrete structures, some repair work of the barrels may be included if the opening is large enough to permit construction access.</td>
<td>The Municipality is moving towards the development of new and progressive preventative maintenance programs to preserve its key bridges and structures. There is awareness that regular maintenance can reduce the potential for premature deterioration of structural elements and can assist in extending the useful life of the Municipality’s structure inventory. Overall maintenance needs vary depending on structure, location, traffic volumes, winter control procedures (sanding vs salting), size of structure and past maintenance. The following maintenance programs are currently under consideration:</td>
</tr>
<tr>
<td>• Periodic bridge cleaning (power washing) of all components exposed to roadway traffic and where debris accumulation is prevalent. Typically cleaned each spring after winter operations have ceased;</td>
<td>• Periodic bridge cleaning (power washing) of all components exposed to roadway traffic and where debris accumulation is prevalent. Typically cleaned each spring after winter operations have ceased;</td>
</tr>
<tr>
<td>• Concrete spot repairs – localized patching of small concrete spalls and delaminations on the deck or in areas that are splash zones (top of deck, curbs, expansion joint block outs, etc...). Completing these repairs will assist in preventing the accelerated deterioration of concrete in these areas by reducing the ingress of chlorides, etc… These repairs are generally carried out on an as-needed basis.</td>
<td>• Concrete spot repairs – localized patching of small concrete spalls and delaminations on the deck or in areas that are splash zones (top of deck, curbs, expansion joint block outs, etc...). Completing these repairs will assist in preventing the accelerated deterioration of concrete in these areas by reducing the ingress of chlorides, etc… These repairs are generally carried out on an as-needed basis.</td>
</tr>
<tr>
<td>• Steel spot repairs / spot coating – would include periodic touch-ups to steel coatings located in areas within the roadway splash zones (truss bottom chords, exterior floor beams, stringers, etc. as well as localized spot repairs in areas of appreciable section loss / corrosion. These repairs are generally carried out on an as-needed basis.</td>
<td>• Steel spot repairs / spot coating – would include periodic touch-ups to steel coatings located in areas within the roadway splash zones (truss bottom chords, exterior floor beams, stringers, etc. as well as localized spot repairs in areas of appreciable section loss / corrosion. These repairs are generally carried out on an as-needed basis.</td>
</tr>
<tr>
<td>• Clearing of debris in waterway – this would include clearing of trapped debris in the vicinity of the structure (upstream/downstream). This cleaning would typically be carried out on an annual basis after the spring run-off period.</td>
<td>• Clearing of debris in waterway – this would include clearing of trapped debris in the vicinity of the structure (upstream/downstream). This cleaning would typically be carried out on an annual basis after the spring run-off period.</td>
</tr>
<tr>
<td>• Asphalt surface repairs / rout and seal – would include cold patch asphalt repairs, and routing and sealing of wide cracks in asphalt. This operation would typically be carried out on an annual basis after winter clearing operations have ceased.</td>
<td>• Asphalt surface repairs / rout and seal – would include cold patch asphalt repairs, and routing and sealing of wide cracks in asphalt. This operation would typically be carried out on an annual basis after winter clearing operations have ceased.</td>
</tr>
<tr>
<td>• Bridge deck drainage – would include maintaining the existing deck drains free of debris and maintaining them in an unplugged condition. This operation would typically be carried out on an annual basis after winter clearing operations have ceased.</td>
<td>• Bridge deck drainage – would include maintaining the existing deck drains free of debris and maintaining them in an unplugged condition. This operation would typically be carried out on an annual basis after winter clearing operations have ceased.</td>
</tr>
</tbody>
</table>
- Clearing of debris / vegetation from approach guiderail. This is predominantly a safety measure, however the removal also prolongs the lifespan of the guiderail as accumulation of debris can accelerate rot on wooden posts and induce corrosion on steel components.
- Surface sealing of exposed concrete surfaces – would include cleaning and applying a concrete sealer on concrete surface exposed within the splash zone (exposed concrete decks, curbs, sidewalks and barrier walls). This operation is typically recommended in intervals of 3-5 years. Sealing surfaces periodically assists in minimizing the migration of chlorides in the concrete.

<table>
<thead>
<tr>
<th>Desired Levels of Service:</th>
<th>The long term desired level of service is to achieve by 2020 and continually maintain 70% of our structures with a good condition rating (a BCI of 70% or greater).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Cycle Consequences:</td>
<td>Bridge and culvert lifecycles will be reduced, level of service is lowered and safety is compromised.</td>
</tr>
</tbody>
</table>
| Corporate / Consulting Reports on Subject: | Bridge Management Study Report by HP Engineering Dated July 2015  
Bridge Management Study Report by HP Engineering Dated September 2013;  
Bridge Management Study Report by HP Engineering dated March 2012;  
Bridge Management Study Report by Genivar 2009; |
| Procurement Methods:       | Procurement Policy – Bylaw 12-79 |
| Financial Strategy         | Refer to Financial Plan –Appendix D |
| Other Information or Reference Materials | Canadian Highway Bridge Design Code  
MTO Standards and Specifications |
The Municipality still has a significant backlog of bridge repair and rehabilitation work to complete; Preventative maintenance programs and significant near term capital investments will be required for the Municipality to meet its objective of having 70% of the structures with BCI’s of 70 or greater.

### Service Indicators

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bridges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Bridges</td>
<td>15 (2,519m²)</td>
<td>15 (2,519m²)</td>
</tr>
<tr>
<td>Good Bridges (BCI &gt;70)</td>
<td>8%</td>
<td>17%</td>
</tr>
<tr>
<td>Fair Bridges (BCI 60-70)</td>
<td>21%</td>
<td>21%</td>
</tr>
<tr>
<td>Poor Bridges (BCI &lt;60)</td>
<td>71%</td>
<td>63%</td>
</tr>
<tr>
<td><strong>Large Structures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Large Structures</td>
<td>11 (672m²)</td>
<td>11 (672 m²)</td>
</tr>
<tr>
<td>Good Structures (&gt;70)</td>
<td>54%</td>
<td>59%</td>
</tr>
<tr>
<td>Fair Structures (60-70)</td>
<td>18%</td>
<td>20%</td>
</tr>
<tr>
<td>Poor Structures (&lt;60)</td>
<td>28%</td>
<td>21%</td>
</tr>
</tbody>
</table>
### ASSET MANAGEMENT STRATEGY
#### WATER DISTRIBUTION SYSTEM

<table>
<thead>
<tr>
<th>Inventory</th>
<th>35.07 km of watermains, 260 fire hydrants, 483 valves, 2,502 residential accounts and 320 non residential accounts</th>
</tr>
</thead>
</table>
| Anticipated Asset Life Cycle | The lifecycle for watermains is primarily based on the type of material and is listed as follows:  
- 80 years – PVC pipe  
- 75 years – ductile iron pipe (non lined)  
- 70 years – cast iron pipe  
- 50 years – copper pipe  
- 50 years – valves and hydrants  
These lifecycles assume adequate maintenance is provided through the course of the component’s life. |
| Integrated: | A watermain replacement may be integrated with road resurfacing, road reconstruction work and other utilities such as hydro, telephone, natural gas and cable. It may also be a standalone replacement with a trench cut and repair. |
| Condition Assessments | Watermain records are maintained and updated annually within the Municipality’s GIS system and within the PSAB inventory. Attributes such as age, length, size, and material are updated annually. Break records are also updated annually to track areas where unplanned works are on the rise. |
| Rehabilitation and Investment Strategies: | The criteria for prioritizing the replacement schedule for watermains is based on break history, age of pipe, pipe materials, size of pipe, soil conditions, fireflow considerations, and growth related needs. The road construction program may expedite the replacement of a pipe segment if replacement is scheduled in the near future. The replacement criteria is difficult to define but studying break histories and failure trends can determine when unplanned maintenance costs are increasing at a high enough rate that economically, it makes sense to replace or rehabilitate the pipe.  
Watermain rehabilitation is based on the current condition of the pipe. It is difficult to determine the condition since it is buried. For this reason, the replacement strategy relies entirely on break history, age/size, material type, hydraulic considerations, and aligning with urban road programs. There are numerous methods for rehabilitating watermains such as complete replacement, cleaning and cement mortar lining, slip lining and pipe bursting. Cathodic protection also helps prolong the life expectancy of the pipe. |
The Municipality continues to invest heavily in watermain replacement, largely due to the fact that many pipes are not properly bedded and are susceptible to damage from seasonal frost action. Structural watermain relining (slip lining) remains an option, however there are limited service providers in Eastern Ontario and a large program is otherwise required to make the trenchless alternative a cost competitive solution.

### Maintenance Strategies:
Water system maintenance is carried out in accordance with the Operational Plan developed and approved under the Provincial licensing requirements of the Safe Drinking Water Act. The Operational Plan includes a Quality Management System that includes ongoing evaluations of best practices to promote a culture of continuous improvement. Internal and external audits are also performed on the Quality Management System annually to ensure its continued effectiveness.

### Desired Levels of Service:
The Municipality of Mississippi Mills and the Ontario Clean Water Agency work together to deliver safe drinking water to businesses and residents served by the Mississippi Mills Drinking Water System. Conformance and compliance programs are in place to ensure that the Municipality continually abides by all Federal and Provincial regulatory requirements.

### Life Cycle Consequences:
Many factors can influence the long term performance of watermains and many systems have been in operation locally in excess of 80 years. In 2012, approximately 7km of the Municipality’s watermains were considered to be operating at or beyond their useful lives. Watermain failures can cause significant social and environmental impacts, therefore the Municipality’s prioritization plan looks at the consequence of failure when prioritizing works. Watermains at or beyond their operational life will be given priority where possible in high risk areas (arterial roads, business areas, hospitals, long term care homes, schools, etc.).

### Corporate / Consulting Reports on Subject:
- Water and Sewer Master Plan
- Water and Wastewater Rate Study
- Development Charges Study

### Procurement Methods:
Procurement Policy – Bylaw 12-79

### Financial Strategy
Refer to Financial Plan-Appendix D

### Other Information or Reference Materials
Quality Management System – Mississippi Mills Drinking Water System
MOE Drinking Water System Design Guidelines 2008
Future challenges will result from the fact that a high proportion of the water network is constructed from cast iron or ductile iron pipe and will be reaching the end of its useful life.

**Service Indicators**

- Total length of water mains = 35.07 km
- Average age of distribution system = 46 years
- Mains operating beyond useful service life = 4.95 km
- Total watermain breaks in 2015 = 4
## ASSET MANAGEMENT STRATEGY
### SANITARY SEWER SYSTEM

<table>
<thead>
<tr>
<th>Inventory</th>
<th>31.07 km of sanitary sewers</th>
</tr>
</thead>
</table>
| Anticipated Asset Life Cycle | The lifecycle for a sewer main is primarily based on the type of material and is listed as follows:  
• 80 years – PVC pipe  
• 70 years – asbestos cement or concrete pipe  
• 70 years – vitrified clay pipe  
• 50 years – manholes  
These lifecycles assume adequate maintenance is provided through the course of the component’s life. |
| Integrated: | A sanitary sewer replacement may be integrated with road resurfacing, road reconstruction work and other utilities such as hydro, telephone, natural gas and cable and usually includes sanitary manholes. It may also be a standalone replacement with a trench cut and repair. |
| Condition Assessments | Sanitary sewer records are maintained and updated annually within the Municipality’s GIS system and within the PSAB inventory. Attributes such as age, length, size, and material are updated annually. All sewers are cleaned and inspected once every four (4) years through a closed circuit television (CCTV) program. The camera work allows the Municipality to establish the system’s structural and operational scores for establishing rehabilitation priorities. |
| Rehabilitation and Investment Strategies: | Sanitary sewers, unlike watermains are readily accessible for visual inspection and as a result rehabilitation strategies are simplified. Once the pipe has been CCTV inspected, the Municipality can establish priorities for replacement. Other factors affecting the replacement criteria are localized collapses, material type, upsizing requirements as well as the coordination with the roads program.  
Replacement is the most common method for collapsed or heavily deteriorated pipe. Cure in place pipe (CIPP) rehabilitation alternatives are however available for sewers where it is believed that the useful life of a sewer (usually clay or concrete) can be prolonged for up to 50 years. This method helps reduce the costs associated with restoration when the project is complete. Other methods include spot repairs and joint sealing. |
<table>
<thead>
<tr>
<th>Maintenance Strategies:</th>
<th>The sanitary sewer system is cleaned and inspected by closed circuit television (CCTV) at least once every four (4) years. These inspection programs are carried out in the springtime when groundwater infiltration and inflow are most visible. Visual inspections of manholes on trunk lines and problem areas are also carried out on a monthly basis by the Municipality. All other aspects of the sewer system maintenance are otherwise carried out in accordance with the provincial requirements of the Ontario Water Resources Act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Levels of Service:</td>
<td>The Municipality of Mississippi Mills and the Ontario Clean Water Agency work together to manage the sewage collection system serving businesses and residents on the public sewer system. Conformance and compliance programs are in place to ensure that the Municipality continually abides by all Federal and Provincial regulatory requirements.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>The structural deterioration can result in infiltration of groundwater into the sewer that results in loss of structural pipe bedding. It can also result in the accumulation of debris and sediment in sags in the sewer, calcite build-up at the cracks and joints, as well as root migration into the sewers. All of these factors further deteriorate the sewer and increase the potential for back-ups and basement flooding. Another major consequence of groundwater infiltration is the added volume of sewage to be pumped and treated at the sewage treatment plant, resulting in added costs.</td>
</tr>
</tbody>
</table>
| Corporate / Consulting Reports on Subject: | • Water and Sewer Master Plan  
• Water and Wastewater Rate Study  
• Development Charges Study |
| Procurement Methods: | Procurement Policy – Bylaw 12-79 |
| Financial Strategy | Refer to Financial Plan – Appendix D |
| Other Information or Reference Materials | MOE Design Guidelines for Sewage Works 2008 |
Service Indicators (2016)

- Total sanitary sewer network length = 31.07 km
- Average age of collection system = 47 years
- Sewers operating beyond useful service life = 3.5 km

Future challenges will result from the fact that a high proportion of the sanitary sewer network is constructed from vitrified pipe and will be reaching the end of its useful life.

Figure 3 - Age of Sanitary Sewers (2016)
## Inventory

<table>
<thead>
<tr>
<th>Asset Management Strategy</th>
<th>Storm Sewer System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inventory</strong></td>
<td>23.28 km of storm sewers</td>
</tr>
</tbody>
</table>

## Anticipated Asset Life Cycle

The lifecycle for a storm sewer is primarily based on the type of material and is listed as follows:

- 80 years – PVC pipe
- 70 years – asbestos cement or concrete pipe
- 50 years – CSP pipe

These lifecycles assume adequate maintenance is provided through the course of the component’s life.

## Integrated:

A storm sewer replacement may be integrated with road resurfacing, road reconstruction work and other utilities such as hydro, telephone, natural gas and cable and usually includes storm manholes and catch basins. It may also be a standalone replacement with a trench cut and repair.

## Condition Assessments

Storm sewer records are maintained and updated annually within the Municipality’s GIS system and within the PSAB inventory. Attributes such as age, length, size, and material are updated annually. The Municipality is working towards the gathering more physical data on the system using closed circuit television (CCTV) program. As a general practice storm sewers are assessed for replacement in parallel with all road rehabilitation projects and all sanitary sewer replacements.

## Rehabilitation and Investment Strategies:

Storm sewers, unlike watermains are readily accessible for visual inspection and as a result rehabilitation strategies are simplified. Once the pipe has been CCTV inspected, Public Works staff can establish priorities for replacement. Other factors affecting the replacement criteria are localized collapses, material type, upsizing requirements as well as the coordination with the roads program.

Replacement is the most common method for collapsed or heavily deteriorated pipe. Cure in place pipe (CIPP) rehabilitation alternatives are however available for storm drains where it is believed that the useful life of a drain (usually clay or concrete) can be prolonged for up to 50 years. This method helps reduce the costs associated with restoration when the project is complete.
### Maintenance Strategies:

Catch basins are cleaned annually to remove sediments and debris that could otherwise impair run-off quality and/or result in progressive pipe blockages. Storm drainage systems are only inspected by closed circuit television (CCTV) programs whenever road projects and/or sewer replacement projects are considered. Over time, the Municipality is adding more funding in condition assessments to establish a stronger understanding of the state of its storm sewer assets. All other aspects of the storm system maintenance are otherwise carried out in accordance with the provincial requirements of the Ontario Water Resources Act.

### Desired Levels of Service:

Conformance and compliance programs are in place to ensure that the Municipality continually abides by all Federal and Provincial regulatory requirements.

### Life Cycle Consequences:

Storm sewers will deteriorate in the same manner as sanitary sewers although the consequences of failure of a storm sewer are not usually as significant as those for failure of a sanitary system. Structural deterioration can result in infiltration of groundwater into the sewer that results in loss of structural pipe bedding. It can also result in the accumulation of debris and sediment in sags in the storm sewer. As with any buried infrastructure, maintenance and rehabilitation is key to the longevity of the system. Without significant yearly spending, major failures will occur and larger budgets will be required.

