



The Corporation of the Municipality of Mississippi Mills

Special Committee of the Whole Meeting

Minutes

January 12, 2023

9:00 a.m.

Hybrid

3131 Old Perth Road.

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Ferguson
Councillor Holmes
Councillor Lowe
Councillor Souter
Councillor Torrance

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Calvin Murphy, Recreation Manager
Andrew Hodge, Deputy Treasurer
Tiffany MacLaren, Manager Community & Economic Development
Christine Row, CEO Library
Dan Cousineau, Facilities and Project Manager
Anita Legault, Manager Childcare Services
Shannon Gutoskie, Communications Coordinator

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 9:05 a.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared

C. APPROVAL OF AGENDA

Resolution No CW003-23

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the agenda be approved with the addition of item D.1 Library budget presentation.

CARRIED

D. STAFF REPORTS

D.1 Library

Library CEO, Christine Row, provided an overview of the Library Board Budget for 2023. Highlights include: overview, achievements, changes in learning and programming, 2023 goals, 2023 budget and the Almonte branch expansion. Members then posed questions including: details about the Almonte Branch, connectivity project in Pakenham, and the expansion of facilities.

D.2 Corporate Services

CAO Ken Kelly provided an overview and introduction to the Corporate Services budget highlights include: business lines of the municipality, loan summary, projected borrowing and loan payments, annual repayment limits, employee benefits and salary review.

Dan Cousineau, Facilities and Project Manager, provided an overview of the facilities budget for 2023 highlights include: capital projects, achievements in 2022, draft capital budget for 2023. Members then posed questions including: community services and what should be paid by user groups vs tax, curling chiller, cost recovery for the curling chiller, climate change initiatives, generator, roof repairs, exterior lighting, severe weather events and having ability to open facilities to residents, repairs to AOTH and a plan for repairs, and the impact of increased legal fees.

Committee of the Whole took a recess at 11:00 am and returned at 11:16 am

Jeanne Harfield, Clerk and Deputy CAO, provided an overview of the Clerk's department highlights include: achievements in 2022 including running the 2022-2026 Municipal Election, launching the bicentennial, digital master plan, communications coordinator, old registry office.

Members posed questions including: Digitizing records - what that's going to look like, accessing archived material, 2026-2030 election line budget, the Riverwalk matching funds.

Andrew Hodge, Deputy Treasurer, provided an overview of the Finance Department's 2023 budget, highlights include: organization review, department overview, and budget highlights. Ken Kelly, CAO, provided a high level overview of Human Resources and IT functions at the municipality. Members then posed questions including: HR position, capital expenditures, tracking reserves, HR strategy, IT position, IT plan going forward, and creating a reserve policy.

FOLLOW UP ITEMS - Curling Chiller pending further discussions later regarding community services, repairs to AOTH and heritage plan for the building, circulate HR job description, HR strategy, and a reserves policy.

D.3 Recreation

Calvin Murphy, Recreation Manager, provided an overview of the Recreation department highlights include: department overview, accomplishments, capital budget, and staffing. Members then posed questions including: user fees, amount of parkland, curling facility, park development, dog park, and budget for recreation trails.

Committee recessed at 1:09 pm and resumed at 1:58 pm

D.4 Childcare

Anita Legault, Manager of Childcare Services, provided an overview of the Childcare department budget, highlights include: department overview, achievements in 2022, draft capital budget and future plans. Members then posed questions including: wait list, programming, ratios, working with Lanark County, administrative support, repairs to childcare facilities, childcare programs at other locations, set up discussions with School Board trustees, and future expansion areas.

D.5 Economic Development

Tiffany MacLaren, Manager of Community and Economic Development, presented the Economic Development budget, highlights include: achievements, department overview, plans for 2023, fee structure at the auditorium at AOTH, and operating budget. Members then posed questions including: beautification, trail maintenance, bicentennial, support for businesses impacted by downtown revitalization, economic

development reserves, Mill of Kintail, municipal grants and support for museums.

D.6 Community Engagement - Budget

Shannon Gutoskie, Communications Coordinator, provided an overview of the planned community engagement plan for the budget which includes survey and budget spotlights.

E. OTHER/NEW BUSINESS

None

F. ADJOURNMENT

Resolution No CW004-23

Moved by Councillor Souter

Seconded by Councillor Torrance

THAT the meeting be adjourned at 3:49 p.m.

CARRIED

Jeanne Harfield, CLERK