

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 9, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Status of Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place

RECOMMENDATION:

Recommended Motion # 1

THAT Committee of the Whole accepts the “Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status” report as information.

Recommended Motion # 2

THAT Committee of the Whole recommends Council approve the Terms of Reference for the Joint Cost Sharing Recreation Committee with Beckwith and Carleton Place as presented.

Recommended Motion # 3

THAT Committee of the Whole recommends Council approve the scope of work for a review of financial options for the agreement and the engagement of Allan and Partners to conduct the review;

AND FURTHERMORE THAT Committee of the Whole recommends Council authorize the Mayor and Chief Administrative Officer to negotiate and execute the contract to engage the professional service.

Recommended Motion # 4

THAT Committee of the Whole recommends Council approve the engagement of a solicitor to perform a review of the arrangement for library services between Mississippi Mills and Carleton Place;

AND FURTHERMORE THAT Committee of the Whole recommends Council authorize the Mayor and Chief Administrative Officer to negotiate and execute the contract to engage the professional service.

Recommended Motion # 5

THAT Committee of the Whole recommends Council approve a budget in the amount of \$20,000 for Mississippi Mills' share of the costs of professional services to be funded from reserves.

BACKGROUND:

Council adopted a resolution on November 3, 2020 to work with our partners on the Joint Cost Sharing Recreation Agreement and seek a meeting to discuss concerns that have been raised with the agreement. The staff report received for information on December 1, 2020 provided background on this issue and the outcome of the first meeting.

DISCUSSION:

On January 29, 2021, a second meeting was conducted with the Mayors and Chief Administrative Officers (CAOs) of Beckwith and Carleton Place. The meeting included a review of several items and agreement was reached to bring these back to each respective Council to seek direction. There were three main items for discussion:

1) Terms of Reference Joint Cost Sharing Recreation Committee

The Joint Cost Sharing Recreation Committee (JCSRC) does not have a formal terms of reference (TOR) for the committee. A draft TOR was developed and reviewed by the three Mayors and CAOs. The draft is attached as Appendix A of this report and is to be reviewed for comment by each respective Municipality. The TOR will also be brought to the JRCSC with a tentative date for that meeting set as March 10, 2021.

For the most part the draft TOR is capturing the existing practices of the JCSRC with some modifications to address concerns raised by the respective municipalities.

Important points that are clarified in this TOR include the process for the annual budget including the timing of its presentation to all municipalities and the process for feedback

from each Council. One aspect that may need additional work in the TOR is the process for capital expenditures, capital reserve rates and the “entering into other agreements”. In the past changes to the contribution to reserves have been approved by each Council.

Council is asked to review and provide comment on the draft TOR. The comments will be shared with the other Municipalities at the next meeting of Mayors and CAOs planned for Feb 19, 2021. The JCSRC will also comment on the TOR at its next meeting. It is our understanding that any amendments to the TOR will be compiled into a final TOR that will be brought to each respective council for consideration and approval. This position will be clarified at the Feb 19, 2021 meeting.

2) Review of Financial Allocation Options

A scope of work was developed to perform a review of the existing methodology for the financial allocation and any alternatives to this methodology.

Given that existing methodology was developed and is maintained by Allan and Partners they were asked to provide a proposal to perform the work.

Council is asked to review the scope of work and approve entering into a contract with Allan and Partners to perform the work. The cost will be divided evenly between the three municipalities.

3) Review of Library Services Inclusion in the Agreement

There has been a concern raised that the inclusion of library services within the agreement is not authorized within the *Public Libraries Act*. Mississippi Mills suggested that the arrangement could be reviewed to determine if the current method of sharing the cost and provision of services is allowable. A solicitor could be engaged to review this component of the agreement and the *Act*. It was discussed that this cost should be shared between Carleton Place and Mississippi Mills. Both municipalities offered to facilitate the engagement of a solicitor.

Council is asked to approve entering into a contract with a solicitor to perform the work. The cost will be divided evenly between the municipalities of Carleton Place and Mississippi Mills.

A third meeting of the Mayors and CAOs is planned for February 19, 2021 to share the position of each of the respective Councils on the three items discussed. A meeting of the JCSRC is planned for March 10, 2021. The JCSRC will have two information items which are the decision on the financial review and the legal review. In addition, the JCSRC will provide comment on the TOR and discuss the 2021 Budget and any mechanisms or ways to mitigate the increases that were presented at the December 7, 2020 JCSRC meeting.

FINANCIAL IMPLICATIONS:

An estimate of the financial allocation and alternative models is estimated to be between \$7,500 and \$10,000. It has been proposed that if the review proceeds it will be cost shared on a one third basis.


There is no estimate for the legal review of library services under the *Public Libraries Act*. Council could set an initial limit on its contribution to the project to a maximum of \$10,000. Anything above this amount would return to Council for consideration. The cost of the legal review is to be shared with Carleton Place.

SUMMARY:

The Mayors and CAOs of the municipalities of Mississippi Mills, Carleton Place and Beckwith have held a second meeting of the concerns that have been raised by Mississippi Mills Council with regards to the Joint Cost Sharing Recreation Agreement.

Council is asked to provide comments and direction on the draft terms of reference for the JCSRC, the acceptance of the financial review and the authorization to proceed with the engagement as well as the authorization of a legal review of the provision of library services through the Joint Cost Sharing Recreation Agreement.

Respectfully submitted by,



Ken T. Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Draft Terms of Reference for the Joint Cost Sharing Recreation Committee
2. Scope of work for the Financial Review and development of alternatives