### Corporate / Consulting Reports on Subject:

None

### Procurement Methods:

Procurement Policy – Bylaw 12-79

### Financial Strategy

Refer to Financial Plan – Appendix D

### Other Information or Reference Materials

MOE Design Guidelines for Sewage Works 2008
Service Indicators (2016)

- Total storm sewer network length = 29 km
- Average age of drainage system = 24 years
- Storm operating beyond useful service life = 0.48km

Maintenance and inspection programs are needed to acquire more condition rating data on the system in order to develop improved financial planning models.
# ASSET MANAGEMENT STRATEGY
## PAVED ROADS

<table>
<thead>
<tr>
<th>Inventory</th>
<th>93.3 km of paved roadways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Asset Life Cycle</td>
<td>Pavement life of a newly constructed road is affected by design, traffic volumes and loads, construction quality and climate. The end of the useful life is generally as follows:</td>
</tr>
<tr>
<td></td>
<td>• Arterial roads – 15 years</td>
</tr>
<tr>
<td></td>
<td>• Collector roads – 25 years</td>
</tr>
<tr>
<td></td>
<td>• Local roads-35 years</td>
</tr>
<tr>
<td>Integrated:</td>
<td>A paved road surface replacement may be integrated with buried water and sewer work, curbs as well as other utilities such as hydro, telephone, natural gas and cable. It may also be a standalone replacement depending on the lifecycles of related components.</td>
</tr>
<tr>
<td>Condition Assessments</td>
<td>Roadways are inspected once every three (3) years using a combination of dynaflect testing for rural roadways and visual inspections for urban roadways. Roadways are then provided with a Riding Comfort Index (RCI) rating from zero (0) to ten (10) which measures defects in the pavement. An RCI equal to ten (10) is new pavement and an RCI equal to zero (0) is a pavement that is impassible.</td>
</tr>
<tr>
<td>Rehabilitation and Investment Strategies:</td>
<td>RCI threshold point of rehabilitation or reconstruction is as follows:</td>
</tr>
<tr>
<td></td>
<td>Rehabilitation = 6 to 7 (rehabilitation with crack seals, patching, microsurfacing)</td>
</tr>
<tr>
<td></td>
<td>Reconstruction = 5 or less (total replacement of pavement)</td>
</tr>
<tr>
<td>Maintenance Strategies:</td>
<td>The Municipality continues to provide more annual funding focused on pavement preservation techniques including crack sealing, patching, edge repairs and microsurfacing where possible. These investment strategies are helping to offset the increased growth in the infrastructure deficit caused by the backlog of road replacements.</td>
</tr>
<tr>
<td></td>
<td>Pavement replacement strategies are being given priority on a risk management basis for high volume roadways. Roadways are also being reconstructed along with urban water and sewer replacement programs where possible.</td>
</tr>
<tr>
<td>Desired Levels of Service:</td>
<td>The Municipality is continuing to work towards having 70% of its pavement assets with an RCI rating of 7 or higher.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>Underfunding pavement rehabilitation results in more pavements failing below an RCI of 6.0 and results in the quadrupling of construction costs.</td>
</tr>
</tbody>
</table>
Rehabilitating a pavement with an RCI of 6.0 reflects a cost of $6.00 per square meter and an added life of up to 8 years versus reconstructing a pavement with an RCI of 5.0 at a cost of $25 per square meter. pavement falling below an RCI of 4.0 affects level of service and increases risk and liabilities.

Corporate / Consulting Reports on Subject:
- Rural Network Level Pavement Condition Survey
- Almonte Ward Pavement Condition Survey

Procurement Methods:
Procurement Policy – Bylaw 12-79

Financial Strategy
Refer to Financial Plan – Appendix D

Other Information or Reference Materials
Minimum Maintenance Standards – Ontario Regulation 239/02

The Municipality’s pavement road network has improved over the past 4 years. The percentage of roadways requiring replacement has dropped from 22% to 14%. A successful holding pattern for rural pavements has been achieved through the use of microsurfacing.
## ASSET MANAGEMENT STRATEGY
### SURFACE TREATED ROADS

<table>
<thead>
<tr>
<th>Inventory</th>
<th>93.6 km of surface treated roadways</th>
</tr>
</thead>
</table>
| Anticipated Asset Life Cycle | Surface treatment life of a newly constructed road is affected by design, traffic volumes and loads, construction quality and climate. The end of the useful life is generally as follows:  
  - Local roads – 8 years |
| Integrated: | A surface treated road surface replacement may be integrated with replacement of rural drainage culverts. It may also be a standalone replacement depending on the lifecycles of related components. |
| Condition Assessments | Roadways are inspected once every three (3) years using a combination of dynaflect testing for rural roadways and visual inspections. Roadways are then provided with a Riding Comfort Index (RCI) rating from zero (0) to ten (10) which measures defects in the pavement. An RCI equal to ten (10) is new surface treatment and an RCI equal to zero (0) is a surface that is impassible. |
| Rehabilitation and Investment Strategies: | RCI threshold point of rehabilitation or reconstruction is as follows:  
  Rehabilitation = 6 to 7 (rehabilitation with crack seals, patching, microsurfacing)  
  Reconstruction = 5 or less (total replacement of surface) |
| Maintenance Strategies: | The Municipality continues to provide more annual funding focused on surface treatment preservation techniques including patching, edge repairs, slurry seals and microsurfacing where possible. These investment strategies are helping to offset the increased growth in the infrastructure deficit caused by the backlog of road replacements.  
  Surface treatment replacement strategies are being given priority on a risk management basis for high volume roadways. Roadways are also being reconstructed along with ditching and culvert replacement programs where possible. |
| Desired Levels of Service: | The Municipality is continuing to work towards having 70% of its surface treatment assets with an RCI rating of 7 or higher. |
| Life Cycle Consequences: | Underfunding surface treatment rehabilitation results in more surfaces failing below an RCI of 6.0 and results in the quadrupling of construction costs. |
Rehabilitating a surface treatment with an RCI of 6.0 reflects a cost of $3.00 per square meter and an added life of up to 5 years versus reconstructing a surface treatment with an RCI of 5.0 at a cost of $12 per square meter. Surface treatments falling below an RCI of 4.0 affects level of service and increases risk and liabilities.

Corporate / Consulting Reports on Subject:
- Rural Network Level Pavement Condition Survey

Procurement Methods:
Procurement Policy – Bylaw 12-79

Financial Strategy
Refer to Financial Plan – Appendix D

Other Information or Reference Materials
None

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**Figure 6 - Surface Treated Roads**

<table>
<thead>
<tr>
<th>Riding Comfort Index</th>
<th>Do Nothing (RCI 8-10)</th>
<th>Rehabilitate (RCI 6-7)</th>
<th>Replace (RCI 0-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2016</td>
<td></td>
</tr>
</tbody>
</table>

**Service Indicators**

<table>
<thead>
<tr>
<th>Surface Treated Roads</th>
<th>2013</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Length</td>
<td>99.7 km</td>
<td>93.6 km</td>
</tr>
<tr>
<td>Do Nothing RCI 8 - 10</td>
<td>10.5 km (11%)</td>
<td>21.0 km (22%)</td>
</tr>
<tr>
<td>Rehabilitate RCI 6 – 7</td>
<td>74.5 km (75%)</td>
<td>29.4 km (31%)</td>
</tr>
<tr>
<td>Replace 0 – 5</td>
<td>14.7 km (14%)</td>
<td>43.2 km (47%)</td>
</tr>
</tbody>
</table>

- The Municipality’s surface treated road network is largely in fair to poor range (78%) and a large volume of roads may fall into poor condition over the next few years unless significant surface treatment rehabilitation investments are made. 9.1 km of the roads requiring replacement are boundary roads shared with other municipalities which requires coordination with those municipalities for replacement.
### Inventory

| 33 Municipal Buildings and Structures (refer to PSAB 3150 inventory for structure location, age, useful life, etc.) |

### Anticipated Asset Life Cycle

- Buildings and structures have useful life estimates of 40 years unless otherwise determined. In 2009, the Municipality established lifecycles for infrastructure as part of the PSAB 3150 inventory work. Values were determined based on the whole structure. Components were included in the initial structure valuation with the assumption that major components (i.e. HVAC, mechanical, etc.) would be tracked separately upon replacement.

### Integrated:

- Municipal buildings and structures are not usually integrated with other infrastructure work. Whole buildings are not generally replaced but periodically require major maintenance, renovation or expansion.

### Condition Assessments

- Condition Assessments were completed by AME Canada Architects Ltd. in 2014 and 2015 for 16 municipal buildings and structures. The reports determined the condition of certain categories including several sub-categories for each as follows:
  - Structure including foundation and superstructure
  - Building Envelope including roof, exterior walls, windows, etc.
  - Interior Finishes including flooring, walls, ceilings, doors, etc.
  - Life Safety including fire separation, exit signs, etc.
  - Mechanical including heating, refrigeration, plumbing, etc.
  - Electrical including power, lighting, CO2, security, etc.
  - Site including drainage, parking, fencing, etc.

- The remainder of the Municipality’s buildings and structures have replacement, expansion, or major maintenance estimates based on visual inspection of their condition and age estimates as determined by PSAB 3150.

### Rehabilitation and Investment Strategies:

- The AME Reports provided a condition assessment for each category and sub-category and provided major maintenance details for the next 5-20 years based on a condition assessment of:
  - Good: more than 10 years’ useful life
  - Fair: 1-10 years’ useful life
  - Poor: less than 1 year useful life
<table>
<thead>
<tr>
<th>Maintenance Strategies:</th>
<th>The AME Reports provided a condition assessment for each category and sub-category and provides ongoing maintenance details for the next 5-20 years based on a condition assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Levels of Service:</td>
<td>The long term desired level of service is to achieve and continually maintain the Municipality's buildings and structures with a good condition rating defined in the AME condition assessment reports and to provide safe facilities for users and employees. Facility maintenance/rehabilitation/replacement is to conform to applicable legislation or standards i.e. Fire Code, Building Code, Accessibility Standards, etc. and where possible include, environmental and energy efficiencies, etc.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>Increased deterioration of buildings and properties, health &amp; safety concerns, inefficient operation, higher operating costs</td>
</tr>
</tbody>
</table>
| Corporate / Consulting Reports on Subject: | • AME Canada Architects Ltd. Reports for 16 buildings and structures completed in 2014 and 2015  
• Insurance Inspection reports  
• Structural Inspection reports |
| Procurement Methods: | Procurement Policy – Bylaw 12-79 |
| Financial Strategy | Refer to Financial Plan – Appendix D |
| Other Information or Reference Materials | PSAB 3150 documents |
Of the Municipality’s buildings and structures only one is considered to be in good condition, with the majority of 79% being in fair condition. Significant investments in buildings and structures will be required in the near future.
## ASSET MANAGEMENT STRATEGY
### VEHICLES AND EQUIPMENT

<table>
<thead>
<tr>
<th>Inventory</th>
<th>52 Units in total allocated as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 13 Fire Department</td>
</tr>
<tr>
<td></td>
<td>• 30 Public Works Department</td>
</tr>
<tr>
<td></td>
<td>• 2 Building Department</td>
</tr>
<tr>
<td></td>
<td>• 4 Parks &amp; Recreation Department</td>
</tr>
<tr>
<td></td>
<td>• 3 Water &amp; Sewer Department.</td>
</tr>
<tr>
<td></td>
<td>Refer to PSAB 3150 data for vehicle description, location, age, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anticipated Asset Life Cycle</th>
<th>The life cycle varies depending on frequency of use, and vehicle/equipment type. Refer to PSAB 3150 documentation for details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Light Trucks-10 years</td>
</tr>
<tr>
<td></td>
<td>Sidewalk Plows-15 years</td>
</tr>
<tr>
<td></td>
<td>Fire Pumpers/Tankers-20 years</td>
</tr>
<tr>
<td></td>
<td>Plow/Dump Trucks-20 years</td>
</tr>
<tr>
<td></td>
<td>Graders/Backhoes-20 years</td>
</tr>
</tbody>
</table>

| Integrated: | The replacement of vehicles and equipment is not usually integrated with other infrastructure replacement needs but may incorporate technological advances, environmental regulations, operational changes and level of service changes |

| Condition Assessments | Condition assessments are completed by a visual inspection of the condition. Consideration should also be given to age, fuel use, frequency and dollar value of repairs, frequency and length of downtime, health & safety risks to residents of prolonged downtime, costs for rentals, etc. |

| Rehabilitation and Investment Strategies: | Replacement occurs when the vehicle/equipment is not performing optimally and has reached the end of its useful life. Usage is reviewed to warrant new replacement. All options are considered i.e. purchasing used, leasing, seasonal rentals, refurbishing to extend life, etc. |

| Maintenance Strategies: | Annual inspections and preventative annual maintenance where appropriate. |

| Desired Levels of Service: | The desired level of service is to ensure that vehicles/equipment are kept in a state of good repair and that the vehicles/equipment are replaced/refurbished at the end of their useful life to ensure that downtime is minimized and that excessive repairs/operating costs are not incurred. |
Life Cycle Consequences: Health & safety concerns, inefficient operation, higher operating costs, frequent breakdowns

Corporate / Consulting Reports on Subject: None

Procurement Methods: Procurement Policy – Bylaw 12-79

Financial Strategy Refer to Financial Plan – Appendix D

Other Information or Reference Materials PSAB 3150 documents

**Figure 8**

**Vehicles and Equipment Inventory (2015)**

![Bar chart showing the percentage of total vehicles in different useful life categories: >100% = 30%, 50-99% = 25%, 25-49% = 15%, 0-24% = 10%]

**Service Indicators**

- Total past useful life (>100%) = 15 units
- Total 50-99% of useful life = 15 units
- Total 25-49% of useful life = 10 units
- 0-24% of useful life (relatively new) = 12 units

- Of the Municipality’s vehicles and equipment, 30% are past their useful lives and another 30% are nearing the end of their useful lives. Significant investments in vehicles and equipment will be required in the near future.
# ASSET MANAGEMENT STRATEGY
## SIDEWALKS

<table>
<thead>
<tr>
<th>Inventory</th>
<th>35.92 m of Concrete Sidewalks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Asset Life Cycle</td>
<td>The life of a newly constructed sidewalk is affected by design, traffic volumes and loads at entrances/driveways, construction quality and climate. Useful life is generally in the range of 35 years.</td>
</tr>
<tr>
<td>Integrated:</td>
<td>A sidewalk replacement will most often be integrated with a roadway reconstruction, water and sewer replacement, and/or other utilities such as hydro, telephone, natural gas and cable. It may also be a standalone replacement depending on the condition and lifecycles of related components.</td>
</tr>
<tr>
<td>Condition Assessments</td>
<td>Sidewalks are visually inspected once every year with all discontinuities photographed and tripping hazards spray-painted in conformance with the provincial Minimum Maintenance Standards.</td>
</tr>
<tr>
<td>Rehabilitation and Investment Strategies:</td>
<td>When severely deteriorated, sidewalks may be identified for replacement as a standalone project. For all other cases, sidewalk renewal occurs in conjunction with roadway/sewer/utility works.</td>
</tr>
<tr>
<td>Maintenance Strategies:</td>
<td>Depending on the nature and severity of the discontinuity, slab jacking or sidewalk grinding techniques may be employed to address tripping hazards to avoid costly removal and replacement of sidewalk panels. All tripping hazards are spray-painted on a yearly basis to draw attention to the discontinuity in accordance with the provincial Minimum Maintenance Standards.</td>
</tr>
<tr>
<td>Desired Levels of Service:</td>
<td>To maintain 70% of the Municipal sidewalks in a condition rating of good or better. The Municipality continues to work towards having a fully accessible sidewalk network with as few discontinuities as possible, with tripping hazards addressed through grinding, jacking or replacement.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>Not addressing sidewalk replacement in a timely fashion results in the deterioration of the sidewalk network leading to a social impact, tripping hazards creating liability for the Municipality, and potential damage to sidewalk snow clearing equipment.</td>
</tr>
<tr>
<td>Corporate / Consulting Reports on Subject:</td>
<td>Internal Annual Review, External Review by Precision Concrete 2015</td>
</tr>
<tr>
<td>Procurement Methods:</td>
<td>Procurement Policy – Bylaw 12-79</td>
</tr>
<tr>
<td>Financial Strategy</td>
<td>Refer to Financial Plan – Appendix D</td>
</tr>
<tr>
<td>Other Information or Reference Materials</td>
<td>PSAB 3150 documents</td>
</tr>
</tbody>
</table>
The sidewalk network has several small deficiencies, however, the overall condition is good with 82% in a good or better condition.
## ASSET MANAGEMENT STRATEGY
### STREET & TRAFFIC LIGHTS

| **Inventory** | Includes street lights in Almonte, Ramsay and Pakenham wards, Heritage lights on Mill St. and Bridge St. in Almonte Ward and traffic lights on Ottawa St. in Almonte Ward. (Refer to PSAB 3150 documents for details) |
| **Anticipated Asset Life Cycle** | Street and Traffic lights have various components such as controllers, lamps, signal heads, poles, luminaires, etc. For PSAB 3150 reporting, street and traffic lights were valued as a compete item rather than valuing the individual components with useful lives as follows:  
- Street lights-20 years  
- Traffic lights-40 years  
- Heritage Lights-30 years  
Lifecycle may be influenced by pole material, climate, changing technologies, etc. |
| **Integrated:** | Usually, street lighting is installed during subdivision development and assumed by the Municipality. Replacement is not usually integrated with any other infrastructure replacements but may be integrated with rehabilitation work of the road network. |
| **Condition Assessments** | Condition assessments are reviewed during regular routine patrols to ensure lights are operational in accordance with provincial Minimum Maintenance Standards. |
| **Rehabilitation and Investment Strategies:** | In 2017, the Municipality intends to replace all existing street lighting with LED lights. Heritage lighting will be replaced when major rehabilitation work is completed in the downtown core of Almonte Ward. |
| **Maintenance Strategies:** | All non-functioning fixtures are scheduled for immediate repair as per the timelines identified in the Minimum Maintenance Standards. |
| **Desired Levels of Service:** | 100% operational. |
| **Life Cycle Consequences:** | Health and safety due to unsafe/ineffective lighting |
| **Corporate / Consulting Reports on Subject:** | N/A |
| **Procurement Methods:** | Procurement Policy – Bylaw 12-79 |
| **Financial Strategy** | Refer to Financial Plan – Appendix D |
| **Other Information or Reference Materials** | PSAB 3150 documents |
### ASSET MANAGEMENT STRATEGY
**WASTEWATER TREATMENT PLANT/SEPTAGE RECEIVING**

