

Corporation of the Town of Carleton Place

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April 7, 2021

Christa Lowry, Mayor
Municipality of Mississippi Mills
PO Box 400,
Almonte ON K0A 1A0



Dear Mayor Lowry:

Re: Cost Sharing Agreement – 2021 Proposal

This letter is a follow up to the discussions which took place at the Joint Recreation and Cost Sharing meeting held on March 31, 2021 wherein the Town of Carleton Place proposed an alternative method of invoicing for the 2021 fiscal year for the commitments under the agreement. Under the current Howard Allan Cost Sharing Agreement, the Town of Carleton Place invoices its partners based on updated percentages calculated by Allan & Partners LLP each year multiplied by the net difference between revenues and expenditures in each of the areas of pool, recreation and library.

Given that COVID has impacted both revenues and expenditures for recreation, pool and library services in an unprecedented manner, the Town of Carleton Place is proposing that instead of the normal calculations for invoicing its partners for 2021, the Town would invoice based on the 2020 budget allocations (prior to the impacts of COVID) plus 2% and would fully reconcile to actuals at the end of 2021.

As you are aware, in 2020, the provincial government provided funding to municipalities to mitigate the operational impacts of COVID. Carleton Place allocated its COVID funding on a proportional basis to its departments that experienced losses in 2020.

If the provincial government provides additional funding in 2021 to mitigate the impact of COVID on its operations (which at this point is unclear), the Town of Carleton Place is agrees to again allocate this funding on a proportionate share basis with all of its departments experiencing losses which includes recreation, pool and library. This proportionate allocation of provincial funding (if any) will be included in the final reconciliation to the cost sharing partners.

Lastly, as this proposal involves a reconciliation at year end, the Town of Carleton Place commits that if it sees from a regular review of its finances that the difference between revenues and expenses in the areas of recreation, pool and library is approaching the amount invoiced to its partners, it will advise its partners as early as possible and provide justification for any anticipated increase(s). At the very least, the Town will provide a financial report to its partners on actuals versus budget for the current year when it presents its 2022 budget in October 2021.

...2



Meet me on the Mississippi

We ask that you consider the above proposal for 2021 invoicing and advise the Town of Carleton Place in writing by no later than end of day, Friday April 30, 2021 if you are in support of proceeding in this manner. In order to proceed, both Beckwith and Mississippi Mills will need to be in agreement.

If you have any questions regarding what is being proposed, please feel free to contact Trisa McConkey, Treasurer at 613-257-6221; tmcconkey@carletonplace.ca or I.

Yours truly,



Diane Smithson,
Chief Administrative Officer
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