



Municipality of Mississippi Mills

SPECIAL COUNCIL AGENDA

Tuesday, May 5, 2020, 2:00 p.m.

E-participation

<https://www.youtube.com/channel/UCa1h77tGix6pMuVc8we0hJg>

A. CALL TO ORDER (1:45 p.m.)

B. CONSIDERATION OF A CLOSED SESSION (1:45 p.m.)

1. HR Matter - personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s 239 (b))

C. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

Council minutes dated April 21, 2020

Pages 4-8

F. REPORTS

Recreation and Culture

1. Adopt A Park Policy

Pages 9-16

Recommendation:

That Council approve the Adopt A Park Policy as presented by The Recreation Manager.

Roads and Public Works

2. Volunteer Policy Report

Pages 17-28

Recommendation:

That Council approve the Volunteer Policy as outlined in this report, as prepared by the Facilities/Health & Safety Coordinator dated May 5, 2020.

3. Extension of Joint Tender for Road Salt through Lanark County Pages 29-30

Recommendation:

That Council receive the Extension of Joint Tender for Road Salt through Lanark County report as prepared by the A/Director of Roads & Public Works, dated May 5, 2020, as information;

And that Council direct staff to pursue one of the Options as outlined in the report.

4. Insurance Payout for Damaged Dump/Plow Truck Pages 31-35

Recommendation:

That Council receive the Insurance Payout for Damaged Dump/Plow Truck report as information, as prepared by the A/Director of Roads & Public Works on May 5, 2020 as information;

And that Council direct staff to pursue one of the following Options, or a combination of the following Options, regarding the insurance claim for Truck #23 in the Roads & Public Works department fleet.

5. Award of Contract – PW-20-05, 2020 Surface Treatment Program Pages 36-37

Recommendation:

That Council award the contract for Tender No. PW-20-05, 2020 Surface Treatment Program to Thomas Cavanagh Construction Limited, in the amount of \$666,595.63 (HST included).

6. Award RFQ – Concrete Work 2020 Pages 38-40

Recommendation:

That Council award the RFQ for Concrete Work to Prestige Design and Construction (Ottawa) Ltd. as outlined in their submission.

7. Award of Contract Flushing and CCTV of Sanitary Sewers Pages 41-42

Recommendation:

That Council award the contract for Tender No. PW-20-13, Flushing and CCTV of Sanitary Sewers, 2020-2023 to 2414002 Ontario Inc. O/A On-Site Sewer Services in the amount of \$160,789.52 (HST included).

Finance and Administration

8. Interim Report #3 on Financial Implications of COVID-19 Pages 43-52

Recommendation:

That Council receive the interim report on financial implications of COVID-19 as information.

9. 2020 Tax Rate By-Law Pages 53-55

Recommendation:

That Council approve the 2020 tax rate by-law as presented.

Other/New Business Items

10. MVCA Board of Directors Meeting Summary Pages 56-57

Recommendation:

That Council receive the Board of Directors Meeting Summary as information.

11. Library Board Minutes – April 3, 2020 Pages 58-60

Recommendation:

That Council receive the April 3, 2020 Library Board Minutes as information.

12. Enbridge Gas – Request for Letter of Support Pages 61-62

Recommendation:

That Council received the information from Enbridge Gas re: Natural Gas Expansion as information;

And that Council authorize the Mayor to issue a letter of support on behalf of the Municipality.

G. BY-LAWS

That By-law 20-038 be taken as read, passed, signed and sealed in Open Council.

- 20-038 Tax Rates 2020 Pages 63-66

H. CONFIRMATORY BY-LAW – 20-039**I. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #11-20

MINUTES

A special meeting of Council was held on Tuesday, April 21, 2020 at 2:00 p.m. via e-participation.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 1:47 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 140-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Council enter into an in camera session at 1:47 p.m. re: a proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act s 239 (c))

CARRIED

Resolution No. 141-20

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT Council return to regular session at 2:00 p.m.

CARRIED

Rise and Report

1. Release of Buy-Back Covenant

Staff direction was provided in camera

ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Ken Kelly, CAO

Jeanne Harfield, Clerk
Rhonda Whitmarsh, Treasurer
Dave Armstrong, Operations Manager
Abby Armstrong, Environmental Compliance Coordinator
Niki Dwyer, Director of Planning
Chad Brown, Fire Chief
Rhonda Whitmarsh, Treasurer

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 142-20
Moved by Deputy Mayor Minnille
Seconded by Councillor Holmes
THAT the agenda be approved as presented.

CARRIED

E. APPROVAL OF MINUTES

Resolution No. 143-20
Moved by Councillor Ferguson
Seconded by Councillor Maydan
THAT the Council Minutes April 7, 2020 be approved as presented.

CARRIED

F. REPORTS

Mississippi Mills Public Library

1. COVID-19-Update from the Library

Resolution No. 144-20
Moved by Councillor Maydan
Seconded by Councillor Holmes
THAT Council accept the COVID-19 update from the Library as information.

CARRIED

Fire Department

2. Open Air Burn Bylaw Update

Resolution No. 145-20
Moved by Councillor Dalgity
Seconded by Councillor Ferguson
THAT Council pass a by-law to amend the Offences and Penalties section in Bylaw 17-35 (Open Air Burning).

CARRIED

Roads and Public Works

3. Award of Contract – Mill Workers Stairs- Tender # 20-08

Resolution No. 146-20**Moved by Councillor Maydan****Seconded by Councillor Holmes**

THAT Council award contract for the Tender No. 20-08, Mill Workers Stairs project be awarded to Premium Construction in the amount of \$127,700.00 (HST not included).

CARRIED

4. Insurance Payout for Damaged Dump/Plow Truck

Resolution No. 147-20**Moved by Councillor Holmes****Seconded by Councillor Ferguson**

THAT Council defer the Insurance Payout for Damaged Dump/Plow Truck report until May 5, 2020.

CARRIED

5. Ottawa Street Intersection Study – Table 6

Resolution No. 148-20**Moved by Councillor Dalgity****Seconded by Councillor Maydan**

THAT Council receive the proposed amendments for consideration to implement at the Ottawa Street intersection of Menzie Street and Paterson Street, as well as the intersection of Ottawa Street and Martin Street as prepared by the A/Director of Roads & Public Works, dated April 21, 2020;

AND THAT Council direct staff to ensure there are four (4) signs indicating “Crossing Ahead” and four (4) signs indicating “School Crossing” at appropriate locations at this intersection;

AND THAT Council direct staff to procure and install the signage that is currently not in place.

CARRIED

6. Recycle Collection & Processing Contract

Resolution No. 149-20

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Council enter into a contract with Emterra Environmental Ltd. for recycle collection and processing services effective June 1, 2020 through to December 31, 2022 with the option of three (3) one (1) year extensions;

AND THAT Council direct staff to pursue Option 3 as outlined in the Environmental Compliance Coordinator's report;

AND THAT Council direct staff to offset additional costs from revenue if available, or reserves if required, of the waste management budget;

AND THAT Council direct staff to transition out of the Provincial Blue Box program to align with the Recycle Collection & Processing Contract.

CARRIED

Finance and Administration

7. Interim Report #2 on Financial Implications of COVID-19

Resolution No. 150-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council receive the interim report on financial implications of COVID-19 as information.

CARRIED

G. BY-LAWS

Resolution No. 151-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT By-laws 20-035 and 20-036 be taken as read, passed, signed and sealed in Open Council.