<table>
<thead>
<tr>
<th>Inventory</th>
<th>One (1) Wastewater Treatment Plant (WWTP) and One (1) Septage Receiving Facility located at 212 Wolf Grove Road. The WWTP was substantially completed on July 25, 2012.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Asset Life Cycle</td>
<td>It is estimated that the structure will have a useful life expectancy of 75 years. This life expectancy does not include process components which are monitored, repaired and replaced as necessary on an on-going basis. Components have a lifespan of 15-40 years.</td>
</tr>
<tr>
<td>Integrated:</td>
<td>Not usually integrated with other infrastructure work. Whole buildings not generally replaced but periodically require major maintenance, renovation or expansion.</td>
</tr>
<tr>
<td>Condition Assessments</td>
<td>An outside condition assessment of the WWTP has not been completed as it was only recently constructed. Modifications to the septage receiving facility were completed in 2016 to address operational problems.</td>
</tr>
<tr>
<td>Rehabilitation and Investment Strategies:</td>
<td>Plant capacity and the need for future expansion based on population projections are addressed in the Water and Wastewater Infrastructure Master Plan Report and lifecycle costs are included in the Water and Wastewater Rate Study. Systems are regularly reviewed to optimize energy efficiency.</td>
</tr>
<tr>
<td>Maintenance Strategies:</td>
<td>Any building deficiencies are noted by municipal staff or our plant operator, OCWA, and repaired as they arise. OCWA ensures compliance with all regulatory requirements.</td>
</tr>
<tr>
<td>Desired Levels of Service:</td>
<td>The long term desired level of service is to achieve and continually maintain the WWTP and the Septage Receiving Facility in good condition, meet regulatory compliance and to conform to all applicable legislation i.e. Fire Code, Building Code, Accessibility Standards, etc. and where possible include, environmental and energy efficiencies, etc.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>Increased deterioration of buildings and properties, health &amp; safety concerns, inefficient operation, higher operating costs, increased municipal liability, etc.</td>
</tr>
</tbody>
</table>
| Corporate / Consulting Reports on Subject: | • Water & Wastewater Rate Study  
• Water and Wastewater Infrastructure Master Plan Report  
• Septage Business Plan |
| Procurement Methods: | Procurement Policy – Bylaw 12-79 |
| Financial Strategy | Refer to Financial Plan – Appendix D |
| Other Information or Reference Materials | PSAB 3150 documents |
### ASSET MANAGEMENT STRATEGY
**MISCELLANEOUS ASSETS>$5,000**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inventory</strong></td>
<td>Refer to PSAB 3150 data for description of miscellaneous assets with a historical cost value in excess of $5,000. Assets include lawn mowing equipment, library collections, signage, miscellaneous arena equipment, etc.</td>
</tr>
<tr>
<td><strong>Anticipated Asset Life Cycle</strong></td>
<td>Refer to PSAB 3150 for lifecycle details</td>
</tr>
<tr>
<td><strong>Integrated:</strong></td>
<td>Not usually integrated with other replacement needs but may incorporate technological advances, environmental regulations, operational changes and level of service changes</td>
</tr>
<tr>
<td><strong>Condition Assessments</strong></td>
<td>Visual inspection of the condition. Consideration should also be given to age, frequency and volume of use, frequency and dollar value of repairs, frequency and length of downtime, health &amp; safety risks to residents of prolonged downtime, costs for rentals, etc.</td>
</tr>
<tr>
<td><strong>Rehabilitation and Investment Strategies:</strong></td>
<td>Replacement occurs when the asset is not performing optimally or has reached the end of its useful life. Review usage to warrant replacement. Many miscellaneous assets reported for PSAB purposes will not be replaced. If being replaced, consider all options i.e. purchasing used, leasing, seasonal rentals, refurbishing to extend life, etc.</td>
</tr>
<tr>
<td><strong>Maintenance Strategies:</strong></td>
<td>Inspections and preventative maintenance where appropriate.</td>
</tr>
<tr>
<td>** Desired Levels of Service:**</td>
<td>The desired level of service is to ensure that assets are kept in a state of good repair and if replacement is anticipated, that they are replaced or refurbished at the end of their useful life to ensure that downtime is minimized and that excessive repairs/operating costs are not incurred</td>
</tr>
<tr>
<td><strong>Life Cycle Consequences:</strong></td>
<td>Health &amp; safety concerns, inefficient operation, higher operating costs, frequent breakdowns</td>
</tr>
<tr>
<td><strong>Corporate / Consulting Reports on Subject:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Procurement Methods:</strong></td>
<td>Procurement Policy – Bylaw 12-79</td>
</tr>
<tr>
<td><strong>Financial Strategy</strong></td>
<td>Refer to Financial Plan – Appendix D</td>
</tr>
<tr>
<td><strong>Other Information or Reference Materials</strong></td>
<td>PSAB 3150 documents</td>
</tr>
</tbody>
</table>
Of the Municipality’s miscellaneous assets in 2015, 53% are past their useful lives and another 27% are nearing the end of their useful lives. Significant investments in miscellaneous assets may be required in the near future depending on whether the asset is still required.
## Asset Management Strategy
### Parks and Amenities

| Inventory | 25 Parks totaling 162.65 Acres; 14 in Almonte Ward, 4 in Pakenham Ward and 7 in Ramsay Ward:  
| | • 14 parks with amenities; 9 in Almonte Ward, 3 in Pakenham Ward and 2 in Ramsay Ward  
| | • 11 parks without amenities; 5 in Almonte Ward, 1 in Pakenham Ward and 5 in Ramsay Ward |

| Anticipated Asset Life Cycle | The land the park is on has an indefinite life. 44 park amenities in 14 neighbourhood/community parks have varying useful lives i.e. playstructures, basketball courts, tennis court, etc. Refer to PSAB 3150 for details. |

| Integrated: | Replacement/refurbishment of amenities on parkland is not usually integrated with any other infrastructure replacement but incorporates new accessibility standards, applicable legislation for construction and new technologies. New parks are generally received as part of a subdivision development. Where possible, re-development/rehabilitation of existing neighbourhood/community park amenities is done with partnerships from community members/groups. |

| Condition Assessments | Visual inspection of the condition and preventative maintenance where practical. Consideration should also be given to age, health & safety concerns, changing legislation and accessibility standards |

| Rehabilitation and Investment Strategies: | Replacement/refurbishment occurs when park equipment has reached the end of its useful life, when a health and safety risk is posed, or when changes in legislation dictate replacement. |

| Maintenance Strategies: | Annual playground inspections are conducted to determine the safety and condition of playground and park equipment and to determine if they conform to existing legislation. |

| Desired Levels of Service: | The desired level of service is to ensure that assets are kept in a state of good repair, that they are in compliance with applicable legislation and that they are replaced/refurbished at the end of their useful life. |

| Life Cycle Consequences: | Health & Safety, legislative and accessibility concerns |

| Corporate / Consulting Reports on Subject: | • Parks & Recreation Master Plan  
| | • Community Official Plan  
| | • Development Charges Study |

| Procurement Methods: | Procurement Policy – Bylaw 12-79 |

| Financial Strategy | Refer to Financial Plan – Appendix D |
• Total past useful life (>100%) = 18 amenities
• Total 50-99% of useful life = 13 amenities
• Total 25-49% of useful life = 6 amenities
• 0-24% of useful life (relatively new) = 4 amenities

Of the Municipality’s Park Amenities, 44% are past their useful lives and another 32% are nearing the end of their useful lives. Significant investments in park amenities will be required in the near future.
## ASSET MANAGEMENT STRATEGY
### WELLS

<table>
<thead>
<tr>
<th>Inventory</th>
<th>5 wells known as Wells 3, 5, 6, 7 &amp; 8 located in various locations within Almonte Ward.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Asset Life Cycle</td>
<td>Although the wells themselves do not have a set lifespan, the components supporting a municipal well that are used to draw the water, monitor water levels and quality, and send it to the water distribution system have variable lifespans of between 15 and 40 years depending on the component. Refer to PSAB 3150 for component lifecycle and age.</td>
</tr>
<tr>
<td>Integrated:</td>
<td>Well rehabilitation is generally not integrated with other infrastructure rehabilitation.</td>
</tr>
<tr>
<td>Condition Assessments</td>
<td>The condition of the wells and their components are continuously monitored through the SCADA system by the Municipality’s contractor, OCWA, who identifies and addresses issues as they arise in consultation with the Municipality.</td>
</tr>
<tr>
<td>Rehabilitation and Investment Strategies:</td>
<td>Well capacity and the need for future expansion based on population projections are addressed in the Water and Wastewater Infrastructure Master Plan Report and lifecycle costs are included in the Water and Wastewater Rate Study.</td>
</tr>
<tr>
<td>Maintenance Strategies:</td>
<td>The Municipality’s contractor, OCWA, continuously monitors the performance of the wells on the SCADA system and identifies issues to be addressed in consultation with the Municipality to ensure compliance with provincial drinking water regulations.</td>
</tr>
<tr>
<td>Desired Levels of Service:</td>
<td>The wells are to be kept in good condition on a continuous basis through regular monitoring and maintenance by OCWA to provide safe drinking water to Almonte.</td>
</tr>
<tr>
<td>Life Cycle Consequences:</td>
<td>Increased deterioration of buildings and properties, health &amp; safety concerns, inefficient operation, higher operating costs, increased municipal liability.</td>
</tr>
</tbody>
</table>
| Corporate / Consulting Reports on Subject: | • Water and Wastewater Rate Study  
• Water and Wastewater Infrastructure Master Plan Report |
| Procurement Methods: | Procurement Policy – Bylaw 12-79 |
| Financial Strategy | Refer to Financial Plan – Appendix D |
| Other Information or Reference Materials | PSAB 3150 documents |
# ASSET MANAGEMENT STRATEGY
## PUMP STATIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inventory</strong></td>
<td>6 Pumping Stations. Refer to PSAB 3150 data for age and lifecycle.</td>
</tr>
<tr>
<td><strong>Anticipated Asset Life Cycle</strong></td>
<td>Pump Station components are generally expected to have a lifecycle of 15-40 years. System components are monitored by OCWA through the SCADA system, and necessary repairs and component replacements are undertaken as required to ensure that regulatory requirements are met and sewage spills and backups do not occur.</td>
</tr>
<tr>
<td><strong>Integrated:</strong></td>
<td>Not generally integrated with any other infrastructure replacements but may incorporate technological advances, environmental regulations, operational changes and level of service changes.</td>
</tr>
<tr>
<td><strong>Condition Assessments</strong></td>
<td>The condition of the pumping stations and their components are continuously monitored by the Municipality’s contractor, OCWA, who identifies and addresses issues as they arise in consultation with the Municipality.</td>
</tr>
<tr>
<td><strong>Rehabilitation and Investment Strategies:</strong></td>
<td>Pumping station capacity and the need for future expansion based on population projections are addressed in the Water and Wastewater Infrastructure Master Plan Report and lifecycle costs are included in the Water and Wastewater Rate Study.</td>
</tr>
<tr>
<td><strong>Maintenance Strategies:</strong></td>
<td>The Municipality’s contractor, OCWA, continuously monitors the performance of the pumping stations on the SCADA system and identifies issues to be addressed in consultation with the Municipality.</td>
</tr>
<tr>
<td><strong>Desired Levels of Service:</strong></td>
<td>It is necessary to keep all pumping stations in good working order to ensure regulatory compliance and to prevent overflows and sewage backups.</td>
</tr>
<tr>
<td><strong>Life Cycle Consequences:</strong></td>
<td>Health and safety issues, spills to watercourses, basement flooding, increased municipal liability</td>
</tr>
</tbody>
</table>
| **Corporate / Consulting Reports on Subject:** | • Water and Wastewater Rate Study  
  • Water and Wastewater Infrastructure Master Plan Report                                                                                                 |
| **Procurement Methods:**         | Procurement Policy – Bylaw 12-79                                                                                                                                                                                |
| **Financial Strategy**           | Refer to Financial Plan – Appendix D                                                                                                                                                                            |
| **Other Information or Reference Materials** | PSAB 3150 documents                                                                                                                                                                                           |
# Glossary of Terms

## Alphabetically

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCI</td>
<td>Bridge Condition Index</td>
</tr>
<tr>
<td>CCTV</td>
<td>Closed Circuit Television</td>
</tr>
<tr>
<td>CIPP</td>
<td>Cure in Place Pipe</td>
</tr>
<tr>
<td>CO₂</td>
<td>Carbon Dioxide</td>
</tr>
<tr>
<td>CSP</td>
<td>Corrugated Steel Pipe</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heat Ventilation Air Conditioning</td>
</tr>
<tr>
<td>MOE</td>
<td>Ministry of Environment</td>
</tr>
<tr>
<td>MTO</td>
<td>Ministry of Transportation</td>
</tr>
<tr>
<td>OCWA</td>
<td>Ontario Clean Water Agency</td>
</tr>
<tr>
<td>PSAB</td>
<td>Public Sector Accounting Board</td>
</tr>
<tr>
<td>RCI</td>
<td>Riding Comfort Index</td>
</tr>
<tr>
<td>SCADA</td>
<td>Supervisory Control and Data Acquisition</td>
</tr>
<tr>
<td>WWTP</td>
<td>Waste Water Treatment Plant</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

ADMINISTRATION REPORT

MEETING DATE: December 20, 2016

TO: Committee of the Whole

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: 2017 MUNICIPAL GRANTS

RECOMMENDATION:

THAT Committee of the Whole recommends the following 2017 municipal grants allocations be approved and included in the 2017 budget:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Recommended Funding for 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood Tomato Community Gardens</td>
<td>$1,250</td>
</tr>
<tr>
<td>MM Bicycle Month</td>
<td>$3,100</td>
</tr>
<tr>
<td>North Lanark Agricultural Hall</td>
<td>$4,500</td>
</tr>
<tr>
<td>Almonte in Concert</td>
<td>$1,750</td>
</tr>
<tr>
<td>Puppets Up!</td>
<td>$5,000</td>
</tr>
<tr>
<td>Mississippi Valley Trails</td>
<td>$1,000</td>
</tr>
<tr>
<td>Clayton Recreation Association</td>
<td>$4,500</td>
</tr>
<tr>
<td>Almonte Celtfest</td>
<td>$1,000</td>
</tr>
<tr>
<td>Union Hall</td>
<td>$1,600</td>
</tr>
<tr>
<td>North Lanark Highland Games</td>
<td>$1,750</td>
</tr>
<tr>
<td>Pakenham &amp; District Civitan Club</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mississippi Lake Association</td>
<td>$250</td>
</tr>
<tr>
<td>Total</td>
<td>$27,200</td>
</tr>
</tbody>
</table>

BACKGROUND:

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program. The 2017 draft budget includes $29,500 for this program. The municipal grant submissions for 2017 were due on November 30, 2016.
DISCUSSION:

The attached chart provides a summary of the municipal grant applications including the recommended funding for 2017 and the rationale for the allocation. The total amount recommended for distribution to the organizations is $27,200 which is $2,300 less than the 2017 budget for this program. I would recommend that the difference be held in a reserve to supplement the program in the future or to be used for financial assistance that may come forward during 2017 as presently there is no available funding for such requests.

FINANCIAL IMPLICATIONS:

There are no further financial implications as the amount of $29,500 has been included in the 2017 budget for this program.

SUMMARY:

I recommend that Committee of the Whole approve the 2017 municipal grant allocations as proposed.

