



Corporation of the Municipality of Mississippi Mills

Special Council Meeting

MINUTES

November 14, 2023

6:00 p.m.

Hybrid

3131 Old Perth Road.

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
Kathy Davis, Director of Corporate Services
Cory Smith, Director of Public Works
Mike Williams, Director of Protective Services
Melanie Knight, Senior Planner
Tiffany MacLaren, Manager of Community and Economic
Development
Calvin Murphy, Recreation Manager
Anita Legault, Director of Childcare Services
Jon Wilson, Chief Building Official
Andrew Hodge, Deputy Treasurer

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 6:00 p.m.

B. ATTENDANCE

The Clerk announced attendance.

C. APPROVAL OF AGENDA

Resolution No 383-23

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Holmes declared a conflict of interest on Item E.1.p.c "Museum Funding" as she serves on the board for the North Lanark Regional Museum. Councillor Holmes did not participate in the discussion or vote.

E. SPECIAL REPORTS

E.1 2024 Budget Update and Details # 3

Council consider E.1 p.b Curling Rink Chiller Project as the first item.

Resolution No 384-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council approve the following motions from the 2024 Budget Update and Details #3 report;

AND THAT the following motions (E.1.k, E.1.m.c, E.1.m.d, E.1.m.e, E.1.n, E.1.p.b, E.1.p.c, E.1.p.d, E.1.p.e, E.1.q, E.1.r, E.1.s and E.1.u) be pulled for further consideration.

CARRIED

E.1.a Housing Accelerator Fund (information item)

Resolution No 385-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council receive details related to the Housing Accelerator Fund grant application as information.

CARRIED

E.1.b Alignment of CSMP with Long Term Financial Plan and Asset Management Plan (information item)

Resolution No 386-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council receive details related to the Asset Management Plan and Long Term Financial Plan as information.

CARRIED

E.1.c Cash in Lieu of Parkland (information item)

Resolution No 387-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council receive the confirmation that no 2024 proposed capital projects are eligible for funding from Cash in Lieu of Parkland as information.

CARRIED

E.1.d Insurance Premiums (staff direction)

Resolution No 388-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to secure information about the Municipality's 2024 insurance renewal, coverage implications, and cost savings opportunities and bring a report back to Council;

AND THAT should this occur prior to finalizing the budget, Council direct that staff update the budget assumption for insurance premium increases from 20% to a more accurate figure.

CARRIED

E.1.e Reserves (staff direction)

Resolution No 389-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to bring a staff report with recommendations related to reserves back to Council on or before the end of March 2024.

CARRIED

E.1.f Borrowing Rates Regarding Annual Debt Servicing Costs - Almonte Downtown Core, 2023 Paving Projects (information item)

Resolution No 390-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council receive the updates regarding the borrowing rates and the related decrease in annual debt servicing costs for the Almonte Downtown Core Project and 2023 Paving Projects as information.

CARRIED

E.1.g LED Lighting Projects (staff direction)

Resolution No 391-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to apply for rebates through the Save On Energy program for the two LED lighting projects in the 2024 draft budget.

CARRIED

E.1.h Budget Line Items Shifts From Capital to Operating budget

E.1.h.a Environmental/ Waste Management (staff direction)

Resolution No 392-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to move a total of \$73,000 from the Environmental / Waste Management draft capital budget to the Environmental / Waste Management draft operating budget.

CARRIED

E.1.h.b Water & Sewer (staff direction)

Resolution No 393-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to move a total of \$66,950 from the Water & Sewer draft capital budget to the Water & Sewer draft operating budget.

CARRIED

E.1.h.c Public Works Beautification (staff direction)

Resolution No 394-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to move a total of \$31,000 from the Public Works Beautification draft Capital budget to the Public Works Beautification draft operating budget.

CARRIED

E.1.h.d Parks - Tree Works (2024 budget impact)

Resolution No 395-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council amend the draft 2024 to reallocate \$10,000 for tree works in parks from the 2024 draft capital budget to the draft operating budget as an annual and recurring cost.