CARRIED

Resolution No. 152-20

THAT By-law 20-035, being a by-law to amend By-law 17-35 to regulate the setting and maintaining of Open Air Burning for the Corporation of the Municipality of Mississippi Mills.

CARRIED

Resolution No. 153-20

THAT By-law 20-036, being a by-law for the purpose of accepting strips of land (0.3 m reserve described as Part 2 on Reference Plan 27R-11430) deeded to the Municipality for the purpose of development control into the municipal highway system.

CARRIED

H. CONFIRMATORY BY-LAW

By-law 20-037

Resolution No. 154-20

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT By-law 20-037, 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 21st day of April, 2020, be read, passed, signed and sealed in Open Council this 21st day of April, 2020.

CARRIED

I. ADJOURNMENT

Resolution No. 155-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

THAT the meeting be adjourned at 3:27 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Committee of the Whole
FROM: Calvin Murphy, Recreation Manager
SUBJECT: Adopt A Park Policy

RECOMMENDATIONS:

THAT Council approve the Adopt A Park Policy as presented by The Recreation Manager.

BACKGROUND:

On October 15, 2019, Council directed the Parks and Recreation Advisory Committee to research and develop a draft Municipal Adopt a Park Policy.

DISCUSSION:

In January 2020, The Recreation Manager met with the Park and Recreation Advisory Committee to review and discuss the details of an Adopt A Park policy. The Committee reviewed "Adopt A Park" policies from Carstairs, AB, City of Morganton, NC; Essa, Barrie, Windsor, London and Ottawa Ontario.

The information gathered at this meeting was put together into a draft policy format and brought back for a final review by the Parks and Recreation Advisory Committee at the March 3, 2020 meeting where the following resolution was passed.

**Moved by Councillor Dalgity
Seconded by Councillor Guerard**

THAT the Parks and Recreation Committee approve the draft Adopt A Park policy subject to review by the Chief Administrative Officer (CAO).

And that once reviewed, the policy be placed on a Committee of the Whole agenda for review and subsequent approval of Council.

CARRIED

On Thursday March 5th 2020, The Recreation Manager met with Ken Kelly (CAO) and Dan Cousineau (Facilities/Health and Safety Coordinator) to review both the Volunteer policy and Adopt A Park Policy in detail. Following this meeting, the policy was then forwarded to the office of Tony Fleming to obtain a legal opinion.

Upon approval of the policy and at such a time that Parks are reopened to the public, a news release, social media, promotional flyers and inclusion on the website will be used to promote awareness of the policy for groups who are interested.

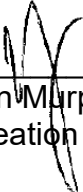
FINANCIAL IMPACT:

There is no financial impact to the Municipality.

SUMMARY

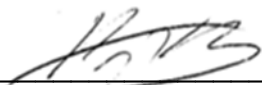
The implementation of an Adopt A Park Policy is geared to help promote a sense of ownership and pride in all municipal parks. It is recommended Council approve the Adopt A Park Policy.

Respectfully submitted,



Calvin Murphy
Recreation Manager

Reviewed by,



Ken Kelly, CAO

Attachments:

1. Adopt-a-Park application form
2. Terms and Conditions
3. Volunteer Service Waiver
4. Volunteer Activities Sheet



**ADOPT-A-PARK PROGRAM
APPLICATION**

New Application _____

Renewal _____

Park interested in adopting: _____
(include specific area if applicable)

Name of Group Captain/Contact Person: _____

Type of Group: *(please ✓ check the closest match)*

Individual _____ Family _____ Community/Service Group _____

School _____ Church _____ Organization or Business _____

Home Address of Contact Person: _____

Phone: _____ (c) _____ (h)

If approved, I understand that volunteers are not to engage in park maintenance activities until their completed Volunteer Service Waiver has been received by the Municipality and they have received the required safety training.

Note: volunteers under the age of 18, must have their waiver signed by a parent or guardian.

I acknowledge that there is no salary or other compensation of any kind to be provided by the Municipality for the services of myself or any volunteer within the group.

By signing this application, I confirm that all participants within the group have received the attached Adopt-a-Park terms and conditions.

Signature of Group Captain

Date

I also acknowledge and agree that my services and the services of the volunteer group are provided for the convenience of the Municipality and may be terminated for any reason or no reason and at any time by the Municipality without notice.

Date of Approval

Signature of Adopt-a-Park Staff

Terms & Conditions

- Term: One year with option to renew
- Commitment: Minimum clean-up twice a year – Spring & Fall
- Liability Waiver: **Prior to participation in the program**, volunteers are required to submit a Volunteer Service Waiver. Those under the age of 18 must have the waiver signed by a parent or guardian.
- Training: Volunteers may be required to attend training sessions and will be provided with training material to assist in the safe operation of program activities.
- Program Activities: *pre-approval required for special projects outside of the normal scope of activities as listed below*
- Litter control/pick-up (on-going) – sort recyclables
 - Spring/Fall clean-up
 - Brush clean-up
 - Weeding - flower beds
 - Watering – flower beds and newly planted trees and shrubs
 - Wild Parsnip removal (All volunteers must attend a training session before conducting this activity)
 - Vandalism watch
 - Reporting property damage and maintenance requirements
 - Providing stories and photos of group/volunteer efforts
- Activity Log: Group Captain to submit monthly activity log
- Safety Tips:
- Always let someone know where you are
 - Carry a small first aid kit
 - Provide emergency contact information to your Group Captain
 - Provide adequate supervision for volunteers 18 years and younger
 - Wear gloves and safety vests
 - Don't pick up anything you believe to be hazardous
 - Wear long pants and sensible footwear
 - Dress for the weather
 - Be sun safe
 - Carry adequate drinking water
 - Avoid over exertion on hot days

- Use insect repellent where appropriate

Duties of the Group Captain: *(primary contact between the Municipality and the group)*

- Co-ordinate submission of Volunteer Service Waivers for group volunteers
- Provide first aid as required
- Keep a list of volunteer contact information, including emergency contacts
- Complete all training as required
- Request and distribute clean up supplies and equipment
- Submit monthly activity logs
- Forward complaints/inquiries on behalf of the volunteers and the community
- Seek approval for Special Project requests and submit supporting business plans for activities outside of the general scope of the Adopt-a-Park program

Duties of Municipal Staff:

- Provide necessary supplies/equipment (gloves, garbage bags, etc.) to volunteers upon request
- Coordinate provision of loaned clean up tools (rakes, shovels, etc.)
- Provide safety training
- Assist with purchase of materials for **approved** maintenance/special projects
- Help with inquiries and provide assistance and/or guidance as needed
- Provide garbage pick up
- Respond to reports of hazardous materials, vandalism and maintenance issues
- Address volunteer/community complaints

The Adopt-a-Park program is a community-minded, environmentally conscious program that promotes a sense of ownership and pride in our municipal parks, keeping them clean and inviting for residents and visitors.

Adopt-a-Park

An ideal partnership between Volunteers and the Municipality



VOLUNTEER WAIVER

All volunteers must complete and sign the Volunteer Service Waiver prior to volunteering for the Municipality of Mississippi Mills.

VOLUNTEER INFORMATION	
Name (Print):	
Volunteer Position:	

I acknowledge having read the terms and conditions of the volunteer position and I understand and agree to abide by these terms and conditions and to work safely in accordance with the safety training and/or safety materials provided to me.