Respectfully Submitted

Rhonda Whitmarsh, Treasurer

Reviewed by

Diane Smithson, CAO
## Municipality of Mississippi Mills
### 2017 Municipal Grant Analysis

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>2015 Grant</th>
<th>2016 Grant</th>
<th>2017 Request</th>
<th>Planned use of funds</th>
<th>Existence</th>
<th>Members</th>
<th>attendance/participants</th>
<th>Population</th>
<th>Budget of Investments</th>
<th>Profit/Loss</th>
<th>Outcomes</th>
<th>Funding for 2017 and reasons for support</th>
</tr>
</thead>
<tbody>
<tr>
<td>North-Lanark Agricultural Society</td>
<td>4,500</td>
<td>4,500</td>
<td>5,000</td>
<td>Expanding the children's entertainment, larger education tent and promote more education of agriculture. Also painting of barns, building upgrades</td>
<td>158</td>
<td>35 active members</td>
<td>over 4,000</td>
<td>All age groups</td>
<td>97,000</td>
<td>None</td>
<td>NLAS- Profit of 10,423 includes fair profit of 3,666</td>
<td>Investments in better quality entertainment, increased education of agriculture and upkeep on facility will attract visitors and encourage them to return in the future</td>
</tr>
<tr>
<td>Neighbourhood Tomato Community Gardens</td>
<td>1,000</td>
<td>3,000</td>
<td>2,500</td>
<td>Water conservation items (eavestroughing for shed at Augusta, Lumber for H2O barrel platform and taps for barrels) and promotion of program, gardening supplies</td>
<td>7</td>
<td>150</td>
<td>Available to whole community through the public park. 144 community gardeners involved</td>
<td>All ages and abilities</td>
<td>2,500 for purchased materials plus in-kind from volunteers</td>
<td>None</td>
<td>Broke even</td>
<td>Those with disabilities feel included. Elderly gardeners can continue to garden. Participants feel more connected to their community. To help build a welcoming, healthy, vibrant, resilient community</td>
</tr>
<tr>
<td>Mississippi Mills Bicycle Month</td>
<td>2,500</td>
<td>2,800</td>
<td>3,500</td>
<td>Promotion, Silver Chain Challenge participant bookmark, print postcard, website update</td>
<td>9</td>
<td>200</td>
<td>1,000</td>
<td>All age groups</td>
<td>7,450</td>
<td>None</td>
<td>Loss of 1,765</td>
<td>More citizens become more active and healthier. More children riding to school, more seniors staying active. MM to be seen as a healthy active community</td>
</tr>
<tr>
<td>Mississippi Valley Trails</td>
<td>N/A</td>
<td>N/A</td>
<td>1,700</td>
<td>Procure and install trail signs for the recreational MVT Mountain Biking trail system.</td>
<td>5</td>
<td>211 facebook members (MM and Ottawa)</td>
<td>unknown</td>
<td>All age groups</td>
<td>1,700</td>
<td>None</td>
<td>not provided</td>
<td>Increased use of trails. Attract users from other areas and increase volunteer base to maintain trails</td>
</tr>
<tr>
<td>Almonte in Concert</td>
<td>1,750</td>
<td>500</td>
<td>5,000</td>
<td>Expenses related to 2017/2018 concert series</td>
<td>38</td>
<td>12</td>
<td>2016/2017 sold 184 tickets, 188 attendees</td>
<td>All age groups</td>
<td>50,445</td>
<td>None</td>
<td>Income of 7,739</td>
<td>Expand activities to develop a wider audience, contribute to life long education to which music is integral, create a distinct identity and strengthen its brand</td>
</tr>
</tbody>
</table>
### Name of Organization | 2015 Grant | 2016 Grant | 2017 Request | Planned use of funds | Years in # of | # of | Target | 2017 Balance | 2016 | Anticipated | Recommended | 2017 Grant Allocation |
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<tbody>
<tr>
<td>Folkus</td>
<td>750</td>
<td>750</td>
<td>No application</td>
<td></td>
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<tr>
<td>Clayton Recreation Association</td>
<td>4,500</td>
<td>4,500</td>
<td>9,000</td>
<td>Property Taxes, Portable toilet and for handicap upgrades</td>
<td>38</td>
<td>10</td>
<td>not specified</td>
<td>All age groups</td>
<td>20,610</td>
<td>None</td>
<td>Loss of 2</td>
<td>Increase revenue from rentals of the facility. Provide safe facility for all</td>
</tr>
<tr>
<td>Almonte Celtfest</td>
<td>1,000</td>
<td>2,500 (increase was for 20th anniversary)</td>
<td>5,000</td>
<td>2017 Festival costs</td>
<td>7</td>
<td>Chair members, 200 volunteers</td>
<td>5,000+</td>
<td>All age groups</td>
<td>47,000</td>
<td>None</td>
<td>Profit of 3,242</td>
<td>Continue to attract visitors to the community and promote MM as a place to live, work and enjoy</td>
</tr>
<tr>
<td>Union Hall Community Centre</td>
<td>1,500</td>
<td>1,600</td>
<td>1,700</td>
<td>Taxes, Insurance, painting and install 2 murals</td>
<td>159</td>
<td>50</td>
<td>1,500 of which 1,000 purchased tickets</td>
<td>All age groups</td>
<td>4,880</td>
<td>6,200 Term Deposit</td>
<td>Profit of 1,321</td>
<td>Sustaining the sense of community in rural MM which contributes to the well being and security of residents and attracts newcomers. Provide support to local charities and businesses. Contribute to cultural richness by providing a sense for local artists and musicians</td>
</tr>
<tr>
<td>North Lanark Highland Games</td>
<td>1,750</td>
<td>1,750</td>
<td>2,500</td>
<td>Publicity and promotional materials</td>
<td>33</td>
<td>6 plus volunteers</td>
<td>1,700-2,500</td>
<td>All age groups</td>
<td>65,000</td>
<td>GIC 14,221</td>
<td>Loss of 2,077</td>
<td>Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.</td>
</tr>
<tr>
<td>Pakenham and District Civitan Club</td>
<td>1,500</td>
<td>1,500</td>
<td>2,500</td>
<td>2017 Pakenham Frost Festival</td>
<td>13</td>
<td>34 plus volunteers</td>
<td>1,700</td>
<td>All age groups</td>
<td>11,555</td>
<td>None</td>
<td>Profit of 16,314</td>
<td>Enjoy and celebrate winter and continue a long standing tradition in Pakenham</td>
</tr>
<tr>
<td>Dr. James Naismith Basketball Foundation</td>
<td>per P&amp;R budget</td>
<td>1,950 plus amount per P&amp;R budget</td>
<td>No application</td>
<td></td>
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<tr>
<td>Association</td>
<td>Membership</td>
<td>Investment</td>
<td>Profit</td>
<td>Project Description</td>
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</tr>
<tr>
<td>Mississippi Lakes Association</td>
<td>N/A</td>
<td>250</td>
<td>500</td>
<td>Awareness and protection of Mississippi Lake and its ecosystems, navigational hazards, buoy maintenance and replacement, etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Naismith Basketball Association</td>
<td>1,000</td>
<td></td>
<td></td>
<td>Promotes and educates residents about the Mississippi Lake. MM has the smallest number of properties on the Lake compared to other municipalities</td>
<td></td>
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**Totals**: 26,750 28,600 43,900 27,200
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 20, 2016

TO: Committee of the Whole

FROM: Shawna Stone, Clerk

SUBJECT: Revised Procedural By-Law #2

RECOMMENDATION

THAT the Committee of the Whole recommends that Council approve the revised Procedural By-Law.

BACKGROUND

On December 6, 2016, the Committee reviewed the draft Procedural By-law. The by-law was referred back to staff for further modifications.

DISCUSSION

The following recommendations are being presented for consideration:

<table>
<thead>
<tr>
<th>Section</th>
<th>New Section</th>
<th>Rationale</th>
</tr>
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<tbody>
<tr>
<td>Adjournment</td>
<td>Council shall adjourn at 9:00 p.m. Only one motion to extend the automatic adjournment beyond 9:00 p.m. shall be permitted per Meeting, and the maximum allowable extension shall be to 9:30 p.m. which shall be decided by a two-thirds majority vote.</td>
<td>Allows for 3.5 hours of debate and provides clear end time for ratepayers.</td>
</tr>
<tr>
<td>Chair Term</td>
<td>The Striking Committee shall make recommendations for a Chair for Committee of the Whole. Council shall consider rotating the Chair position every year.</td>
<td>Allows other councillors the opportunity to act as Chair.</td>
</tr>
<tr>
<td>Ad-Hoc Committees</td>
<td>Means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.</td>
<td>Definition indicates that ad-hoc committees are only appointed for a limited time.</td>
</tr>
<tr>
<td>Recorded Vote (163)</td>
<td>A recorded vote may be called in Committee meetings only if the vote is defeated.</td>
<td>Allows for the details of a defeated vote to be recorded in the minutes.</td>
</tr>
</tbody>
</table>

In addition to the above-mentioned sections, Members also inquired about ways to provide sober second thought under the new agenda format. The by-law provides several mechanisms, such as:

- Any motion on the consent list can be pulled for further consideration before a final vote.
- By-laws may also be pulled for further consideration before a final vote.
- During the Committee of the Whole, Councillors may put forward a motion to table, refer, or defer an item until the following meeting for more debate or further thought.

**FINANCIAL IMPLICATIONS**

None.

**SUMMARY**

The purpose of this report is to recommend various amendments to the Procedural By-law for Council’s consideration and approval.

Respectfully submitted,  

Reviewed by,

_________________________   _________________________  
Shawna Stone, Clerk                         Diane Smithson, CAO

Attachments:  
1. Draft Procedural By-Law 16-xx
A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

WHEREAS section 238 of the Municipal Act, 2001 requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council deems it desirous to repeal and replace By-Law 12-74;

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

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PART I - GENERAL

Short Title
1. This by-law shall be cited as the “Procedural By-law”.

Definitions
2. In this by-law, the following terms have the specified meanings:

   a) “Abstain” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

   b) “Acting Head of Council” means when the Mayor is absent the current Committee of the Whole Chair shall be the Acting Head of Council. In the absence of the Mayor or Committee of the Whole Chair the Acting Head of Council shall be chosen by a two-thirds majority vote.
c) “Ad Hoc Committee” means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

d) “Advisory Committee” means a committee established by Council to address ongoing administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration.

e) “Agenda” means the written order of business for a Meeting.

f) “Board” means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.

g) “CAO” means the Chief Administrative Officer of the Municipality of Mississippi Mills.

h) “Chair” means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.

i) “Clerk” means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with Sections 25-26.

j) “Closed Session” (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with Sections 53-59.

k) “Committee” means a committee appointed by Council in accordance with Sections112 -115, regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.

l) “Committee Member” means a Member of a committee as defined in the Committee’s Terms of Reference.

m) “Committee of the Whole” means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in accordance with Section94.

n) “Communication(s)” includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.
o) “**Confirmatory By-law**” means a by-law passed at the conclusion of all Council Meetings, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

p) “**Council**” means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor and Councillors from the three wards.

q) “**Council Member**” means a Member of Council, including the Mayor.

r) “**Defer**” means to postpone the consideration of a question or resolution until a specific action(s) can be undertaken, such as obtaining advice, documentation or circulating for public comment.

s) “**Delegation**” means an appearance by a person or group of persons to address Council or a Committee in accordance with Sections 85-93.

t) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission in accordance with Section 84.

u) “**Ex-Officio Member**” means that he/she is a Member by virtue of his/her office and would not otherwise be a Member. He/she has all of the rights of a Member unless otherwise stated, but is not counted in determining whether a quorum is present.

v) “**Head of Council**” means the Mayor of the Municipality of Mississippi Mills.

w) “**Holiday**” means
   a) those holidays listed in the *Legislation Act, 2006*, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and,
   b) any day as set out in a resolution or by-law passed by Council.

x) “**Improper Conduct**” means conduct that obstructs the deliberations or proper action of Council or a Committee.

y) “**Information List**” means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition in accordance with Sections 98-101.

z) “**Majority**” means more than half of the votes cast by Members entitled to vote.

aa) “**Meeting**” means a gathering of a quorum of Council Members or Committee Members to advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means involving a quorum of Members and advances the business of Council or a Committee.
bb) "Member(s)" means a Council Member(s) or Committee Member(s).

c) "MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

d) "Municipality" or "Municipality of Mississippi Mills" means the Corporation of the Municipality of Mississippi Mills.


f) "Municipal Consultant" means a professional hired by the Municipality to provide professional advice.

g) “Municipal Website” means the internet site maintained by the Municipality at www.mississippimills.ca

h) "Notice of Motion" means an advance notice to Members of a matter which Council or a Committee will be asked to take a position.

i) “Order of Business” means the sequence of business to be considered at a Meeting.

j) "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, Chap. M.50, as amended.

k) “Pending List” means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports in accordance with Sections 45-47.

l) "Point of Order" means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.

mm) “Point of Personal Privilege" means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.

nn) “Presentation" means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff, in accordance with Section 84.

oo) "Quorum" means the majority of the total voting Members required to constitute Council or a Committee. Six (6) Council Members shall constitute a Quorum of Council. Members who abstain for reasons of a declared pecuniary interest or
perceived conflict of interest are deemed to count towards the total to constitute a quorum, pursuant to Section 7 of the Municipal Conflict of Interest Act.

pp) “Recorded Vote” means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council. Where a Member abstains, the recorded vote shall read “opposed”, except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.

qq) “Recess” means a short break taken during a Meeting, which may be permitted at the discretion of the Chair.

rr) “Resolution” means a motion that has been voted on.

ss) “Rules of Procedure” means the applicable regulations contained in this by-law.

tt) “Table” means to postpone the consideration of a resolution until or for a specific time, such as the next Regular Meeting.

uu) “Vote” means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

**Application**

3. The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council and, with necessary modification, to all Committees. A failure to strictly adhere to the procedural rules of this by-law shall not invalidate the action of Council or a Committee acting in good faith.

The Clerk shall be responsible for interpreting the rules of procedure under this by-law.

**Robert’s Rules of Order**

4. All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, as far as practicable, Robert’s Rules of Order. This by-law takes precedence where a conflict exists with Robert’s Rules of Order.

**Suspension**

5. Despite Section 3, the rules and regulations contained within this by-law may be temporarily suspended with a two-thirds majority vote of the Members present and voting. The resolution to suspend the rules of procedures shall indicate the rule being suspended and the reason therefore.
The suspension shall only apply to the suspension of the procedure(s) or rules(s) for the stated purpose and only during the Meeting in which such motion was introduced.

Interpretation
6. In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.

7. The business, by-laws, and resolutions of the Municipality of Mississippi Mills will be conducted and maintained in English.

8. Whenever any reference is made in this by-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

Amendment
9. No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting. The waiving of this notice provision by Council resolution is prohibited.

10. In addition to the notice described in the previous Section, amendment or repeal of this by-law or any part thereof shall require a two-thirds majority resolution of Council Members.

Severability
12. Should any provision of this by-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of the remaining provisions.

PART II - ROLES & DUTIES

Role of Council
13. It is the role of Council, pursuant to Section 224 of the Municipal Act:
   a) to represent the public and to consider the well-being and interests of the Municipality;
   b) to develop and evaluate the policies and programs of the Municipality;
   c) to determine which services the Municipality provides;
   d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;

f) to maintain the financial integrity of the Municipality; and

g) to carry out the duties of Council under this or any other Act.

14. Council develops regulations to be adopted in by-laws and passes resolutions, which serve the purposes outlined above in Section 13.

15. Council appoints statutory officers to ensure that an appropriate management system is in place to administer the Municipality within the policies set by Council.

16. The Mayor is designated as “Head” for the purposes of the MFIPPA.

17. Council collectively arbitrates matters where this by-law is silent and the matter is placed before Council for disposition.

18. Members and Staff shall adhere to the Council and Staff Code of Conduct policies at all times.

Role of the Mayor

19. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the Municipal Act:

   a) to act as Chief Executive Officer of the Municipality;
   b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
   c) to provide leadership to Council;
   d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in Section 13 of this by-law;
   e) to represent the Municipality at official functions;
   f) to carry out the duties of the Head of Council under the Municipal Act any other Act;
   g) to uphold and promote the purposes of the Municipality;
   h) to promote public involvement in the Municipality’s activities;
   i) to act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
   j) to participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

20. The Mayor shall be the official spokesperson on matters discussed in Closed Session Meetings, although this provision does not release the Mayor from the confidentiality requirements of Closed Sessions.
21. The Mayor shall sit on the Council of the County of Lanark as County Councillor.

22. The sitting Mayor is a non-voting ex-officio Member of all Committees, unless he/she is appointed by Council as a voting Member.

Role of CAO

23. The CAO shall be appointed by by-law.

24. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the Municipal Act, the CAO shall have the following responsibilities:

   a) review and guide all policy recommendations prior to submission to Council;
   b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
   c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
   d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

Role of Clerk

25. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.

26. In addition to those roles and duties specified under Section 228 of the Municipal Act, the Clerk shall have the following responsibilities:

   a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
   b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
   c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;
   d) include all reports of Committees on the Agenda of the next Regular Meeting;
   e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
   f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;

h) appoint Deputy Clerk(s) by by-law and assign duties to same as required, pursuant to Subsection 228(2) of the Municipal Act;

i) all powers and duties under the MFIPPA are delegated to the Clerk; and

j) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

PART III - MEETINGS

General

Location

27. Council Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.

28. Where a Meeting of Council is held at a location other than the Council Chambers, notice shall be provided to the public no later than the time of publication of the agenda pursuant to Section 43 for Regular Meetings and Section 50 for Special Meetings.