CARRIED

E.1.i ORPC Garage and Pole Barn (information item)

Resolution No 396-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council receive the update related to lease revenue from ORPC for the garage and pole barn, in the amount of \$90,400, as information.

CARRIED

E.1.j Affordable Housing Grant (2024 budget impact)

Resolution No 397-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to remove the Affordable Housing Grant from the Planning draft operating budget in the amount of \$50,000 for 2024.

CARRIED

E.1.l Ontario Municipal Partnership Funding - Paving Projects (staff direction)

Resolution No 398-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to apply an additional \$48,900 in grant funding from Ontario Municipal Partnership Funding to offset the amount proposed to be borrowed for paving projects thereby reducing debt requirements in the draft capital budget for hard topping and paving to \$880,784.

CARRIED

E.1.m 2024 Capital Projects

E.1.m.a Loader Replacement (2024 budget impact)

Resolution No 399-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council amend the draft capital 2024 budget to include the replacement of the Loader, in the amount of \$240,000, funded by debt financing.

CARRIED

E.1.m.b Grader Replacement (2024 budget impact)

Resolution No 400-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to include the Grader, in the amount of \$410,000, funded by debt financing.

CARRIED

E.1.o Policing (staff direction)

Resolution No 401-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council direct staff to include Option I in the 2024 draft policing budget, to maintain the revised budget as presented for the OPP contract on October 12 in the amount of \$1,893,536.

CARRIED

E.1.p Community Services

E.1.p.a Tennis Court Renewal Project (2024 budget impact)

Resolution No 402-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council defer the tennis court renewal project pending receipt of the Community Services Master Plan.

CARRIED

E.1.t Long Term Disability Premiums (2024 budget impact)

Resolution No 403-23

Moved by Councillor Holmes

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to include increasing the Municipality's portion of coverage for staff Long Term Disability premiums from 50% to 100%.

CARRIED

E.1.p.b Curling Rink Chiller (2024 Budget impact)

This item was considered as the first pulled motion.

Deputy Mayor Minnille took over as chair at 6:29 pm Mayor Lowry resumed as Chair at 6:38 pm

Resolution No 404-23

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Council approve the request for an additional \$150,000 for the Curling Rink Chiller Project;

AND THAT a new agreement with the Curling Club for the 2024 - 2025 season reflect the findings of the Community Services Master Plan.

CARRIED

E.1.k Planning & Engineering Fees (2024 budget impact)

Resolution No 405-23

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Council amend the draft 2024 budget to increase the draft Revenue budget for planning fees from \$127,740.24 to \$200,000 based on revised estimates and calculations;

AND THAT Council amend the draft 2024 budget to include Option E to increase Engineering Fee Revenues by \$110,000 and increase Other Professional Fees by \$75,000 for a net increase in revenues of \$35,000.

CARRIED

E.1.m.c Mercer/Marshall Project (2024 Budget impact)

Resolution No 406-23

Moved by Councillor Torrance

Seconded by Councillor Ferguson

THAT Council amend the draft 2024 budget to include Option A related to the Mercer/Marshall project, to borrow a total of \$1,650,000 for the culvert, storm sewer, and water and sanitary works.

CARRIED

E.1.m.d Pakenham Salt Shed (2024 Budget impact)

Resolution No 407-23

Moved by Councillor Souter

Seconded by Councillor Ferguson

THAT Council defer replacement of the Pakenham Salt Shed until we have our next facilities review.

CARRIED

E.1.m.e Southern River Crossing (2024 Budget impact)

Resolution No 408-23

Moved by Councillor Lowe

Seconded by Councillor Ferguson

THAT Council defer the Southern River crossing Class EA and Design until receipt of the Water & Wastewater Master Plan in 2024 and consider this project in 2025 budget deliberations.

CARRIED

E.1.n New Fire Truck (2024 budget impact)

Resolution No 409-23

Moved by Councillor Torrance

Seconded by Councillor Ferguson

THAT Council amend the draft 2024 budget to include the purchase of the new fire truck, in the amount of \$900,000, to be funded by debt financing.