I understand that my participation as a volunteer does not make me an employee, agent, or contractor of or for the Corporation of the Municipality of Mississippi Mills (“Municipality”) and that the Municipality will not assume any responsibility for any personal injury or material losses, damages, claims, liabilities, or suits whatsoever arising from my participation as a volunteer for the Municipality.

I understand that participation as a volunteer requires the exercise of due care to avoid risks that could result in injury, death or loss or damage to person or property. I acknowledge the inherent risks involved with the volunteer position, which activities I am being allowed to undertake freely on my own volition, without pay or compensation of any kind and without any liability of any nature on behalf of the Municipality. I understand that all services I perform during my volunteer service are undertaken at my own risk.

I, for myself, my heirs, executors, administrators, successors, assigns, agents, or anyone else who may claim on my behalf, hereby release and agree to defend, indemnify and hold harmless the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, from and against any and all losses, liabilities, damages, injuries, actions, causes of action, claims, demands, costs and expenses of every kind and nature whatsoever arising from my participation in the volunteer program including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether foreseen or unforeseen and whether arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, or any of them, in connection with or in any way related to the volunteer program.

I confirm that I have been advised to obtain independent legal advice prior to signing this Volunteer Service Waiver.

*If Volunteer is under the age of 18, this Waiver must be signed by a parent or guardian.		
Volunteer Signature:		Date:
Parent/Guardian Signature: *		Date:
Witness:		Date:



Adopt-a-Park Volunteer Activities Sheet

Name of Park _____

Work Completed for the Month of _____

Submitted by _____

(Name of Group Captain)

Date	Number of Hours Worked	Activities Performed

Date	Number of Hours Worked	Activities Performed

THANK YOU FOR YOUR CONTRIBUTION

Please submit your monthly Volunteer Activities Sheet to the Recreation Manager – cmurphy@mississippimills.ca (only one sheet per group)

To be submitted Monthly

Note: Information provided will be instrumental in assessing program value

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020

TO: Council

FROM: Dan Cousineau, Facilities/Health & Safety Coordinator

SUBJECT: Volunteer Policy Report

RECOMMENDATION:

THAT Council approve the Volunteer Policy as outlined in this report, as prepared by the Facilities/Health & Safety Coordinator dated May 5, 2020.

BACKGROUND:

This report is consistent with the priorities previously set by Council and it supports the Municipality's objective to demonstrate excellence in service delivery.

In resolution No.360-19 Council directed staff to review and draft a volunteer policy for future implementation.

DISCUSSION:

The Municipality has benefited from services offered by volunteers for several years. The establishment of a Volunteer Policy is critical in recognizing the essential role that volunteers play in building a healthy and vibrant community for current and future generations.

As the Municipality is growing, it is important to establish a volunteer policy for the following reasons:

- To develop systems and processes that support municipal volunteers and volunteerism;
- To provide framework for municipal volunteers to complement and/or supplement Municipal programs, services and events;
- To provide high quality volunteer experiences for individuals who volunteer with the Municipality;
- To ensure that municipal volunteers understand their responsibilities and commitments to the Municipality of Mississippi Mills; and
- To assist in connecting volunteers to volunteer opportunities.
- To develop an inventory of skilled volunteers that Municipal Staff and the Municipal Emergency Group can access as required. This policy does not, however, apply to emergency volunteers.

- To Mitigate liability by adding structure and procedures.
- To ensure volunteers are covered by the municipal insurance policy.

In addition to the policy, all supporting documents required to implement the new Volunteer Policy have been developed. The supporting documents include the following:

- Volunteer Application
- Volunteer Contract
- Volunteer Emergency Medical Information
- Volunteer Service Waiver

FINANCIAL IMPLICATIONS:

The proposed volunteer policy will have no financial implications.

SUMMARY:


The Municipality of Mississippi Mills recognizes the value of volunteers in supporting Municipal programs and has developed the Volunteer Policy to ensure consistency, equitable practices and overall sound volunteer management practices.

Respectfully submitted by,



Dan Cousineau, P.Eng
Facilities/Health & Safety Coordinator

Reviewed by,



David Armstrong, CRS
A/Director of Roads & Public Works

Approved by,



Ken Kelly
CAO

ATTACHMENTS:

1. Volunteer Policy
2. Volunteer Application
3. Volunteer Contract
4. Volunteer Emergency Medical Information
5. Volunteer Service Waiver



VOLUNTEER POLICY

1. PURPOSE

The Corporation of the Municipality of Mississippi Mills values and encourages the involvement of volunteers within all appropriate programs, activities and services.

Including volunteers in Municipal activities is beneficial to both the Municipality and to the individuals involved. Benefits are derived from the inclusion of citizens in the planning and delivering of services to the Municipality and its citizens.

Individual volunteers benefit from the opportunity to gain new experiences from the training they receive from Municipal staff, as well as from the satisfaction derived from sharing their skills with others. The Municipality wants to provide its citizens with a variety of services that support and enhance a vibrant community.

The purpose of this policy is to establish volunteer management policies and procedures that enhance program delivery while protecting community members, volunteers and the Municipality from harm.

2. DEFINITIONS

- a. **Emergency Volunteer:** A volunteer engaged by the Municipal Emergency Control Group.
- b. **Municipality:** The Municipality of Mississippi Mills.
- c. **Municipal Staff:** Individuals who perform paid work on behalf of the Municipality.
- d. **Program Administrator:** An employee within the department responsible for the Volunteer who is responsible for the organization and administration of the volunteer placement.
- e. **Volunteer Coordinator:** An employee within the department responsible for the Volunteer who is responsible for the training of volunteers. The employee may be present during the volunteer placement to coordinate volunteer activity.
- f. **Volunteer Captain:** A volunteer who will act as primary contact between the Municipality and a group of volunteers. The volunteer captain will be the supervisor of the volunteers within his/her group.
- g. **Volunteer:** Any person who gives freely of their time, energy and skills for public benefit, without monetary compensation or the expectation of financial compensation.
- h. **Volunteer Placement:** A volunteer placement is designed for volunteer(s) within a respective department to fulfill predetermined duties defined in the Volunteer Terms of Reference and section 4 of this policy.

3. SCOPE

This policy shall apply to all persons who volunteer in any capacity with the Municipality of Mississippi Mills and all employees who recruit, oversee, supervise and/or work with volunteers. The policy shall apply to activities on public properties. This policy does not apply to emergency volunteers, volunteer firefighters or educational placements.

Volunteering for the Municipality of Mississippi Mills provides an opportunity for members of the public to contribute to the community. Volunteers can be used for many purposes including recreational, cultural, environmental, social, community services and various civic activities.

Volunteers will not be used to:

- Replace or take away paid work from employees.
- Backfill existing employee positions (vacancies, leaves) except in a declared emergency under the Emergency Response Plan.
- Offset or supplement workload pressures or activities that would typically be conducted by a paid employee except in a declared emergency under the Emergency Response Plan.

All Volunteers under the age of 80 performing duties on behalf of the Corporation are insured in accordance with the Corporation of Mississippi Mills General Liability Insurance Policy.

A volunteer is only volunteering, and therefore covered by Municipal insurance, after they have reported to the Volunteer Captain or Volunteer Coordinator on the day they are scheduled to volunteer. Once the scheduled volunteer time is concluded, they cease to be a Volunteer.

Volunteers shall not be permitted to operate Municipal Vehicles unless authorized by the CAO.