Decorum

29. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.

   a) Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.

   b) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings being held in Council Chambers.

   c) In accordance with Section 241(2) of the Municipal Act, 2001, the Mayor or Chair may expel any person for improper conduct/decorum at a Meeting.

   d) If required, the Mayor or Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.

   e) After being expelled by the Mayor or Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.

   f) The Mayor or Chair may unilaterally suspend the Meeting until order is restored.

   g) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting held in Council Chambers.
h) Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.

i) Unless authorized by the Clerk, the Mayor or Chair, no Member of the public may place any material on Members’ desks or distribute any material to Members during a Meeting.

Open to the Public

30. Except as provided in this by-law, all Meetings shall be open to the public.

31. Notice of all Meetings, excluding Closed Sessions, shall be provided to the public by posting at minimum, the date, time, location, and topic on the Municipal Website.

32. Lack of receipt of notice shall neither affect the validity nor any action taken at the Meeting.

Staff Participation

33. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Mayor or Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

Inclement Weather

34. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

Inaugural Meeting of Council

35. The Inaugural Meeting of Council shall be held at 6:00 p.m. in the Council Chambers at the Municipal Office on or before the first Tuesday of December following a regular municipal election, or the first Tuesday after the Council term commences, pursuant to the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sch.

36. The Head’s Inaugural Address shall take place at the Inaugural Meeting of Council.

37. The Head’s Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.

38. Every Member of Council shall make and subscribe a “Declaration of Office” and an “Oath of Allegiance” at the Inaugural Meeting of Council, or if absent, in the office of the Clerk or at the next subsequent Meeting of Council, before entering into the duties of office.
39. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the Municipal Act.

Regular Meetings

Schedule

40. Council shall hold its Regular Meetings on the first and third Tuesday of every month, commencing at 6:00 p.m., subject to the exceptions noted in this by-law, or on such other day as may be determined by resolution of Council. In the event that a regular Meeting of Council is a public or civic holiday, Council shall meet at the same hour on the next following Tuesday, unless Council directs otherwise.

41. During the month of July there will be no Regular Meetings scheduled.

42. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

Notice

43. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication of the Agenda and attachments on the Municipal Website four (4) calendar days prior to the Regular Meeting.

Agenda

44. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings, as further explained in Part IV – Meeting Procedures.

   A. Consideration of a Closed Session
   B. Call to Order
   C. O Canada
   D. Attendance
   E. Approval of Agenda
   F. Disclosure of Pecuniary Interest
   G. Approval of Minutes
   H. Public Meetings
   I. Delegations, Deputations, and Presentations
   J. Committee of the Whole
      a. Consent Items
      b. Reports
      c. Information Items
   K. Rise and Report
   L. By-laws
   M. Other/New Business
Pending List

45. The Pending List shall be maintained by the Municipal Clerk. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.

46. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.

47. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

Special Meetings

Schedule

48. The Mayor or Chair may call, or the Clerk shall convene upon receiving a two-thirds majority petition of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours’ notice to Members, staff, media, the public, and through posting on the Municipal Website.

49. In general, Special Meetings of Council should be scheduled on the second and fourth Tuesday of the month, commencing at 6:00 p.m.

Notice

50. The Clerk shall provide forty-eight (48) hours’ notice of the location, time, date and subject of the Special Meeting, except in emergency circumstances as determined by the Mayor and CAO (or their alternates).

51. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 50 may be waived, subject to a confirmation of the majority of Council.

52. Business transacted at a Special Meeting shall include only that for which notice was provided.
PART IV - MEETING PROCEDURES

Consideration of a Closed Session

53. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered involves one of the following:

a) the security of the property of the Municipality or local board;

b) personal matters about an identifiable individual, including municipal or local board employees;

c) a proposed or pending acquisition or disposition of land by the Municipality or local board;

d) labour relations or employee negotiations;

e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;

h) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or

i) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the Municipal Act, 2001.

54. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:

a) the fact of the holding of the Closed Session, including the date and time; and

b) the general nature of the matter to be considered at the Closed Session by reference to the specific issue to be considered;

55. A vote may be held during a closed meeting if:

a) Section 53 of this by-law permits or requires a Meeting to be closed to the public; and

b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.

56. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

57. A vote shall not be taken during a Meeting or part of a Meeting that is closed to the public where to do so would be in contravention of any Act.
58. Upon resuming open session, the Mayor shall state:

a) The matters which were considered; and  
b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.

59. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required bylaw.

Call to Order and Quorum

60. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

61. If a quorum for a Meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the Meeting, the Clerk or designate shall indicate that no quorum is present and the Meeting shall stand adjourned until the next Meeting called in accordance with the provisions of this by-law.

62. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict. In the absence of the Mayor and if a quorum is present, the Committee of the Whole Chair shall call the Members to order and shall preside during the Meeting or until the arrival of the Mayor.

63. While presiding, the Chair shall have all the powers of the Mayor for the purpose of conducting the Meeting.

64. If, during the course of a Meeting, quorum is lost, the Chair shall declare that the Meeting shall stand recessed temporarily or be adjourned until the date of the next Meeting called in accordance with the provisions of this by-law.

65. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.

O Canada

66. The Council shall sing O Canada prior to proceeding with the business before Council Meeting.

Approval of Agenda

67. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote. Supplementary items that are presented shall include an explanation as to its urgency.
Whenever possible, the Clerk shall endeavour to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

Disclosure of Pecuniary Interest

Where a Member, either on his/her own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:

a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
b) not take part in the discussion of or vote on any question with respect to the matter; and

c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.

Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, in addition to complying with the requirements of Section 69, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.

Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.

The Member shall provide such declaration in writing to the Clerk, and the Clerk shall record the particulars of every disclosure of interest made, the nature thereof, and any such record shall appear in the minutes of that particular Meeting.

Approval of Minutes

The minutes of a Council Meeting shall record:

a) the place, date and time of the Meeting;
b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
c) disclosure of pecuniary interest;
d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
e) all other proceedings of the Meeting without note or comment;
f) the mover and seconder of all motions;
g) the time of adjournment.
74. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

Public Meetings

75. Council shall hold Public Meetings, as required, by law for purposes under the *Planning Act*, R.S.O. 1990, c. P.13, as amended; *Development Charges Act, 1997*, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.

76. Council may also hold Public Meetings relating to matters within Council or a Committee’s jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.

77. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.

78. Individuals shall sign the ‘Public Meeting Sign-in Sheet’ prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.

79. All comments are to be addressed through the Mayor or Chair.

80. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.

81. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.

82. During Public Meetings, no Member of the public shall:

- a) speak disrespectfully of any person;
- b) use improper or non-parliamentary language;
- c) disobey the rules of procedure or a decision of the Mayor or Chair; or
- d) speak to Council about matters:
  - i. involving current or pending litigation;
  - ii. involving insurance claims;
  - iii. administrative complaints that have not been reported and investigated through the Customer Service process;
  - iv. beyond the jurisdiction of Council; or
  - v. contrary to MFIPPA.
83. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

**Deputations and Presentations**

84. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

**Delegations**

85. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.

86. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon eight (8) days prior to the Meeting of Council or Committee.

87. The person(s) desiring to present shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes. Council may grant permission to any Delegation to speak for longer than 10 minutes.

88. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.

89. Persons may only appear before Council or Committee once every twelve months on the same topic.

90. No Delegate shall:
   a) speak disrespectfully of any person;
   b) use improper language or non-parliamentary language;
   c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
   d) disobey the rules of procedure or a decision of the Mayor or Chair; or
   e) speak to Council about matters
      i. involving current or pending litigation;
      ii. involving insurance claims;
      iii. administrative complaints that have not been reported and investigated through the Customer Service process;
      iv. beyond the jurisdiction of Council; or
      v. contrary to MFIPPA.
91. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

92. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.

93. Following a Delegation, Council shall adopt a motion:
   a) to receive as information; or
   b) to refer to another item listed on the Meeting agenda; or
   c) to refer to a committee or board or staff for a report; or
   d) to refer to New Business for consideration.

Committee of the Whole

94. The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other business matters.

95. For clarity, any matter debated at Committee of the Whole may be held for further consideration at the following Meeting provided there is a majority vote of Members present to defer, refer, or table the motion.

Consent Items

96. The Mayor or Chair shall review the Consent Items at a Regular Meeting by providing Members with an opportunity to ask brief questions or make limited comments.

97. Council shall adopt the Consent Items by one motion, but prior to consideration of such motion, a Member may request that a specific item is pulled to be voted on individually.

Information Items

98. Information Items are matters that are principally for the information of Council and may not require action or response from Council.

99. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.

100. Communications are generally considered public documents and are therefore subject to the MFIPPA.
101. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

**Rise and Report**

102. After the Committee of the Whole has finished its deliberations, its recommendations and findings shall be presented for formal adoption by Council. Council shall adopt the recommendations considered by the Committee of the Whole in an omnibus motion, which deems those recommendations to be resolutions of Council.

**By-laws**

103. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.

104. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.

105. At the conclusion of all Council Meetings, a by-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A confirming by-law when introduced shall be taken as read and finally adopted without debate.

**Other/New Business**

106. Under Other/New business Council shall consider:

   a) Items that are circulated on the agenda.
   b) Items referred to New Business pursuant to a delegation.
   c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest.
   d) Proposed motions for which Notice of Motion has been given.

107. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

**Notice of Motion**

108. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.
a) The Notice of Motion shall be submitted in writing, to the Clerk prior to the regular agenda deadline.
b) The motion may not be submitted as part of an addendum to an agenda.
c) A motion for which notice has been given shall be added under Other/New Business on the agenda.
d) If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
e) No delegations shall be permitted to speak on a Notice of Motion.

Announcements and Invitations

109. Each Member of Council may make any announcements, and extend any invitations that have been received since the previous Council Meeting.

Adjournment

110. Council shall adjourn at 9:00 p.m. Only one motion to extend the automatic adjournment beyond 9:00 p.m. shall be permitted per Meeting, and the maximum allowable extension shall be to 9:30 p.m. which shall be decided by a two-thirds majority vote.

111. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.

PART V – COMMITTEES & BOARDS

112. Council may, from time to time, appoint certain Council Members, ratepayers, staff, professionals or others, to serve on such external committees and boards and report to Council. These appointments may be made by resolution unless specifically required by law to be passed by by-law.

113. When a Committee is composed of Council Members or a Councillor vacancy occurs on a Committee, the Mayor shall call for nomination of Council Members for that Committee, and such nominations shall be confirmed by resolution of Council prior to final approval.

114. When a Committee is established and comprised of public Members, or a vacancy of a public Member occurs on a Committee, Council may review any applications containing personal matters about an identifiable individual during a Closed Session prior to deciding on the nominations, which are then adopted at a Regular Meeting.

115. Reports of Committee Meetings shall be received and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.
Striking Committee

116. Prior to the Inaugural Meeting, the Head shall appoint a Striking Committee.

   a) The Striking Committee is comprised of the Mayor and three Members of Council (one from each ward based on the Member receiving the highest numbers of votes in the last election or in the event of acclamation to be decided by draw).

   b) The Striking Committee shall make recommendations for a Chair for Committee of the Whole. Council shall consider rotating the Chair position every year. In appointing the Chair, consideration shall be given to workload balance, individual interests and Councillor development.

   c) The Striking Committee shall make recommendations for Councillor and citizen appointments to Agencies, Boards, Committees based on the expressed preferences of individual Members of Council.

Advisory and Ad-Hoc Committees

117. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.

118. Ad-Hoc Committees may be established by Council or a Committee to consider a specific matter.

119. Once the task has been completed, the Ad-Hoc Committee will present a final report to Council.

120. When an Ad-Hoc Committee has made its final report to Council, it shall be deemed to be dissolved, unless otherwise determined by Council.

121. The Chair of the Advisory/Ad-Hoc Committee, unless otherwise prescribed by Council resolution or set out in the Committee’s Terms of Reference, is chosen by the Members of the Committee.

122. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair’s efforts to do so.

123. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.

PART VI – DEBATE

Conduct of Members

124. Members shall:
a) discharge with integrity all responsibilities to Council, the Municipality, and the public, in keeping with approved corporate policies.
b) encourage public respect for and try to improve the administration of the Municipality;
c) not speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
d) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
e) hold in strict confidence all information concerning matters dealt with in a Closed Session;
f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
h) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
i) when a Member is speaking, no other Member shall speak or pass between the Member speaking and the Mayor or Chair, or interrupt the Member except to raise a Point of Order;
j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while he/she is speaking; and,
k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

125. In addition, Council Members shall:

a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
b) serve their constituents in a conscientious and diligent manner;
c) where a Councillor is involved with an issue outside the Councillor’s own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
d) attend all Council Meetings in appropriate business casual attire;
e) not consume food in the Council Chambers during Meetings; and,
f) not speak more than once to a motion or to the same question, or in reply for longer than three (3) minutes. The Mayor or Chair has discretion to provide latitude under this Section, but where such latitude is granted, the Mayor or Chair will endeavour to provide it equally to all Members.
Motions

126. All motions shall be moved and seconded before being read and then debated. There is no requirement in Council or Committee of the Whole to stand to read resolutions. Whenever possible the proper wording is on the display screen for Members and the public prior to any debate.

127. After a motion has been read and the wording confirmed, it shall be deemed to be in the possession of Council or the Committee and therefore the seconder need not vote in favour of the motion.

128. When a motion is under debate, no other motion shall be received, except a motion to amend, refer, defer, table, divide the question, or call the question.

129. After the question is called, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.

130. Resolutions shall require a Majority in order to be valid and binding on Council or a Committee, unless otherwise specified in this by-law.

Motion to Call the Question

131. A motion to call the question is not debatable, cannot be amended, and shall take precedence over any other motion. It is only proper after all Members wishing to speak to the matter have had an opportunity to speak at least once.

Motion to Adjourn

132. A motion to adjourn the Meeting shall be put immediately without debate.

Withdraw of Motion

133. A motion may be withdrawn at any time before decision with the consent of the mover, seconder, and a majority of Members. A withdrawn motion does not finally determine a matter and therefore does not trigger reconsideration in accordance with Sections 148-154.

134. Where a withdrawal motion fails, a substitute mover is permissible in those circumstances so that the original mover is not forced to vote in favour of a motion that he or she wished to withdraw.

Ultra Vires

135. A motion in respect to a matter which is beyond the scope of power (i.e. ultra vires the jurisdiction) of Council or a Committee shall not be in order except regarding a matter which, in the opinion of the majority of the Members, the question has to do with the welfare of the Municipality’s citizens generally.
Ruling Challenge
136. The ruling of the Mayor or Chair on a procedural matter, including a Point of Order and Point of Personal Privilege, may be overturned by a two-thirds vote of the Members. Such a vote is conducted by the Clerk.

Motions Without Notice
137. All notices of motions shall be in writing, with written notice (most commonly through the Agenda package notice), with the following exceptions that may be introduced without notice:

   a) Point of Order;
   b) Point of Personal Privilege;
   c) to suspend a rule of procedure in this by-law;
   d) for a ruling by the Mayor or Chair as to whether an action is in compliance with a rule of procedure;
   e) to overturn a ruling by the Mayor or Chair with respect to a matter of procedure;
   f) to call the question, which is not debatable; and,
   g) to adjourn, which is not debatable.

Dispensing with Notice
138. Any motion may be introduced without notice if the Members, without debate, dispense with notice with a two-thirds majority vote of the Members present.

Motion to Divide the Question
139. Any Member may request that the Mayor or Chair divide the question where there are separate propositions contained in a motion.

140. If there is no objection, the Mayor or Chair shall facilitate the debate and the vote shall be called on each proposition separately. If a Member objects to the division, the Mayor or Chair will call the vote on the question of whether the motion should be divided. In that case, a simple majority is required to divide the question.

141. A motion to divide the question is not debatable.

Motion to Amend
142. A motion to amend the main motion shall:

   a) be moved, seconded and then the amending portion(s) to the main motion shall be dictated;
   b) receive disposition of Council or the Committee before a previous amendment or the question;
   c) not be further amended more than once, although further amendments may be made to the main motion;
   d) be relevant to the main motion;
e) not propose a direct negative to the main motion, although it may propose a separate and distinct disposition of a question; and,
f) be put to a vote in the reverse order to that in which amendments were moved.

143. The vote on a motion to amend determines only whether the amendment is adopted. The next step will usually involve a vote on the main motion (with the amendments incorporated).

144. A Member other than the mover and seconder may suggest a clarification amendment to the current motion where it does not change the core substance and is intended to aid with clarity and grammatical correctness. The mover and seconder shall either accept or reject such minor changes immediately and without debate.

**Motion to Table**

145. A motion to table requires a mover and seconder. It takes precedence over a motion to amend.

146. A motion to table the main motion is debatable, but only with respect to the issue of whether to table the matter.

147. A motion to table the main motion may not be brought more than once during the same debate.

**Reconsideration**

148. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.

149. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.

150. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.

151. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

152. No delegations shall be permitted to speak on a Notice of Motion to reconsider.

153. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.

154. During the term of Council, a motion to reconsider shall not be permitted more than once nor shall a vote to reconsider be reconsidered.
Recess

155. Council or a Committee may without motion, recess for a short period deemed appropriate by the Mayor or Chair.

Voting

156. Every Member, including the Mayor and Chair, shall have one vote, unless otherwise prohibited by statute.

157. Every Member present at a Meeting who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and, when required, shall be so recorded, subject to the provisions of this by-law.

158. When a vote is called, every Member shall immediately:

a) occupy their seat and shall remain there until the result of the vote has been declared;
b) cease all discussion on the matter immediately; and,
c) not speak to any other Member or make any noise or disturbance.