CARRIED

E.1.p.c Museum Funding (2024 budget impact)

Deputy Mayor took over as Chair at 7:02 pm

Mayor Lowry resumed as Chair at 7:10 pm

Councillor Holmes declared a conflict of interest and did not participate in the discussion or vote.

Resolution No 410-23

Moved by Mayor Lowry

Seconded by Councillor Torrance

THAT Council amend the draft 2024 budget to include the Museum funding equivalent to 2023 budgeted amounts plus 3%;

AND THAT 2025 budget allocation will be considered pending receipt of the Community Services Master Plan and formalized agreements with the museums;

AND THAT Council direct staff to offer the North Lanark Regional Museum a loan of \$6,190.

CARRIED

E.1.p.d Youth Centre Funding (2024 budget impact)

Resolution No 411-23

Moved by Councillor Lowe

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to include Youth Center funding of \$35,000, with future consideration for additional increases pending receipt of the Community Services Master Plan.

CARRIED

E.1.p.e John Levi Centre Chiller and Condenser (2024 budget impact)

Resolution No 412-23

Moved by Councillor Torrance

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to include capital expenditures of \$90,000 for the John Levi Center chiller as proposed in the draft 2024 capital budget;

AND THAT Council direct staff to investigate grant and funding opportunities for condenser and water treatment equipment in 2025.

CARRIED

E.1.q Events Coordinator (2024 budget impact)

Resolution No 413-23

Moved by Councillor Ferguson

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to allocate the \$6,242.40 budget for labour related to municipal events for 2024 toward part-time casual event staff.

CARRIED

Resolution No 414-23

Moved by Councillor Ferguson

Seconded by Councillor Lowe

THAT Council amend the draft 2024 budget to include the Recreation Programmer position in the 2024 budget, with 50% of the costs to Recreation and 50% to Economic Development;

AND THAT Council direct staff to include in the job description the requirement to work weekends and statutory holidays as needed.

CARRIED

E.1.r Downtown Heritage Streetlights (2024 budget impact)

Council recessed at 7:65 pm and returned at 8:02pm

Resolution No 415-23

Moved by Councillor Torrance

Seconded by Councillor Souter

THAT Council amend the draft 2024 budget to include Option L, being \$24,000 to replace two (2) downtown heritage streetlights.

CARRIED

E.1.s Corporate Services Reserves (staff direction)

Amount each dept. has in reserves, what the target reserve is, and what the actual reserve is (would like to see in budget going forward) Motions will be considered at a future Council meeting.

Moved by Councillor Torrance

Seconded by Councillor Souter

THAT Council direct staff to include Option O in the 2024 draft budget, such that the Corporate Services transfer to reserves for 2024 is maintained at \$113,024 (\$15,000 toward elections and remainder \$98,024 to IT expenditures).

WITHDRAWN

E.1.u Reserves Stabilization and Tax Rates (2024 budget impact)

Council recessed at 8:39 pm and resumed at 8:48pm

Resolution No 416-23

Moved by Councillor Souter

Seconded by Councillor Torrance

THAT Council direct staff to provide additional information regarding actual 2022 surplus, contributions to reserves and transfers from reserves as it relates to the draft 2024 budget at the December 5th Council meeting.

CARRIED

E.2 2024 Budget Approval

No motion considered.

F. CONFIRMATORY BY-LAW

Resolution No 417-23

Moved by Councillor Souter

Seconded by Councillor Holmes

THAT By-law 23-072, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 14th day of November 2023, be read, passed, signed, and sealed in Open Council this 14th day of November 2023.

CARRIED

G. ADJOURNMENT

Resolution No 418-23

Moved by Councillor Ferguson

Seconded by Councillor Lowe

THAT the meeting be adjourned at 8:55 p.m.

CARRIED

Christa Lowry, MAYOR

Jeanne Harfield, CLERK