4. RESPONSIBILITY

a. The Chief Administrative Officer (CAO):

- Develop and maintain the volunteer policy and procedures and guidelines
- Communicate the policy and procedures to Municipal employees.
- Provide advice and guidance to volunteer program administrators and supervisors of volunteers, as required.
- Ensure corporate policies, health and safety guidelines, and human resources related information and guidance is readily available to program administrators and Volunteer Coordinators.
- Develop applicable forms, templates and tools for the effective administration of the volunteer program

b. Municipal Employees:

It is expected that the department responsible for the recruitment of the volunteers shall:

- Provide thorough orientation and training, including health and safety training and any other necessary tools to prepare volunteers for a successful placement experience.
- Provide necessary equipment, tools, technology as required for the volunteer placement.
- Ensure that all necessary forms and documentation is completed prior to commencement of the placement (i.e. sign-off on training acknowledgement forms, waiver, volunteer contract, and determine if Police Record Check including Vulnerable Sector Screening is required).
- Verify the understanding of the scope of the position with the volunteer.
- Manage, support and coordinate volunteers and their activities related to the service or program being provided.
- Treat volunteers as respected members of the work team in accordance with the Employee Code of Conduct, Respect in the Workplace, Violence & Harassment in the workplace policies.
- Provide guidance, direction and support through a volunteer coordinator who acts as a supervisor of the volunteer.
- Provide recognition and show appreciation for the contributions of volunteers on an on-going basis where possible.
- Accommodate accessibility needs as required.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.

c. Volunteers:

- Adhere to applicable Municipal rules, policies, procedures, regulations and standards and comply with all directions issued by the Volunteer Coordinator and supervisor.
- Be prompt and reliable in reporting for duty; notifying the immediate supervisor as early as possible if unable to report as scheduled.
- Attend orientation and training sessions as provided.
- Consult with assigned supervisor before undertaking any new responsibilities.
- Maintain the confidentiality of any information that is accessed, exchanged or conveyed during the duration of the placement
- Wear attire or assigned PPE appropriate for safety and public perception while volunteering.
- Provide a Police Record Check (including Vulnerable Sector Screening) as required.
- Sign a completed Volunteer Contract.
- Sign a Volunteer Waiver.
- Complete all applicable forms and documentation prior to commencement of the placement.
- Comply with all injury reporting requirements of the Municipality

d. Volunteer Captain:

In addition to the volunteer responsibilities outline in section “c. *Volunteers*”, the Volunteer Captain shall:

- Be the primary point of contact between the Municipality and the Volunteer Group.
- Obtain a Police Vulnerable Sector Check.
- Supervise the volunteers in his/her volunteer group.
- Organize and communicate when the volunteer group will be providing their service to the Municipality.
- Ensure a first aid kit is available to all volunteers.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.
- Be provided with his/her groups volunteered medical information and be aware of any potential risk within their volunteer group. The Volunteer Captain shall maintain the medical forms in a binder on site when volunteering.
- Perform any additional tasks identified in the Terms & Conditions of the contract.

5. ADHERENCE TO CORPORATE POLICIES

Volunteers must abide by applicable Municipal policies and procedures including, but not limited to: Code of Conduct, Respectful Workplace Policy, Violence/Harassment in the Workplace Policies, Mississippi Mills’ Accessibility Policy, Health and Safety Policy, Social Media Policy. Volunteers must also complete Site-Specific safety training provided by the Municipality.

Reference Documents:

- Volunteer Handbook
- Volunteer Application Form
- Volunteer Waiver
- Volunteer Contract

Corporate Policies:

- Employee Code of Conduct
- Health & Safety Policy
- Respect in the Workplace Policy
- Violence in the Workplace Policy
- Harassment in the Workplace Policy
- Accessible Customer Service Policy
- Social Media Policy

6. RECORDS MANAGEMENT AND RETENTION

Documents and records generated as a result of this policy will be maintained in accordance with the Municipality’s Records Retention By-law.

7. COMPLIANCE

Failure to comply with this policy may result in discipline up to and including dismissal.



VOLUNTEER APPLICATION

Thank you for your interest in volunteering for the Municipality of Mississippi Mills. Volunteers are key contributors to maintaining a healthy and vibrant community for present and future generations. Please provide us with the information below. If you are selected for the volunteer position, a municipal employee will contact you to provide additional information.

VOLUNTEER INFORMATION

Name (Print):			
Address:			
Phone Number		Phone Number (Other)	
E-mail Address:			
Date of Birth dd/mm/yyyy:			
Volunteer Position:			
Emergency Contact:		Emergency Contact Phone:	

VOLUNTEER EXPERIENCE & CERTIFICATIONS

	YES	NO
Do you have a current Standard First Aid and CPR-C Certificate?	<input type="checkbox"/>	<input type="checkbox"/>
Are you AED Trained?	<input type="checkbox"/>	<input type="checkbox"/>
Have you volunteered or applied to volunteer for Mississippi Mills in the past? <i>If yes, please describe:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any additional certifications, qualifications or related experience that could be applied to a volunteer position with the Municipality?	<input type="checkbox"/>	<input type="checkbox"/>

Acknowledgement of Volunteer Responsibilities:

This section must be completed by the volunteer or by a Parent of Legal Guardian if the Volunteer is under the age of 18.

<input type="checkbox"/>	I understand that potential volunteers may be required to undergo a screening process which could include an interview and reference check
<input type="checkbox"/>	I understand that mandatory training sessions may take place prior to volunteer position commencement.
<input type="checkbox"/>	I understand that upon acceptance of a volunteer position, I may be required to obtain a Police Vulnerable Sector Check (over 18) or a Police Information Check (under 18) at my own expense prior to volunteering.
<input type="checkbox"/>	I hereby certify that the information provided is correct, and any false statements made on this application will result in immediate termination of my volunteer position.
<input type="checkbox"/>	I understand that the Corporation can refuse assistance of an individual to volunteer or to end a current volunteer opportunity. The Corporation is not required to provide reasons or rationale for these actions.

Personal information contained on this form is collected in pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the Municipal Clerk.



VOLUNTEER CONTRACT

VOLUNTEER INFORMATION	
Name (Print):	
Address:	
Telephone number(s):	
E-mail Address:	
Age:	
Volunteer Position:	

The following is an acknowledgement by you, the volunteer, and the Municipality of Mississippi Mills:

As a volunteer in Mississippi Mills	Initials
I will follow the roles and responsibilities as outlined in my position description	
I will volunteer for the minimum volunteer commitment as outlined in my position description	
I will provide a criminal record check, if required by the Program/Event coordinator	
I will complete the mandatory training prior to engaging in volunteer activity	
I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and patrons. I will immediately report any incidents, concerns and/or accidents to my supervisor	
I will sign in and out during every shift and accurately record my volunteer hours if required by my Supervisor	
I will behave in accordance with the Municipality of Mississippi Mills Code of Conduct	
I will be respectful to staff, patrons, and fellow volunteers at all time	
I will be reliable, prompt and notify my Supervisor if I am unable to complete my scheduled shift	
I will be receptive to constructive feedback from my Supervisor	
I will not receive monetary compensation for my volunteer services or time	
I will not be considered an employee of the Municipality of Mississippi Mills	

Additional information from the Municipality:

1. We will provide written information, training and support to you as a Volunteer.
2. We will ensure adequate supervision is in place and provide constructive feedback on volunteer performance.
3. We will respect the skills, dignity, and individual needs of the Volunteer, and adjust to accommodate individual requirements whenever possible.
4. We will be receptive to feedback from you as a Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
5. We will maintain our commitment to the health and safety of all volunteers, staff and patrons and conduct ourselves accordingly.