159. Any question on which there is a tie vote result shall be deemed to be lost.

160. The Mayor or Chair shall call for a show of hands the Members in favour and the Members opposed and announce the result after each and every vote, unless it is by way of a recorded vote or it is unanimous.

Recorded Vote

161. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.

162. Recorded votes shall not be permitted in Committee Meetings.

163. Notwithstanding Section 162, a recorded vote may be called in Committee Meetings only if the vote is defeated.

PART VII – ENACTMENT

164. This by-law shall come into effect upon its passing.

165. That By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.
BY-LAW read, passed, signed and sealed in open Council this xx day of December, 2016.

_________________________   ______________________________
Shaun McLaughlin, Mayor    Shawna Stone, Clerk
Friends of Augusta Street Park

Friday November 25, 2016

Re: the Town’s 2017 Budget as it pertains to Augusta Street Park

Dear Mayor McLaughlin, council members, and staff,

Friends of Augusta Street Park is reaching out at budget time to request help to finish our park plan. We are very happy with our progress since starting in the spring of 2011 (see Council resolution 540 – 11). Using an asset-based community development approach we’ve managed to leverage the strengths of community citizens and associations. We have taken what was a little used public space with safety concerns and created an accessible community asset used and cared for by multiple generations. People have elevated Augusta Street Park to the status of “having been transformed.” We have finished 4 of the 5 park plan phases, with phase 5 being a small splash pad. Over the time we have been working on the park we have raised close to $60,000 without an official public fundraising appeal. Citizens, service clubs and granting agents like what we are doing and often use our work as a good example of citizen engagement as it pertains to park development.

Last year we were encouraged at the beginning of your budgeting process when an initial amount of $35,000 was being set aside to augment our efforts in Augusta. I’m sure you can understand our disappointment when this dollar amount didn’t stand in the budget and was reduced to zero financial support. Being a resilient lot we didn’t despair but kept on with our good work. In thanks for their support for the refurbishment of the Augusta Street Park basketball court we held a thank you event for NBA Canada and official, Jonathan Chang. Celebrating Augusta, and of course Almonte as the home of basketball, we also invited Jim and Beverly Naismith, and the Federal Minister of Sport and Persons with Disabilities, the Honourable, Carla Qualtrough to this event. Not only did NBA Canada cover the cost of the court but they told the story of the rebirth of the park and its link to James Naismith and basketball. This video, “Almonte and Basketball,” has been viewed more than 640,000 times world-wide and recognized as the most viewed video in NBA Canada’s history; a video that doesn’t feature an NBA star but our fair town. The value of this “commercial” for our town is immeasurable.

Recently we have been in discussions with the town’s public works manager, recreation director, and a playground/splash pad provider. Contrary to our earlier investigations it looks like we can build something small but suitable for less than $60,000. Even this amount can be lowered based on some in-kind site preparation from the town, the splash pad location, and by using the latest technologies available for dealing with waste water. We have also met with a citizen who self-identified as a grant writer wanting to help the park. We will work with her and seek some funding.

To help us “get over the top” we ask you to reinstate the $35,000 originally proposed at the beginning of last year’s budget process.

With kind regards, Jeff Mills (on behalf of Friends of Augusta Street Park)
A meeting of the COMMITTEE OF THE WHOLE was held on Tuesday, December 6, 2016 in Council Chambers.

PRESENT:
Committee: Councillor John Edwards, Chairperson
Mayor Shaun McLaughlin
Councillor Duncan Abbott
Councillor Denzil Ferguson
Councillor Alex Gillis
Councillor Christa Lowry
Councillor Jill McCubbin
Councillor Amanda Pulker-Mok (left at 8:06 pm)
Councillor Jane Torrance
Councillor Paul Watters
Councillor Val Wilkinson (left at 9:31 pm)

Staff: Diane Smithson, CAO
Shawna Stone, Clerk
Jeanne Harfield, Deputy Clerk
Steve Stirling, Planner (left at 7:45 pm)
Guy Bourgon, Director of Roads and Public Works (left at 8:19 pm)
Calvin Murphy, Recreation Manager (left at 9:22 pm)

ABSENT:
Councillor Edwards called the meeting to order at 6:18 p.m.

A. APPROVAL OF AGENDA

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

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS

1. Public Meeting: Zoning Amendment Gulis - 119 Gemmill Street

   The Planner provided an overview of the application. The Chair invited members of the public to comment. No one spoke.

2. Randy French – White Lake Preservation Project
   Brent MacDougall – Watersheds Canada
   Re: Update on State of Lake White Lake

   Randy French and Brent MacDougall provided an update on the progress of the State of the Lake report which is near completion. Mr. French discussed
development concerns, water quality issues, and maintaining the character of the lake. He asked for council and staff representatives to attend a round table in January/February 2017 to discuss development standards and lake capacity.

D. CONSENT MATTERS (for information)

1. CAO Monthly Report – December

Moved by Councillor Ferguson  
Seconded by Councillor Gillis  
THAT the CAO’s monthly report be received.  

CARRIED

E. UNFINISHED BUSINESS


A motion to receive the minutes of the Municipal Property Review Working Group dated November 1, 2016 was moved and seconded. Councillor Abbott called a Point of Order stating that it was an illegal meeting as quorum was present, the meeting was not advertised, and the vote on public consultation failed on a vote of 3-3.

The Chair ruled to call the question to receive the minutes.

Councillor Abbott challenged the decision of the Chair. The Clerk conducted a vote on the Ruling Challenge. The result of the vote was 8-3 in support of the Chair's ruling.

Moved by Mayor McLaughlin  
Seconded by Councillor Wilkinson  
THAT the minutes of the Municipal Property Review Working Group dated November 1, 2016 be received.  

CARRIED

Public Consultation:

Moved by Mayor McLaughlin  
Seconded by Councillor Ferguson  
THAT the Committee of the Whole approve a Public Information Centre (PIC) as outlined in the November 1, 2016 minutes of the Municipal Property Review Working Group meeting.

Moved by Mayor McLaughlin  
Seconded by Councillor Lowry  
Amendment to strike out and insert: with comments from the PIC to come forward to the Committee of the Whole for consideration.  

CARRIED
Moved by Mayor McLaughlin  
Seconded by Councillor Ferguson  
THAT the Committee of the Whole approve a Public Information Centre (PIC) as outlined in the November 1, 2016 minutes of the Municipal Property Review Working Group meeting, as amended, with comments from the PIC to come forward to the Committee of the Whole for consideration.  

CARRIED

Potential Concept Plan Layouts:

Moved by Mayor McLaughlin  
Seconded by Councillor Ferguson  
THAT the notices and advertisements for the PIC include conceptual drawings B to E2 as presented.  

CARRIED

F. STAFF REPORTS (for action and direction)

Recreation and Culture

1. Agricultural Advisory Sub-committee

Moved by Councillor Lowry  
Seconded by Councillor Gillis  
THAT the Committee of the Whole recommends that Council approve the Terms of Reference for an Agricultural Advisory Sub-committee of Community & Economic Development Committee;

AND THAT staff proceed to advertise for the available community positions for the sub-committee;

AND THAT Council appoint its representative based on the approved terms of reference.  

CARRIED – MOTION PREPARED

Planning and Development

2. Appraisal of Portion of Bay Street, Appleton

Moved by Councillor Lowry  
Seconded by Councillor Ferguson  
THAT the Committee of the Whole recommends that Council authorize staff to proceed with the appraisal for the remaining portion of Bay Street described as Part 2 RP26R-490, Village of Appleton, Ramsay Ward, Municipality of Mississippi Mills with the understanding that this may lead to the lands being sold to the affected property owner(s);

AND THAT the cost of the closure be borne by the residents who will benefit from the road sale.

CARRIED – MOTION PREPARED
3. Condominium Approval 100 Jamieson Street

**Moved by Councillor Gillis**  
**Seconded by Councillor Torrance**

**THAT** the Committee of the Whole recommends that Council support the exemption from Draft Plan of Condominium Approval for the lands legally described as Lot 153, Part Lots 143, 144, 151, 152, 154, 155, 160-164, Part Neilson Street, Being Part 1 on Plan 27R-5787, Almonte Ward, Municipality of Mississippi Mills, municipally known as 100 Jamieson Street, in order to allow the application to proceed directly to Plan of Condominium Approval by the County of Lanark.

**CARRIED – MOTION PREPARED**

4. Land Transfer James Naismith Way Turnaround

**Moved by Councillor Wilkinson**  
**Seconded by Councillor McCubbin**

**THAT** the Committee of the Whole recommends that Council support the transfer of Part 10 on Plan 27R-8748 to the owners of Part 11 on Plan 27R-8748 Ramsay Ward, Municipality of Mississippi Mills, as it is no longer required by the Municipality as a turnaround on James Naismith Way;

**AND THAT** Part 10 on Plan 27R-8748 be declared surplus to the requirements of the Municipality and disposed of to the adjacent property owners as the lands are deemed non-viable in accordance with Section 5 of Sale of Land By-law No. 09-41;

**AND THAT** Part 10 on Plan 27R-8748 be consolidated with Part 11 on Plan 27R-8748.

**CARRIED – BY-LAW PREPARED**

**Roads and Public Works**

5. Septage Update

**Moved by Councillor Watters**  
**Seconded by Councillor Pulker-Mok**

**THAT** the Director of Roads and Public Works report re: Septage Update be received.

**CARRIED**

Action: Director of Roads and Public Works to review the hours of operation and the costs associated with extended hours and report back.

6. ATV By-law Review

**Moved by Councillor Wilkinson**  
**Seconded by Councillor Gillis**

**THAT** the Director of Roads and Public Works report re: review of the ATV By-law 13-108 be received.

**DEFERRED – MARCH 2017**
Action: Director of Roads and Public Works to review the matter of jurisdiction and report back.

7. Park Refuse Containers

**Moved by Councillor Ferguson**  
**Seconded by Councillor Abbott**

**THAT** staff be directed to proceed with Option 2 - extended season for park refuse containers at select locations from early April to mid-November as detailed in this report;

**AND THAT** staff be directed to consider additional waste and recycling receptacles for the downtown area as part of the detailed design for the downtown reconstruction project.

CARRIED

8. Almonte Street Pedestrian Crossover

**Moved by Councillor Gillis**  
**Seconded by Councillor Abbott**

**THAT** the Committee of the Whole recommends Council approve the installation of a pedestrian crossover at the intersection of Almonte and Malcolm Streets in the spring of 2017 in accordance with the design prepared by Partham Engineering Ltd. dated November 16, 2016.

CARRIED – MOTION PREPARED

Finance and Administration

9. Input into County re: Ottawa Valley Trail

**Moved by Mayor McLaughlin**  
**Seconded by Councillor Ferguson**

**THAT** staff be directed to forward a letter to the County of Lanark advising that the Municipality of Mississippi Mills would like to provide input on leasehold improvements to the Ottawa Valley Trail at the public open house scheduled for February 16, 2017.

CARRIED

The Committee recessed at 8:23 p.m. and reconvened at 8:32 p.m.

10. Revised Procedural By-law

Members asked the Clerk to review the following provisions: recorded vote, Committee of the Whole Chair term, duration for ad hoc committees, adjournment time, deferring items, sober second thought mechanisms.

Action: Clerk to review and make amendments and/or recommendations. Revised draft by-law to come forward for consideration.
G. OTHER/NEW BUSINESS

Moved by Councillor Abbott
Seconded by Councillor Watters
THAT the Committee of the Whole recommends that Council establish a Parks and Recreation Committee made up of one Council Member from each ward and two ratepayers from each ward.

DEFERRED – JANUARY 2017

Action: Councillor Abbott to investigate and draft a terms of reference to be brought forward for consideration.

Moved by Councillor Torrance
Seconded by Councillor McCubbin
THAT the meeting be extended until 10:00 p.m.

CARRIED

H. CLOSED SESSION/IN CAMERA

1. CAO Performance Objectives

Deferred to December 20, 2016.

I. NOTICE OF MOTION

J. MINUTES

Moved by Councillor Abbott
Seconded by Councillor Ferguson
THAT the Committee of the Whole Minutes dated November 15 and 17, 2016 be approved.

CARRIED

Moved by Councillor Torrance
Seconded by Councillor Gillis

CARRIED

EAC

Moved by Councillor Wilkinson
Seconded by Councillor Ferguson
THAT a small item scrap metal bin for residents to be able to dispose of their metal waste;
AND THAT the proposed location be at 3131 Old Perth Road in the Public Works yard.

REFERRED – DIRECTOR OF ROADS AND PUBLIC WORKS
Heritage
Moved by Councillor Gillis
Seconded by Councillor Ferguson
THAT Committee of the Whole recommends that Council accept with regret Ian Maclean’s resignation from the Heritage Advisory Committee.

CARRIED – MOTION PREPARED

Heritage
Moved by Councillor Lowry
Seconded by Councillor Gillis
THAT Committee of the Whole recommends that Council designate 65 Mill Street under Part IV of the *Ontario Heritage Act*.

CARRIED – MOTION PREPARED

Heritage
Moved by Mayor McLaughlin
Seconded by Councillor Lowry
THAT the request for additional funds in the amount of $6,181.11 for 2016 to cover the Heritage Tax Relief for Thoburn Mill be received.

CARRIED

Riverwalk
Moved by Councillor McCubbin
Seconded by Councillor Gillis
THAT Committee of the Whole recommends that Council award the concept plan portion of the RFP for professional services for the Almonte Riverwalk Project to Lashley and Associates in the amount of $9,167.50 plus HST.

CARRIED – BY-LAW PREPARED

Moved by Councillor Gillis
Seconded by Councillor Wilkinson
THAT the Riverwalk Advisory Committee becomes a sub-committee under the Active Transportation Advisory Committee;
AND THAT the terms of reference for the Riverwalk Advisory Committee be amended to reflect this change once approved by Council.

REFERRED – STRIKING COMMITTEE

K. INFORMATION LIST AND MEETING CALENDAR

Moved by Councillor Lowry
Seconded by Councillor McCubbin
THAT the information list and meeting calendar be received;
AND THAT Item 8 – Friends of Augusta Street Park 2017 funding request be brought forward to the next Committee of the Whole for consideration.

CARRIED
L. ANNOUNCEMENTS/QUESTIONS OF STAFF

Public Meeting – 2017 Budget and 2017 Water/Sewer Budget – December 13, 2016, 7:00 p.m.
Council Meeting – December 20, 2016, 6:00 p.m., followed by Committee of the Whole

M. ADJOURNMENT

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

CARRIED

The meeting adjourned at 9:51 p.m.

Shawna Stone, Recording Secretary
A meeting of the COMMITTEE OF THE WHOLE was held on Tuesday, December 13, 2016 at 6:00 p.m. in Council Chambers.

PRESENT:
Committee:  Councillor John Edwards, Chairperson
            Mayor Shaun McLaughlin
            Councillor Duncan Abbott
            Councillor John Edwards
            Councillor Denzil Ferguson
            Councillor Alex Gillis
            Councillor Christa Lowry
            Councillor Jill McCubbin
            Councillor Amanda Pulker-Mok (arrived at 6:22 p.m.)
            Councillor Jane Torrance (left at 6:43 p.m.)
            Councillor Paul Watters

Staff:      Diane Smithson, CAO
            Rhonda Whitmarsh, Treasurer
            Guy Bourgon, Director of Roads & Public Works

Others:    Scott Newton, General Manager, Mississippi River Power Corporation
            Paul Virgin, President, Mississippi River Power Corporation

ABSENT:    None

Councillor Edwards called the meeting to order at 6:04 p.m.

A.  APPROVAL OF AGENDA

   Moved by Mayor McLaughlin
   Seconded by Councillor Abbott
   THAT the agenda be approved as presented.  
   CARRIED

B.  DISCLOSURE OF PECUNIARY INTEREST

   None were declared.

C.  OTHER/NEW BUSINESS

   1.  Proposed Changes to the Compensation Flow during Winter Months
        Mississippi River Power Corporation (MRPC)

      Scott Newton made a presentation to Committee regarding MRPC's proposed
      amendment to its Permit to Take Water.  The presentation included information
      on the background to the issue, the proposal to Committee of the Whole, flow
      requirements, frequency, the impact on the plant resulting from low flows and
      the consultations undertaken with various agencies regarding this matter.

      Paul Virgin then reviewed the discussions that have taken place at MRPC
      Board meetings regarding this matter.  He confirmed that if MRPC does not
address this matter and damage occurs to the plant, they will not be covered by insurance.

After all questions of Committee had been addressed, the following motion was presented for consideration:

Moved by Councillor Gillis  
Seconded by Councillor Ferguson  
THAT the Committee of the Whole accept the report on proposed changes to the compensation flow from the Mississippi River Power Corporation as information.

CARRIED

The meeting recessed at 6:52 p.m.

The Chair called the meeting back to order at 7:02 p.m.