Volunteer:	Signature:	Date:
Municipal Rep.:	Signature:	Date:



VOLUNTEER CONTRACT

****PAGE 2 SHALL BE COMPLETED BY PROGRAM/EVENT ADMINISTRATOR****

Required Training for Volunteers	Required (Yes/No)	Document Sent to Volunteer
Volunteer Handbook.		<input type="checkbox"/>
Ministry of Labour Health & Safety Awareness		<input type="checkbox"/>
Employee Code of Conduct		<input type="checkbox"/>
Respect in the Workplace Policy		<input type="checkbox"/>
Violence in the Workplace Policy		<input type="checkbox"/>
Harassment in the Workplace Policy		<input type="checkbox"/>
Accessible Customer Service Policy		<input type="checkbox"/>
Health & Safety Policy		<input type="checkbox"/>
Social Media Policy		<input type="checkbox"/>
Emergency Medical Information		<input type="checkbox"/>
WHMIS Training		<input type="checkbox"/>
SITE SPECIFIC:		
- First Aid: Location of Stations, names of First Aiders		<input type="checkbox"/>
- Fire Safety & Evacuation Plans		<input type="checkbox"/>
- Site Specific Hazards (i.e. contaminated sandbags, heat/cold exposure, exposure to compressed gases, Location of Trip/Slip/Fall hazards, proper techniques to prevent MSDs, etc.)		<input type="checkbox"/>
POLICE VULNERABLE SECTOR CHECK/POLICE INFORMATION CHECK		<input type="checkbox"/>

TRAINER INFORMATION	
Name (Print):	
Date of Completed Volunteer Training	
Signature:	
Date:	



VOLUNTEER EMERGENCY MEDICAL INFORMATION

VOLUNTEER INFORMATION			
Name (Print):			
Address:			
Phone Number		Cell Number (Other)	
E-mail Address:			
EMERGENCY CONTACT(S)			
CONTACT #1			
Name (Print):		Relationship to Volunteer:	
Phone Number:		Cell/Alternate Number	
CONTACT #2			
Name (Print):		Relationship to Volunteer:	
Phone Number:		Cell/Alternate Number	
MEDICAL INFORMATION			
Do you have known medical conditions (hypertension, diabetes, regular medications, etc.):			
Do you have known Allergies? Please Specify:			

Personal information contained on this form is collected in pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your Volunteer Application. Questions about the collection of this information should be directed to the Municipal Clerk.



VOLUNTEER WAIVER

All volunteers must complete and sign the Volunteer Service Waiver prior to volunteering for the Municipality of Mississippi Mills.

VOLUNTEER INFORMATION	
Name (Print):	
Volunteer Position:	

I acknowledge having read the terms and conditions of the volunteer position and I understand and agree to abide by these terms and conditions and to work safely in accordance with the safety training and/or safety materials provided to me.

I understand that my participation as a volunteer does not make me an employee, agent, or contractor of or for the Corporation of the Municipality of Mississippi Mills (“Municipality”) and that the Municipality will not assume any responsibility for any personal injury or material losses, damages, claims, liabilities, or suits whatsoever arising from my participation as a volunteer for the Municipality.

I understand that participation as a volunteer requires the exercise of due care to avoid risks that could result in injury, death or loss or damage to person or property. I acknowledge the inherent risks involved with the volunteer position, which activities I am being allowed to undertake freely on my own volition, without pay or compensation of any kind and without any liability of any nature on behalf of the Municipality. I understand that all services I perform during my volunteer service are undertaken at my own risk.

I, for myself, my heirs, executors, administrators, successors, assigns, agents, or anyone else who may claim on my behalf, hereby release and agree to defend, indemnify and hold harmless the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, from and against any and all losses, liabilities, damages, injuries, actions, causes of action, claims, demands, costs and expenses of every kind and nature whatsoever arising from my participation in the volunteer program including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether foreseen or unforeseen and whether arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Municipality, its elected officials, officers, employees, agents, or anyone acting on behalf of the Municipality, or any of them, in connection with or in any way related to the volunteer program.

I confirm that I have been advised to obtain independent legal advice prior to signing this Volunteer Service Waiver.

*If Volunteer is under the age of 18, this Waiver must be signed by a parent or guardian.		
Volunteer Signature:		Date:
Parent/Guardian Signature: *		Date:
Witness:		Date:

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: David Armstrong, C.R.S, A/Director of Roads and Public Works
SUBJECT: **Extension of Joint Tender for Road Salt through Lanark County**

RECOMMENDATIONS:

THAT Council receive the Extension of Joint Tender for Road Salt through Lanark County report as prepared by the A/Director of Roads & Public Works, dated May 5, 2020, as information;

AND THAT Council direct staff to pursue one of the Options as outlined in the report.

BACKGROUND:

In 2019, Mississippi Mills participated in a Request for Tender through Lanark County for the "Supply and Delivery of Bulk Course Highway Salt", to which Cargill Salt Road Safety was the successful bidder. Mississippi Mills was paying \$114.44 per tonne delivered during the 2019/20 winter season through this Tender. The service was fluid and without any disruption. During the 2019/20 winter season, Mississippi Mills received approximately 2,300T of bulk road salt.

On March 18, 2020 Cargill issued a letter to Terry McCann, Director of Public Works for Lanark County, indicating that they wished to offer an extension for the 2020/21 winter season, as outlined in the current contract. Cargill offered the same product to be delivered at \$105.87 per tonne.

DISCUSSION:

While we are not obligated to follow suit with Lanark County in accepting the offered extension from Cargill, it is the quickest path to moving forward for continuing this contracted service, and the unit price appears comparable with other suppliers.

There are a few reputable firms that offer this material and delivery service throughout Ontario. Roads & Public Works inquired about unit prices and available quantities with other suppliers. While the prices obtained were not guaranteed, they were noted as being accurate and were comparable to the offered unit rate in the extension from Cargill.

OPTION 1:

Accept the one (1) year extension with Cargill alongside Lanark County.

OPTION 2:

Release a Request for Tender with the expectation of receiving a better unit price. The estimated timeline for reporting back to Council with the results from this Option is approximately 8 – 12 weeks.

FINANCIAL IMPLICATIONS:

The approved budget amount for sand and salt is \$378,000 for 2020 and we have expended approximately 30% of that so far this year. It is hard to forecast where this line item will trend once we approach the beginning of the 2020/21 winter season, however the reduced unit price in the extension will aid in keeping within budget. We spent approximately \$112,000 on winter sand in 2019 and approximately \$296,000 on road salt in 2019.

SUMMARY:

Staff has prepared this report in conjunction with a report to Lanark County Council from their Director of Public Works, wherein the recommendation was to proceed with the extension.

Respectfully submitted,

Reviewed by,



David Armstrong, C.R.S.
A/Director of Roads and Public Works



Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: David Armstrong, C.R.S.
A/Director of Roads & Public Works
SUBJECT: Insurance Payout for Damaged Dump/Plow Truck

RECOMMENDATIONS:

THAT Council receive the Insurance Payout for Damaged Dump/Plow Truck report as information, as prepared by the A/Director of Roads & Public Works on May 5, 2020 as information;

AND THAT Council direct staff to pursue one of the following Options, or a combination of the following Options, regarding the insurance claim for Truck #23 in the Roads & Public Works department fleet.

BACKGROUND:

The Roads & Public Works department currently maintains 9 dump/plow trucks primarily to carry out winter maintenance activities throughout the Municipality. These trucks are assigned regular operators and carry out specific plow routes. Our fleet currently has trucks #25, #28, #22, #26, #30, #32, #27, #31, and #23. The conversion of the Fire Truck is slated to replace Truck #28 once works are completed in early 2021. Truck #23 is a 2010 International Tandem Dump/Plow Truck with 152,317 km's and 6,136 hours on the engine. It suffered near-disastrous damage when it slid off the road performing winter maintenance activities on Friday February 14, 2020. As a result of this, our insurance provider Aviva has deemed the truck unfit for the road in its current state.

DISCUSSION:

The proposed payout from Aviva is \$276,772.43, less our \$10,000.00 deductible, which equates to an actual payout of \$266,772.43. With the current climate of the North American economy, the US dollar has elevated substantially over the last couple of months leading up to the COVID-19 outbreak. Similarly, commercial truck manufacturers are overwhelmed with orders, dating some new builds that

were ordered earlier in 2020 having the delivery date postponed until 2021 or early 2022.

Roads & Public Works were unsuccessful in hiring our full complement of 6 (six) seasonal contract workers for the 2019/20 winter season, which left truck #28 vacant alongside its preassigned plow route. This is a credit to our dedicated staff for absorbing this route and maintaining an exceptional level of service that residents have come to know and expect. Despite being short-staffed all season, as well as introducing new staff to our winter maintenance activities or returning staff to new equipment/routes, we were able to provide a seamless transition in our operations. By design, Roads & Public Works operates smoothly and efficiently with our full complement of seasonal contract workers. While we were able to provide adequate winter maintenance through the 2019/20 winter season, missing that seasonal worker did have an impact on our operations and our staff. Truck #28 capably filled in on a few occasions when other trucks were temporarily taken out of service for maintenance, and more so after Truck #23 was taken off the road in February. However, Truck #28 is slated to be replaced in early 2021 with the converted Fire Truck being added to our fleet. The timing of this is not ideal, and with the current global and economic climate, any option(s) we pursue will likely prove trying to ensure we have an adequate fleet ready for the 2020/21 winter season.

OPTIONS:

OPTION 1

Keep the damaged truck and release a Tender for new running gear to be purchased and installed, as well as release a Tender for a new truck chassis, plow equipment and upfit. With this option we can release a Tender for a new truck chassis, plow equipment and upfit, while keeping a serviceable truck in the fleet. The final payout from Aviva will be \$276,772.43, less \$10,000 (deductible), which equals \$266,772.43. This amount is less than the cost to purchase a new truck.

It will cost \$28,079.00 to purchase the damaged truck from our insurance provider. In order to effect the necessary repairs to our existing truck, we would need to strip the damaged dump box and plow gear, replace the front and rear suspension, straighten the truck frame, complete a wheel alignment, have the frame re-certified, sandblast and paint the frame, and complete cab and wheel repairs. Alongside that we would release a Tender for new running gear to be purchased and installed, as well as have a dump body installed - similar to Tender No.20-04 that was approved by Council on April 7, 2020 for the Fire Truck conversion.

The dump body will be utilized from Truck #31. This box was replaced in 2010 and is in exceptional condition. Truck #31 is a 1995 International with 375,000 km's and 15,000 hours on the engine. The engine should last the estimated year or two while the replacement truck is built but is showing signs of needing a full engine rebuild. Keeping this box will save us approximately \$42,801.10 as outlined in Tender No. 20-02 which had us procure a new box. Truck #31 should be slated for replacement in 2022.

We have received quotes for the following work:

• Strip damaged dump box and plow gear	\$2,500
• Replace front and rear suspension	\$7,000
• Straighten truck frame	\$5,000
• Complete wheel alignment	\$500
• Re-certify the frame	\$695
• Sandblast, paint; cab and wheel repairs	\$10,000
• Tender – purchase and install new running gear	\$88,931
• Purchase damaged truck chassis	<u>\$28,079</u>
	TOTAL: \$142,705

Completing these works would replace Truck #31 and extend the useful life of Truck #23 for approximately half the price of procuring a new truck. This truck will meet all current emission criteria, and our Mechanic estimates the useful life once back on the road to be approximately 12-15 years. The proposed outlined works could see Truck #23 back in service immediately following the 2020/21 winter season.

Aviva provided the following statement regarding insuring Truck #23 following the repairs: *“Aviva would insure the vehicle again provided a safety/fitness certificate by a qualified/reputable auto repair shop has been obtained, however, if the vehicle is involved in another motor vehicle accident the Replacement Cost endorsement would not apply and will be prorated as standard policy in the industry.”*

OPTION 2

Release a Tender for a new truck chassis, plow equipment and upfit. The final payout from Aviva will be \$276,772.43, less \$10,000 (deductible), which equals \$266.772.43. This amount is likely less than the cost to purchase a new truck.

OPTION 3

Research the possibility of purchasing a used dump/plow truck to replace Truck #23. Some areas across Canada and the United States have used trucks like Truck #23 and could be procured with substantial savings. This could be a time-consuming effort yielding no favorable results, leaving us in the same scenario we are currently in.

OPTION 4

Keep the monies in reserves to offset the likely shortfall in Tendering for a replacement for Truck #22; which is our single-axle dump/plow truck that plows half of Almonte and was approved to be replaced in the 2020 Budget at \$240,000. This option leaves us with a shortfall of trucks to perform winter maintenance throughout the Municipality.

OPTION 5

Research the possibility of contracting some of our winter maintenance activities. This could be a time-consuming effort yielding no favorable results, leaving us in the same scenario we are currently in.

FINANCIAL IMPLICATIONS:

OPTION 1		
Strip damaged dump box and plow gear	\$2,500	BREAKDOWN
Replace front and rear suspension	\$7,000	
Straighten truck frame	\$5,000	
Complete wheel alignment	\$500	
Re-certify the frame	\$695	Insurance payout \$266,772.43
Sandblast, paint; cab and wheel repairs	\$10,000	Truck #23 cost \$142,705
Tender – purchase and install new running gear	\$88,931	leaves \$124,067.43
Purchase damaged truck chassis	\$28,079	New Truck Cost \$300,000
TOTAL COST TO RESTORE #23	\$142,705	ESTIMATED SHORTFALL TO PROCURE 2 TRUCKS
ESTIMATED COST TO TENDER TRUCK #31	\$300,000.00	
TOTAL COST FOR TRUCKS #23 AND #31	\$442,705	\$175,932.57

OPTION 2		
MONIES RECEIVED FROM INSURANCE	\$266,772.43	ESTIMATED SHORTFALL TO PROCURE NEW TRUCK #23
ESTIMATED COST TO TENDER NEW TRUCK #23	\$300,000.00	\$33,227.57

OPTION 3		
MONIES RECEIVED FROM INSURANCE	\$266,772.43	ESTIMATED SURPLUS AFTER PROCURING USED TRUCK
ESTIMATED COST TO PROCURE USED TRUCK	\$80k-\$250k	\$16,772.43 - \$186,772.43

OPTION 4		
MONIES RECEIVED FROM INSURANCE	\$266,772.43	AMOUNT INTO RESERVES
BUDGETED AMOUNT TO REPLACE #22	\$240,000.00	
ESTIMATED COST TO TENDER NEW TRUCK #22	\$300,000.00	
		\$206,772.43

OPTION 5		
MONIES RECEIVED FROM INSURANCE	\$266,772.43	AMOUNT INTO RESERVES
ESTIMATED COST OF CONTRACTED SERVICES	UNKNOWN	\$266,772.43

SUMMARY:

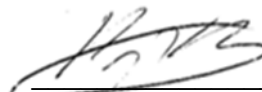
Currently staff is seeking direction on which Option(s) to pursue. We believe there is a greater long-term financial return with Option 1 as it extends the useful life of our current assets and substantially lessens our contribution to necessary future Capital purchases. All options are viable and in current practice in the Municipal Public Works industry.