D. PUBLIC MEETINGS

1. Public Meeting: 2017 Budget

The Treasurer presented the 2017 budget and responded to questions from Council and residents. The following residents addressed Council:

- Ted Legg suggested performance measures to show how well we are doing, and use of bench marks to improve efficiency and effectiveness
- Ted Legg informed Committee regarding his new neighbor who moved from Kitchener-Waterloo to Mississippi Mills and was shocked that sidewalks are plowed
- Bob Lauzon inquired about Municipal policy regarding sidewalk construction in new developments
- Paul Eggington commented on how pleased he was to see additional dollars added to the budget for increased gravel for rural roads and for working towards returning to a five year gravel replacement cycle
- Ed Wilson commented positively on the Long Term Financial Plan. He inquired if there were any guidelines for reserves
- Barbara Taylor inquired about the policy for snow clearing of sidewalks as there are different levels of service depending on the location of sidewalks within the Municipality; she expressed concern regarding flooding created from snow on sidewalks that are not cleared when there are flash thaws

After all questions had been addressed, Chair Edwards thanked the Treasurer for her presentation.

ACTION: The final 2017 budget will be presented at the next Council meeting for approval.
2. Public Meeting: 2017 Water and Sewer Budget

The Director of Roads & Public Works presented the 2017 water and sewer budget and responded to questions from Council and residents. The following residents addressed Council:

- Ted Legg inquired about whether the Municipality is seeing water conservation occurring and if so, what its impact is on the water budget; he inquired whether the reduction in reserves was as a result of water conservation efforts
- Brian Gallagher inquired whether the Municipality installs multiple water meters in multi-unit buildings
- Councillor Ferguson inquired if there was any advantage to installing radio frequency water meters sooner than the current phase-in plan

After all questions had been addressed, Chair Edwards thanked the Public Works Director for his presentation.

ACTION: The final 2017 water/sewer budget will be presented at the next Council meeting for approval.

E. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting – December 20, 2016, 6:00 p.m., followed by Committee of the Whole

F. ADJOURNMENT

Moved by Councillor Lowry
Seconded by Mayor McLaughlin
THAT the Committee of the Whole meeting be adjourned.

CARRIED

The meeting adjourned at 8:00 p.m.

____________________________________
Diane Smithson, Recording Secretary
Chairperson Scott McLellan called the meeting to order at 8:06 a.m.

1. Approval of Agenda
To add 6.3) Chamber of Commerce 6.4) Ultramar site

Moved by Terry Lumsden
Seconded by Mary Rozenberg

THAT the November 15, 2016 agenda be accepted as amended.

CARRIED

2. Disclosure of Pecuniary Interest
None

3. Approval of Minutes – November 1, 2016

Moved by Terry Lumsden
Seconded by Ron MacMeekin

THAT the minutes of November 1, 2016 be accepted as presented.

CARRIED

4. Delegations – Marie White – Lanark County Tourism
Marie White distributed handouts of the Lanark County Tourism Marketing Plan for 2017. The proposed tourism projects for 2017 were outlined as:
   o Lanark County Road Map (publication, distribution to Ontario Visitor Centres)
   o Lanark County Festival & Event Guides (publication, distribution thru Ottawa Citizen)
Advertising – Best of Ontario Magazine
Ottawa Sun Maple Feature, Radio Campaign
Visitor Services Training, Travel Media Tours as requested
Tourism Signs at Municipal Offices.

She explained that they would be distributing 140,000 copies of the Festival & Event Guide across various sections of Ottawa as an Ottawa Citizen insert. This is to take place in January 2017. 10,000 copies would be distributed to the various Ontario Visitor Centres. She outlined the cost to print the guide and the distribution costs. She would send the Tourism Statistics Summary per year for information.

Mission Statement:
Lanark County fosters and promotes sustainable tourism for the economic prosperity of our communities. To build on the growth of the tourism industry as a major employer and contributor to the local economy, efforts are placed on increasing visitation and length of stay within Lanark County.

5. Business Arising

Business Breakfast – November 24
Topic will be Social Media. Guest speakers will be Vicki Venstra – Tin Barn Market and Bob Volks -Gilligallou Bird Inc. Both speakers are doing very well in their businesses using social media tools such as Facebook, Twitter, Snap Chat, Instagram etc.
Tiffany is to draft another survey for the participants to complete. Cindy James is to give information on the Small Business Advisory Centre’s social media courses/training.

6. New Business

Downtown Almonte Washrooms
Tiffany explained that the plan for the downtown infrastructure project was presented to Council. The topic of public washrooms was not part of the plan. Gord Pike requested that public washrooms be investigated and possible added to the project as a stand alone structure. The Mayor and Diane Smithson suggested that the topic be brought to C&EDC for further discussion.
Gord has washrooms in the Heritage Court Mall and would like to refrain from having the public use them due to the costs involved with cleaning, upkeep, supplies. Currently The Centennial Restaurant in Pakenham is the public washrooms for the village. The municipality pays for a specific number of sceptic pumps per year for the Centennial Restaurant. Tiffany is to confirm which budget the funds come from.

Moved by Vic Bode
Seconded by Terry Lumsden
THAT C&EDC committee recommends Council to negotiate with Gord Pike Holdings on the use of his mall washrooms by the public and to determine which budget any funds would come from.

CARRIED
FICE- First Impressions Community Exchange
Tiffany explained how the FICE is a volunteer run program where similar type towns will partner to give their first impressions of the town. Cardinal is looking to exchange with Pakenham. There is no cost to participate in the program. Tiffany is looking to arrange a group of volunteers with a wide range of interests to participate. (youth, senior, business person, school principal, tourism background etc.)
Bridging Generations group is also interested in the program. More information will be brought forward to the committee.

Agri-Food Mapping
Further to what Stacie Lloyd mentioned at the last meeting, she will be sending out a request to the various municipalities regarding Agri-Food information; farmers, food listings, restaurants, food processing, farm gate/markets etc.
Once the project is completed there will be a presentation to the committee.

Mississippi Mills Chamber
There was a meeting on November 10 at the Almonte Old Town Hall. A Transition Committee was struck to further investigate the future of the Chamber. They will survey local businesses to judge the interest in having a Chamber and if so, how do they perceive the Chamber to be. There will be no fees collected in the meantime and a public announcement will be made in May with the results from the Transition Committee.
The Transition Committee will also be reviewing the mission statement.

Ultramar Site
There is no real update on the status of the Ultramar site. Diane has made inquiries with no results as yet.

7. Report from CEDC members on Mississippi Mills Committees

Note all the important event dates listed below.

Sunday Dec 11 – David Francey Christmas concert will take place at the Almonte Old Town Hall.

Tickets for the Charlott Gray /Textile Museum fundraiser are for sale the Mill Street Books.

The Christmas baskets and Mill St. décor should be installed prior to the Holiday Mill St Market.

8. Information

9. Meeting dates:
   o December 6 & 20
11. Other important dates
   * Downtown Almonte Christmas Street Market - November 17th
   * Pakenham Country Christmas - November 25th
   * Festival of Small Halls “The Once” - December 1st
   * Light Up the Night - December 2, 2016
   * Pakenham Santa Clause Parade - December 3 1:00PM
   * Almonte Night Parade - December 4th
   * Mississippi Mills Volunteer and Staff Christmas Party – December 10th
   * Kintail Country Christmas – December 17th
   * Puppets Up! Christmas Carol – December 16th and 17th

12. Adjournment

Moved by Mary Rozenberg
Seconded by Terry Lumsden
THAT the November 15, 2016 CEDC meeting be adjourned.  

Meeting was adjourned at 9:30AM

CARRIED

________________________________
Bonnie Ostrom, Recording Secretary
Chairperson Scott McLellan called the meeting to order at 8:06 a.m.

1. Approval of Agenda
To add 6.1) Lock up at the fairgrounds 6.2) website
Moved by Terry Lumsden
Seconded by Jeff Mills
THAT the December 6, 2016 agenda be accepted as amended.

2. Disclosure of Pecuniary Interest
None

3. Approval of Minutes – November 15, 2016
Moved by Vic Bode
Seconded by Mary Rozenberg
THAT the minutes of November 15, 2016 be accepted as presented.

4. Delegations - None
5. Business Arising

- **Business Breakfast – November 24**
  From all feedback it was another success. The guest speakers had varying ways of using social media which was helpful to the participants. Cindy James from the Small Business Advisory Centre will be scheduling courses based on feedback from the participants on which social media courses they would like to see. Thanks to the Civitan for the breakfast/facility. The Civitan will be working on improving their sound system.

- **Lanark County Tourism**
  It was confirmed that Mayor Shaun McLaughlin and Councillor Jane Torrance are the Mississippi Mills representatives on the Lanark County Board. After some discussion on the presentation from Marie White (Lanark County Tourism) the committee felt that Mississippi Mills should have more representation with regards to tourism funds. Mississippi Mills is the largest municipality within Lanark County and should thereby be more involved in the process. The committee felt that the presentation lacked any way of measuring its success, and was a one shot deal with print material that will not reach the target market. The committee discussed various options to using the tourism funds that would meet the desired target audience. It was also thought that perhaps a total review of Lanark County Tourism be conducted in 2017 to review targets, mission statement goals, social media strategy etc. Questions to ask with regards to advertising: 1) Who is the target? 2) What is the message? 3) Choose your medium 4) Evaluate how successful you are.

  Moved by Jeff Mills
  Seconded by Mary Rozenberg
  THAT the C&EDC committee recommends that Chairperson Scott McLellan and others from the committee go as a delegation to the Lanark County Council to put forth the committees concerns.

  CARRIED

- **Agricultural Sub-committee**
  The report is before COW tonight. More information will follow at the next meeting.

6. New Business

- **Lock up at fair grounds**
  It was brought forward for discussion that perhaps the Almonte Fair Board be approached to have lock up space available to store canoes and kayaks. It was thought that perhaps this could have spin offs in the summer for a rental business, giving lessons
at the beach etc. A list of names/numbers of those who are interested in having a lock up at the fairgrounds will be given to the new President of the Fair Board.

- Website
  Tiffany confirmed there is a problem with the Explore Mississippi Mills website. It seems the domain was registered incorrectly and the hosting company switched things over incorrectly. If you try to access Explore Mississippi Mills it will automatically go to Neil Corp Homes website. The host company noted that this will take 60 days to reverse. Tiffany is working with them and stressing that it is unacceptable to have a municipal website linked to a local builder. She will keep the committee up to date.

7. Report from CEDC members on Mississippi Mills Committees

Bridges Restaurant is up and running in the old Love That Barr location in Pakenham.

The drug store will be opening in the new year in Pakenham.

The Christmas parades and Light Up the Night were a great success last weekend! Thank you to Scott McLellan and Mary Rozenberg for judging the Almonte parade!

Sunday Dec 11 – David Francey Christmas concert will take place at the Almonte Old Town Hall.

The Charlott Gray /Textile Museum fundraiser had about 90 people in attendance and raised $400.00 for the Textile Museum.

The Almonte Civitan will be hosting wine tasting events; 8 different evenings to learn about wines of the world. This would make a great Christmas gift!

The Almonte Civitan hosted the Violet Femmes fundraiser for Interval House. They raised $21,000.00 that evening!

January 12 – Almonte Fair Board fundraiser dance will be held at the Almonte Civitan.

MMYC will have their grand opening Thursday Dec 8. Tiffany is to distribute the wish list from the youth centre to the committee members.

The Almonte Library/MMYC book sale raised $3000.00

Mount Pakenham will be opening this weekend.

Scoops has removed a building on their lot, Vic is looking for ideas on how to use the space.
Christa Lowry and Stacey Lloyd attended The Eastern Ontario Food Conference in Bellville and returned with a variety of interesting ideas to foster. More information will come forward in 2017.

Kelly Sloan/Lynn Miles concert on Friday Dec 23 – Almonte Old Town Hall –proceeds to the MMYC.

Chamber of Commerce Transition Committee is to meet tonight. Reports from that session will come forward at the next meeting.

One of the movies shot in Almonte last year (Rooftop Christmas) will be aired on various channels this coming week. The credits list Town of Almonte and Carleton Place.

8. Information

9. Meeting dates:
   - December 20

10. Other important dates
   - Mississippi Mills Volunteer and Staff Christmas Party – December 10th
   - Kintail Country Christmas – December 17th
   - Puppets Up! Christmas Carol – December 16th and 17th

11. Adjournment

   **Moved by Mary Rozenberg**
   **Seconded by Terry Lumsden**
   **THAT the December 6, 2016 CEDC meeting be adjourned.**

   Meeting was adjourned at 9:20AM

   ___________________________________________________________________
   Bonnie Ostrom, Recording Secretary
The Corporation of the Town of Mississippi Mills
Beautification Committee Meeting
Thursday November 17, 2016 at 8:00AM
Almonte Old Town Hall meeting room

Present: Fern Martin (chairperson)
Cornelius Berg
Jenny Doyle
Betty Waterman
Julie Yeaman
Joachim Moenig
Lea Anne Solomonian

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

Regrets: Garwood Tripp, Jill McCubbin, Carol Kenward

Chairperson Fern Martin called the meeting to order at 8:10 am.

A. Approval of Agenda

Add: Eg) Slogan Eh) Hydrants

Moved by Julie Yeaman
Seconded by Jenny Doyle
THAT the November 17, 2016 agenda be accepted as amended.
CARRIED

B. Disclosure of Pecuniary Interest

C. Round Table – Positive observations around Mississippi Mills

D. Approval of Minutes – October 20, 2016

Moved by Jenny Doyle
Seconded by Julie Yeaman
THAT the October 20, 2016 Beautification minutes be accepted as presented.
CARRIED
E. Business

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

**Appleton:** The martin birdhouse has been installed. New cork will be installed on the community board in the spring. Christmas lights will be installed on the bridge by area volunteers.

**Clayton:** Jenny will install the tree trunk protectors on the pear trees and new maple trees before winter.

**Blakeney:** Thanks to Malta for installing the new cork on the community board.

b) Updates from Pakenham and Almonte Hort. Societies

**Pakenham Hort:** Fern stated that the Pakenham Hort has decided they would like only red & white for the flower baskets/barrels in Pakenham for Canada 150 next summer.

As a Canada 150 project the Pakenham Hort will be looking at installing a large hat made of flowers on various levels. Fern had shown sample pictures from the Botanical Gardens. The possible location would be in the park area across from the old Heddy’s clothing building at the end of the 5 span bridge. The location to be discussed with Calvin.

**Almonte Hort:** it was suggested that another “hat” be installed at the Hwy 29 and Perth St. Fern to contact Lanark County regarding that location.

c) Fall Newsletter

Tiffany and Fern are still working on the submissions for the newsletter. Fern is to contact Laurel Cook to get photos of her banner sewing group. A special thank you to Patricia Brunelle for the fabulous restoration job on the murals.

d) Public Art Contest Canada 150

Tiffany handed out a draft RFP for the public art contest. Committee members are to review and send feedback to Tiffany before the next meeting. Calvin will have to be informed of the project and to be included in the park location process. Tiffany will submit a report to Council regarding this project. The objective is to have a piece of public art in a park in each of the communities; Appleton, Blakeney, Clayton, Pakenham and Almonte.

Tiffany to forward the draft Dale Dunning for feedback as well.

The project timeline will be discussed further at the next meeting.
e) Shade Structure – Pakenham Beach

Another project for 2017 will be a shade structure for the Pakenham beach or the 5 Span Bridge Park. ADHS has been tasked with one shade structure for the Riverfront Estates Park. Tiffany to check to see if they can build another for Pakenham.

f) Tree List

Tiffany to send the committee the revised tree list for review.

g) Slogan

It was suggested that perhaps the slogan/message could be printed on residents mailboxes so it could be read as people drive by.

h) Hydrants

Tiffany received a response from Director of Public Work- Guy Bourgon with regards to the flushing of the hydrants. Staff is very cognizant of the drought conditions this past summer and kept the flushing to a bare minimum. Flushing hydrants is a standard practice to protect water quality. Any water discharged is properly de-chlorinated and is released to the water courses through our storm drainage system where it has the opportunity to infiltrate back into the ground.

F. Tree Meeting Report – no report at this time.

G. Correspondence

H. Round Table

Tiffany confirmed that the Library stakeholder meeting discussed possibly building three more lending libraries. Locations are to be determined.

Tiffany explained FICE (First Impressions Community Exchange) program and how Cardinal, Ontario are looking to partner with Pakenham. Tiffany is looking to get a group of volunteers from Pakenham with varying backgrounds to view Cardinal and give constructive criticism on their first impressions of the village. The group of volunteers from Cardinal will do the same in Pakenham. She will advise who will be on the volunteer committee for this program once determined.

A new pharmacy will be in Pakenham in the new year.

Pakenham Country Christmas will be held on Saturday November 26.
Joachim confirmed that a time capsule was found at Mill Falls in the summer. The Textile Museum has the artifacts; coins, tokens from 1858, newspapers from 1885, picture of Rosemond. A restorer from the Defunbunker was also present to view the artifacts. Mill Falls residents are putting together a history of Mill Falls and the Textile Museum is holding Mill Worker Reunions.

Fern was happy to announce that Bridges Restaurant will be opening in the old Love That Barr location.

The Christmas baskets look fantastic again!

It was suggested that we light one of the large trees across from The Hub next year. Tiffany to advise on the cost of the lights/labour.

The Ottawa St. landscaping plan is now being reviewed by the Active Transportation committee. More details will be given at a later date.

It was suggested that we alternate banners next summer with Canada Flag banners for Canada 150 celebrations.

Next meeting:
Thursday December 15, 2016 at 8:00AM - Old Town Hall meeting room.