Respectfully Submitted



David Armstrong, C.R.S.
A/Director of Public Works

Approved by



Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: Cory Smith
SUBJECT: Award of Contract – PW-20-05, 2020 Surface Treatment Program

RECOMMENDATIONS:

THAT Council award the contract for Tender No. PW-20-05, 2020 Surface Treatment Program to Thomas Cavanagh Construction Limited, in the amount of \$666,595.63 (HST included).

BACKGROUND:

The 2020 Capital Works Budget included funds to complete surface treated road renewals, reconstructing Concession 11 North Pakenham for a length of approximately 4 km between Young and Shaw Road, and Concession 11A Ramsay for a length of approximately 1.1 km from the dead end to the Urban Boundary. These works were issued for tender under Tender No. PW-20-05.

DISCUSSION:

Tender No. PW-20-05 for the 2020 Surface Treatment Program was released by the Municipality on March 18, 2020 and subsequently closed on April 23, 2020. The advertisements were posted in the Canadian Gazette, on the Municipal Website and with the Ottawa Construction Association. A total of two (2) tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price (Taxes Included)
R.W. Tomlinson Limited	\$801,153.50
Thomas Cavanagh Construction	\$666,595.63

The tender submissions were reviewed for accuracy and completeness. Staff is presently recommending that Thomas Cavanagh Construction Limited be awarded the contract. Thomas Cavanagh Construction Limited has successfully completed similar works for Mississippi Mills in the past and has a good working relationship with staff.

FINANCIAL IMPLICATIONS

The prices for tendered services are within the budget reserved for this item under Transportation Capital Budget. The current budget break-out for this project remains as follows:


ACTIVITY	Amount (Non-recoverable Taxes Included)
Thomas Cavanagh Construction	\$600,290.01
Contingency 5.8 %	\$34,776.99
Total (Non recoverable HST incl.)	\$635,067.00
Mississippi Mills Available Budget	\$635,067.00

Please note that it is recommended that we do not declare any surplus funds until the project has sufficiently advanced to substantial completion.


Respectfully Submitted

Approved by


Cory Smith
Public Works Technologist


Ken Kelly,
CAO

Reviewed By


David Armstrong
Acting Director of Roads and Public Works

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: David Armstrong, C.R.S.
A/Director of Roads & Public Works
SUBJECT: Award RFQ – Concrete Work 2020

RECOMMENDATIONS:

THAT Council award the RFQ for Concrete Work to Prestige Design and Construction (Ottawa) Ltd. as outlined in their submission.

BACKGROUND:

The Municipality is required to complete a number of concrete repairs throughout the year on our sidewalks, curbs and other structures.

DISCUSSION:

The Concrete Work Form of Quotation was released by the Municipality on March 25, 2020 and subsequently closed on April 14, 2020. The advertisements were posted in the Canadian Gazette and on our website. The Municipality received three (3) submissions at the time of closing. Results were as follows:

COMPANY	Item 1 Large areas (> 10m ²) final grade, compact, form and pour (no excavation or granulars required) 1.5m wide, 150mm thick	Item 2 Large areas (> 10m ²) excavate, remove and dispose of spoiled concrete, supply and place 100mm granular 'A' stone, final grade, compact, form and pour, 1.5m wide, 150mm thick	Item 3 Small areas (< 10m ²) final grade, compact, form and pour (no excavation or granulars required) 1.5m wide, 150mm thick	Item 4 Small areas (< 10m ²) excavate, remove and dispose of spoiled concrete, supply and place 100mm granular 'A' stone, final grade, compact, form and pour, 1.5m wide, 150mm thick
Prestige Design and Construction (Ottawa)Ltd.	\$126.75 per square meter (excluding HST)	\$218.25 per square meter (excluding HST)	\$250.50 per square meter (excluding HST)	\$445.25 per square meter (excluding HST)
Adria Concrete & Paving Ltd	\$345.00 per square meter (excluding HST)	\$545.00 per square meter (excluding HST)	\$555.00 per square meter (excluding HST)	\$805.00 per square meter (excluding HST)
Premium Construction	\$760.00 per square meter (excluding HST)	\$965.00 per square meter (excluding HST)	\$680.00 per square meter (excluding HST)	\$870.00 per square meter (excluding HST)


Prestige Design and Construction (Ottawa) Ltd. has not worked for the municipality in the past. As such reference checks were completed with the City of Ottawa, Condo Management Group and CBRE Ltd. The references indicate that Prestige Design and Construction (Ottawa) Ltd. is capable of completing the works required under this RFQ.

FINANCIAL IMPLICATIONS

The pricing submitted by Prestige Design and Construction (Ottawa) Ltd. will be used for our Curbs & Sidewalks Operating Budget of \$50,000.00, and possibly our Sidewalk Construction Capital Budget of \$85,000.00.

Respectfully Submitted

Approved by



David Armstrong, CRS
A/Director of Roads and Public



Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: Cory Smith
SUBJECT: **AWARD OF CONTRACT**
Flushing and CCTV of Sanitary Sewers, 2020-2023
TENDER No. PW-20-13

RECOMMENDATIONS:

THAT Council award the contract for Tender No. PW-20-13, Flushing and CCTV of Sanitary Sewers, 2020-2023 to 2414002 Ontario Inc. O/A On-Site Sewer Services in the amount of \$160,789.52 (HST included).

DISCUSSION:

Tender No. PW-20-13 for Flushing and CCTV of Sanitary Sewers, 2020-2023, was released by the Municipality on April 1, 2020 and subsequently closed on April 23, 2020. The advertisements were posted in the Canadian Gazette, on the Municipal Website and with the Ottawa Construction Association. A total of two (2) tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price for all 4 years (Taxes Included)
2414002 Ontario Inc. O/A On-Site Sewer Services	\$160,789.52
Clean Water Works	\$169,567.17

The tender submissions were reviewed for accuracy and completeness. On-Site Sewer Services has not worked for the municipality in the past. As such reference checks were completed with the Municipality of Meaford, The Township of Severn and The Township of St. Clair. The references indicate that On-Site Sewer Services is capable of completing the works required under this contract.

FINANCIAL IMPLICATIONS

The tender included pricing for a four year period starting in 2020 and ending in 2023. The prices for the annual program for 2020 Flushing and CCTV services are within the budget reserved for this item under Annual Infiltration and Inflow Management. The budget for 2021 through 2023 will be adjusted based on the tender results. The current budget break-out for 2020 is as follows:


ACTIVITY For 2020 Annual Catch Basin Cleaning	Amount (Non-recoverable Taxes Included)
On-Site Sewer Services.	\$34,628.16
Contingency 15.5 %	\$5,371.84
Total (Non recoverable HST incl.)	\$40,000.00
Mississippi Mills Available Budget	\$40,000.00

Please note that it is recommended that we do not declare any surplus funds as this is operational in nature and additional cleanings for some catch basins may be required throughout the year.