I. Adjournment

Moved by Betty Waterman
Seconded by Joachim Moenig
THAT the November 17, 2016 Beautification committee meeting be adjourned.

Meeting was adjourned at 9:50am.

Bonnie Ostrom, Recording Secretary
Almonte Daycare Centre Advisory Committee meeting held on Wednesday, November 23, 2016 at 7:00 p.m. at the Almonte Daycare Centre.

PRESENT: Councillor Amanda Pulker-Mok, Members Joni Patterson, Rhonda Branje and Rebecca Meilleur

ABSENT: Stephanie Kolsters,

STAFF: Karen Kane, Director

A. APPROVAL OF THE AGENDA

Moved by Amanda Pulker-Mok
Seconded by Rhonda Branje
THAT the agenda be approved as amended, circulated and read.
Carried

B. DISCLOSURE OF PECUNIARY INTEREST

In the absence of Chairperson Stephanie Kolsters, Acting chair Join Patterson inquired if any member of the Daycare Advisory Committee had any conflict of interest in matters before the Committee and if so, that they declare the interest now or at the time of discussion.

C. APPROVAL OF THE MINUTES

Moved by Rebecca Meilleur
Seconded by Amanda Pulker-Mok
THAT the minutes of the Daycare Advisory Committee meeting held on Wednesday, September 21, 2016 be approved as circulated and read.
Carried

D. DELEGATIONS

None

E. BUSINESS ARISING FROM THE MINUTES
F. REPORTS

1. CORRESPONDENCE

September 22, 2016  Indira Naidoo-Harris, Associate Minister of Education re: Commitment to creating 100,000 new Daycare spaces over next five years.

September 30, 2016  Ontario Clean Water Agency re: Lead Inspection results Almonte Daycare Centre

October 6, 2016  Holly Moran, Director, Child Care Quality Assurance and Licensing Branch re: Tip Sheet for 2017 Regulations Changes

October 24, 2016  Hanan Atwy, Public Health Inspector re: Almonte Daycare Centre Kitchen Inspection Report

October 24, 2016  Hanan Atwy, Public Health Inspector re: Almonte Daycare Centre Facility Inspection Report

October 25, 2016  Lori Hickling, Program Advisor re: Supervisor approval for Karen Bolger, RECE at Holy Name of Mary School


2. FINANCIAL REPORT

Revenues over expenses for October 31, 2016 $56,236.02

3. DIRECTOR’S REPORT

- Rebecca Elliott will commence her maternity leave on December 23, 2016
- Daycare furnaces have been serviced for the summer months. New
programmable thermostats have been ordered with the expectation of energy savings.

- The Daycare Centre fundraiser for the Fotherby-Verk family raised $1000 in gift cards.
- A Serious Occurrence was reported to the Ministry by staff at Naismith School. A child failed to show up at the program after school. It was later discovered that the child stayed with the classroom teacher. The principal confirmed that in the future the classroom teacher will notify the Daycare staff.
- Juice has been taken off the Daycare menu due to the high sugar content.
- Health and Safety funding for the purchase of six new cribs as well as the replacement of the front stair railing has been requested from the County of Lanark.
- The parent newsletter has been sent out to families with the Christmas Holiday Schedule as well as the 2017 Fee Schedule.
- A full staff meeting is scheduled for November 30, 2016 to review new policies and procedures.
- The Daycare Before and After Programs will remain open regular hours on snow days. However, if the School Board closes the school for any reason, the Before and After program will be closed.
- The app “Hi Momma” will be introduced to all programs at the Daycare Centre in January.

G. **NEW BUSINESS**

1. The Advisory Committee reviewed the amended 2017 Operating and Capital Budget for the Daycare Centre and School Age Program’s.

2. The drywall and painting in the preschool room and staff bathroom has been completed. The railing at the entrance of the centre is being replaced and installation is expected any day. The remainder of the capital items will be completed in 2017.

3. The Committee reviewed the Licence Inspection which was held on November 8, 2016 at Naismith School. All non-compliances have been addressed.

4. The Committee reviewed a few of the new policies. The remainder will be reviewed at the next meeting in January. More policies changes are scheduled for January 1, 2017.

5. Karen Kane asked the members for input into the Parent Handbook. Some items are mandated by the Province, but would also like feedback from parents.

6. No further action on the Statement of Claim at this time.
H. **MEETING ANNOUNCEMENT**

The next Daycare Advisory Committee meeting will be held on Wednesday, January 18, 2017 at 7:00 p.m. at the Almonte Daycare Centre.

Meeting dates for the Daycare Advisory Committee in 2017 are as follows; January 18\textsuperscript{th}, March 22\textsuperscript{nd}, May 24\textsuperscript{th}, September 20\textsuperscript{th} and November 22, 2017

I. **ADJOURNMENT**

Moved by Join Patterson  
That the meeting be adjourned at 8:54 p.m.  
Carried

Karen Kane,  
Daycare Director  
Recording Secretary
A regular meeting of the Active Transportation Advisory Committee was held on November 24, 2016 at 6:00 p.m. at the Almonte Old Town Hall.

Present:
- Councillor Paul Watters
- Jeff Mills
- Robbie Brady
- Theresa Peluso
- Heather Smith
- Danielle Shewfelt
- Councillor Jill McCubbin
- George Yaremchuk

Absent:
- Councillor John Edwards
- Maureen Dern

Staff:
- Guy Bourgon, Director of Roads and Public Works
- Calvin Murphy, Recreation Manager
- Steve Stirling, Planner
- Cory Smith, Recording Secretary

Chair, Jeff Mills called the meeting to order at 6:00 pm.

A. APPROVAL OF AGENDA:

Moved by: Danielle Shewfelt
Seconded by: Councillor Jill McCubbin

THAT the agenda be approved. CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None

C. DELEGATIONS/PRESENTATIONS/TOURS:

1. Rail Trail – Mississippi Mills County Councillors invited to discuss and answer questions.

   No one from the County attended the meeting therefore no discussion on this item occurred.

2. Draft Ottawa Street Landscaping/bicycle accommodations plan – Steve Stirling

   Steve provided an overview to the Committee.

   Moved by Councillor Paul Watters
   Seconded by George Yaremchuk
THAT the Active Transportation Advisory Committee recommends that Council supports a single 3 m non-motorized shared lane in the boulevard on both sides of Ottawa Street from Industrial Street to Paterson Street;

AND FURTHERMORE THAT care be give in reviewing crossings at the intersections and entrances along the corridor.

CARRIED – MOTION PREPARED

D. APPROVAL OF MINUTES:

Moved by Guy Bourgon
Seconded by Councillor Paul Watters

THAT the amended Active Transportation Advisory Committee minutes dated September 29, 2016 be approved.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES:

1. Gemmill Park – review walk through

   a. Update on Motion for pedestrian cross over at Malcolm & Almonte.

   Guy presented design drawings of the proposed cross over.

   Moved by Theresa Peluso
   Seconded by Danielle Shewfelt

   THAT the Active Transportation Advisory Committee supports the cross over design as presented.

   CARRIED

   b. Proposed Trail, with elevation drawings - George

   Moved by Guy Bourgon
   Seconded by Councillor Jill McCubbin

   THAT the Active Transportation Advisory Committee approves the location of the accessible walking trail through Gemmill Park in principle, subject to the Accessibility Advisory Committee and the Gemmill Park Committee reviewing the location;

   AND FURTHERMORE THAT a detailed design be completed in advance of the construction of the pathway to ensure that a 5% accessible grade is achieved.

   CARRIED

2. AT Priorities – Spine Routes

Deferred until the next meeting.

F. ACTIVITY LIST:

1. Activity List – Danielle Shewfelt to review dates for grants.

G. REPORTS:

H. INFORMATION/CORRESPONDENCE:

126
1. Safe School Committee – Danielle Shewfelt provided a verbal update.

I. OTHER/NEW BUSINESS:

1. MTV Sign Proposal – George Yaremchuk – Remove from Agenda

2. Complete Street Policy – Draft Policy – George, Maureen and Theresa
   Timeline for additions to the OP – end of year
   Currently working on the draft. Sub-Committee will meet and bring a
   recommendation to the first meeting in 2017.

3. Bicycle Friendly Business District information/formation – George Yaremchuk –
   No new information

4. Liaison with Town Accessibility Advisory Committee – George Yaremchuk –
   George reported on his meeting with the Committee.

5. MTO Province Wide Cycling Network Study Workshop – Jeff Mills report on
   workshop.
   Jeff provided an update.

6. Pakenham – Increase Pedestrian Access and Safety

   Moved by
   Seconded by
   THAT the Active Transportation Advisory Committee recommends that Council
   approve an engineering design be completed for a pedestrian cross walk in
   Pakenham at County Road 29 and Waba Road.

   MOTION DEFERED
   To be discussed further in January.

H. MEETING ANNOUNCEMENTS:

   Active Transportation Advisory Committee       Old Town Hall– 6:00 pm

   Thursday, January 26, 2017

I. ADJOURNMENT:

   Moved by Councillor Watters
   Seconded by Councillor McCubbin

   The meeting be adjourned at 8:07 p.m.

   CARRIED
**MMYC Interim Board Meeting Minutes**  
**Monday, December 5, 2016**  
**4:00 p.m. Youth Centre**

**Introductions:** Pat Arbour and Jessica Cornford introduced themselves and highlighted their backgrounds for the group.

**In Attendance:** Pat Arbour, Laura Guthrie, Mary-Ann Murray, Fraser Scantlebury, Laura Guthrie (left at 4:45 p.m.), Les Voakes, Judy Marsh, Jeff Mills, Calvin Murphy (left at 4:45 p.m.), Diane Smithson, Jane Torrance, Jessica Cornford, Kevin Clouthier (arrived at 4:45 p.m.)

**Regrets:** Derek McLenaghan

**Great things happening with youth**
- Programming was detailed in the report circulated in advance by Sarah
  - Overall the centre has provided 19 drop-in activities with more than 159 visits recorded with an average of around 8 youth per visit (ranging from 1 to 31 youth).
  - Sarah worked with four youth to write the application in October to the Dare to Dream program at the Ontario Centre for Excellence for Child and Youth Mental Health. We have just received confirmation that we were successful in procuring a grant for $4,369.60.
  - Communications, fundraisers and grand opening planning for the youth centre were also detailed in the report.
- Word on the street: Carleton University Landon Pearson Centre for Children’s Rights – Celebrating Charter, WE day in Ottawa

**Business Arising from Minutes:**

**Open House – December 8, 6-8pm**

**Updates**
- MCs: Jane is to MC the event with youth. Les is to ask Auz (a youth member) and other youth about being an MC. Interested youth are to arrive at 5p.m. for rehearsal and Jane will write a script so youth have direction.
- Fraser offered a sound system (speaker and microphone) and will deliver it to Jane.
- The Hub is picking up the cost of the catering being provided through Jessica’s Syrian Catering; nachos are being provided by Dandelion Foods; Laura will provide a coffee maker; a hot water maker for tea will come from the Almonte Old Town Hall; cake and supplies are being provided by Patrice’s Independent Grocer,
- Someone is required to direct parking to Blackburn’s Garage and an A-frame sign would also help to direct people to the parking for the event
• Celebrity Guests: Jack McLaren, MPP, Mayor Shaun McLaughlin, and Bill Dobson, Sharon Mousseau, Louis Antonakos and John Fenek from Lanark County Council
• Tours will be provided by board members and youth as ambassadors
• Name tags will be provided by Calvin, Jane and Fraser
• There will be an open wall for comments and ideas with wish list items and thanks yous which will be organized by Sarah
• Tables and chairs from the book sale will be used. Les and Calvin are to determine if additional tables and chairs are required.
• Music: Laura will build a playlist of music to fill silences
• Advertising: a story was on the front page of the Metroland paper and will be covered by a Metroland journalist. The event was advertised all over Facebook and in the Millstone. Jane will send advertising to Radio Stations. Sarah to send media release to Fraser to distribute to Radios. Businesses downtown: Sarah to ask Tiffany to send through MAAP email/Facebook group. Les to go to neighbours with youth to hand out invitations. Sarah to get A-frames from Jeff to put on street to advertise.

Up and Running!
Construction Status and Wish List Items Updates:
• We have received $1,000 ($500 each) from Almonte and Pakenham Civitan Clubs to purchase appliances
• Laura to approach Cynthia from My Upholstery Shop for cushions for box seating and Les is to get large castor wheels from Home Hardware or Home Depot for same
• Occupancy rating for building: Les to meet with Len Smith, CBO and Peter Mansfield to do a final occupancy inspection at 2:15 p.m. tomorrow afternoon and the Fire Inspector is to determine the final occupancy number

Staffing:
• Les provided guidelines for hours of operation. Weekdays 2-6 p.m. are the most important hours. Fridays target age group: 12-18. Dinner program could bridge the gap between drop-in and Gym Night.
• Jeff mentioned that Tom is available to do afternoon shifts (perfect for this position as his work with youth is extensive!)
• Jane: we would have needed to know today the person to hire and the hours required. Les to provide report to Diane regarding hiring parameters.
• Two students needed starting January 16, 14 hours per week Monday and Tuesdays
• Jane: would like to see family programming on Saturdays for younger kids and parents, partnership programs with library, Ontario Early Years play group
• Other possibilities: 4H club (Warren at Lanark Highlands Youth Centre), Open Doors, Scouts, etc.; outreach to continue
• Jane: Al-Anon was looking for space a few years ago. Tag line on marketing: how can you partner with your community youth centre? Looking for meeting space?
• Les was looking for Christine Bois: Jeff provided her contact information.

**PhD student Claudia Rocca**
• Les sent an email to the PhD student and received no response. Jeff to get in touch with the supervisor again.

**TYPS financial position**
• Fraser to follow up with his contact regarding the previous TYPS financial position and report at the next meeting.

**Grant Funding and Partnerships**
• Dare to Dream: Sarah to send all grant information to Diane for audit purposes.
• The Hub offered to contribute the proceeds from one of their sales days to the youth centre. In order to accept this offer we need to help run the store: Thursday (late bag sale) $900-1,500 in estimated proceeds.
• A formal letter from Les prepared by Diane will be forwarded to the Board Chair to request $500 per month in funding for the youth centre.
• Pat indicated he may have 4-5 clients who will make a monthly pledge to the youth centre and commit to 6-12 months of donations. Corporate sponsors could have logo on wall but Pat advised that many would rather remain anonymous.
• **NEWS:** During this meeting, Pat Arbour secured a corporate contribution for 1 year; he will follow up with his contact to finalize.

**Policy and Legal**

**Federal Incorporation and charitable status**
• Les reported that the lawyer indicated they are finalizing the report with addresses from board members. Deadline for completion of incorporation is the end of the year. It is hoped that the first Youth Centre meeting in January will be as an officially incorporated board.

**Board Recruitment**
• Vulnerable Sector Police Check – letters are to be taken to the OPP
• Les to prepare letters for board members who don’t have one: Jane, Jessica and Pat
• It was noted that there are a good mix of ages and experiences on the founding board
• Reminder to ask for youth board members

**New Business**
Budget 2017 (draft distributed)

- There are many questions and concerns. Please send questions to Les by email.
- The budget is not being passed in its current form but members would like to finalize it before the new year.
- A social enterprise is a better way to look at community fundraising: partner with Equator, Hummingbird, or others.
- A budget meeting via teleconference will take place on Wednesday, December 14th at 2 p.m. to discuss the 2017 budget.
- Les to prepare a new budget format with actual, expected, and in-kind amounts in separate columns.

Wish list – ongoing

Next Meetings

- Teleconference on Wednesday, December 14th at 2 p.m. to discuss the 2017 budget.
- Set meeting into new year (TBD)

_____________________________________
Sarah Lickley, Recording Secretary
The following is a list of information items received as of December 13, 2016. Full package sent by email.

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<thead>
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<th>Item #</th>
<th>Date</th>
<th>Originator</th>
<th>Subject</th>
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<tbody>
<tr>
<td>1</td>
<td>Dec 1/16</td>
<td>Association of Municipalities Ontario</td>
<td>Resolution re: Federal Infrastructure Phase 2</td>
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<td>2</td>
<td>Dec 2/16</td>
<td>Town of Lakeshore</td>
<td>Resolution re: Accommodation Review Process</td>
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<td>Dec 6/16</td>
<td>Township of Zorra</td>
<td>Resolution re: Re-evaluation of Hydro Structure</td>
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<td>Dec 7/16</td>
<td>MVCA</td>
<td>Watershed Conditions as of November 30, 2016</td>
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<td>Dec 9/16</td>
<td>Richmond Hill</td>
<td>Resolution re: Postal Banking</td>
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<td>Dec 9/16</td>
<td>Brian Gallagher - PRATAc</td>
<td>Request re: Public input at Council/CoW</td>
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<td>Dec 12/16</td>
<td>MPAC</td>
<td>2017 Budget and Municipal Levy</td>
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<td>Dec 13/16</td>
<td>OPP</td>
<td>Municipal Policing Bureau Participation at ROMA</td>
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<td>10am Health &amp; Safety</td>
<td>8am CEDC 9:30am Policing Advisory 6:00 pm Council &amp; COW</td>
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<td>6:00-8:00pm Almonte Youth Centre Opening</td>
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<td>6:30 pm EAC</td>
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Office Closed