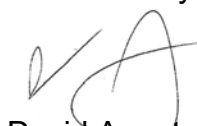
Respectfully Submitted

Approved by


Cory Smith
Public Works Technologist


Ken Kelly,
CAO

Reviewed By


David Armstrong
Acting Director of Roads and Public Works

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: May 5, 2020

TO: Council

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: INTERIM REPORT #3 ON FINANCIAL IMPLICATIONS OF COVID 19

RECOMMENDATION:

THAT Council accept the Treasurer's interim report on the financial implications of Covid 19 dated May 5, 2020 as information.

BACKGROUND:

Effective March 16, 2020, the Municipality closed the Almonte Daycare including all school programs, all recreation facilities including the rental of the Almonte Old Town Hall Auditorium, and the Public Libraries to April 6, 2020. In addition, all other municipal facilities were closed to the public although Staff continue to work, some from home.

On March 17, 2020 Premier Doug Ford declared a state of Emergency in the Province of Ontario due to Covid 19 which would have resulted in the closure of the Daycare, recreation facilities and the libraries had the Municipality not already done so. The Province has extended the closures to May 12, 2020 however, further extensions may occur. The end date of the emergency closures remains undetermined.

The purpose of this report is to provide some additional information to Council on any financial implications for the Municipality resulting from Covid 19 related closures and is supplemental to the reports provided on April 7 and 21, 2020.

DISCUSSION:

Revenues vs. Cash Flows:

There is a difference between revenues and cash flows. Revenues are earned and realized whenever a bill is issued by the Municipality. These bills may or may not be paid on the due date. The payment of these bills provides a flow of cash to the Municipality to operate and pay all its obligations such as payroll, contracts, heat, hydro, capital, debt repayments, etc. Should bills not be paid by the due dates, then the Municipality's cash flows are negatively impacted, and the funds required to pay the obligations of the Municipality may not be available.

Daycare, Recreation, Almonte Old Town Hall, Library:

With the closure of facilities such as the Daycare, the arenas, the curling rink and the Almonte Old Town Hall Auditorium, the revenues that would otherwise be billed are forgone resulting in a loss in cash flows to pay obligations related to those facilities.

Daycare:

Refer to Table 1 for an analysis of the finances of the Daycare from January 1, 2020 to April 27, 2020 with comparative information for the same period in 2019. Note that the Daycare is in a deficit position to April 27th of \$46,030. The totals include salaries for the pay period ending Friday, April 3, 2020. Effective Monday, April 6, 2020 all Daycare employees, with the exception of the Daycare Manager, have been placed on temporary leave to mitigate the financial implications of the emergency closure. The Daycare is fortunate to have reserves but the intent of the reserves is to be used for Capital projects not operational needs.

Recreation:

Refer to Table 2 for the financial analysis of the Recreation and Curling Departments from January 1, 2020 to April 27, 2020 with comparative information for the same period in 2019. The combined deficit for Recreation and Curling to April 27th is \$40,349 but for the same time period on 2019 was \$28,949. It is not uncommon for this department to carry a deficit through to September when ice season begins again as ice rentals account for the majority or earnings for this department.

Almonte Old Town Hall Auditorium

Staff are still working at the Almonte Old Town Hall and the tenants are still occupying the space even though the facility is closed to the public. The auditorium is closed for public use as well. The total revenue for the Almonte Old Town Hall from January 1, 2020 to April 27, 2020 is \$14,449 and was \$15,466 in 2019.

Library:

Refer to Table 3 for the financial analysis of the Library from January 1, 2020 to April 27, 2020 with comparative information for the same period in 2019. The deficit for the library to April 27th is \$27,815 and for the same period in 2019 is \$25,328. It is not unusual for the library to have a deficit at this time of year as they are waiting on household grants to come from the Province.

With the closure, some Staff are unable to continue to work therefore effective, April 6, 2020 all but 4 Library employees have been placed on temporary leave. Monthly salary and benefit costs are approximately \$38,000.

Building Department:

Refer to Table 4 for the financial analysis of the Building Department from January 1, 2020 to April 27, 2020 with comparative information for the same period in 2019. The Department is operating with a surplus of \$35,744 to April 27th. Revenues and therefore the cash flows for the Building Department, may only be delayed if builders are able to move ahead with planned projects once the pandemic is over or may be eliminated entirely if they are not.

It is too soon to determine the financial implications to the Department as it is not yet peak building season. The Staff of the Building Department are still working and are appropriately billing and collecting on permits being issued although new Emergency Orders imposed since the previous financial report places restrictions on the residential construction industry. The Building Department's reserve balance at Dec 31/19 is \$646,564.71.

Water and Sewer

Refer to Table 4 for the financial analysis of the Water and Sewer Department from January 1, 2020 to April 27, 2020 with comparative information for the same period in 2019. The department has a surplus at April 27th of \$91,221. Water and Sewer continues to be billed appropriately and has no financial impacts at this time. Council has agreed to defer the next water billing due date from 30 days to 45 days. There is the possibility that users will be unable to pay future water bills on time which will have impacts on the Municipality's cash flows.

Taxation and other sources of Revenue:

Other sources of revenue such as taxation waste management, and miscellaneous sources of revenue, at this time, are still expected to be billed as required. The problem related to these revenues is the ability of residents to be able to make payment on these billings which will significantly impact the Municipality's cash flows. A further discussion on due dates, penalties and interest may be required depending on how long the pandemic continues although it is reasonable to believe that some residents will have a long road to financial recovery.

The Municipality was fortunate that it was able to issue the 2020 interim tax bills in January with a due date of February 27, 2020. The Municipality's share of the interim tax billing of approximately \$4.4 million represents roughly 40% of the Municipality's taxation revenue the purpose of which is to provide cash to operate until the final tax bills are issued in June each year (due July and September). Taxation, supplementary tax bills and payments in lieu represent roughly 50% of the municipalities revenues for the year.

The Municipality has also billed 40% of the County and School Boards taxes of approximately \$4.8 million on the 2020 interim tax bill. The Province has confirmed in writing that the school board taxation remittances will be deferred by 90 days so the June 30th payment will not be due until September 30th and the payment due on September 30th will now be due on December 30th. This will free up cash for the

municipality following the final tax billing as we will have additional time to pay the school boards, or if the Municipality chooses to alter final tax billing due dates, it will provide more financial flexibility to do so.

Grants:

To date, there has been no indication that there will be any delay in receiving operating grants for the Municipality, Daycare or Library.

Other Considerations:

The discussion forum held by the Municipal Finance Officer's Association (MFOA) and the Ontario Municipal Tax and Revenue Association (OMTRA) advised against making hasty decisions that will have long term impacts to cash flows, so at this time I am providing this report as an additional interim update and will continue to do so as we move forward. Any potentially negative impacts to the Municipality's cash flows will be an important consideration for Council should decisions regarding financial relief to residents or altering due dates, etc. be required.

FINANCIAL IMPACT:

Tables 1 to 4 provide financial impacts for the Daycare, Recreation Department, Library, Building Department and Water and Sewer. **Table 5** provides monthly cash flow information for the Municipality as a whole.

At the time of writing this report, the Municipality has cash in the bank of \$7.62 million and investments total \$8.02 million. Combined the total of cash and investments is \$15.64 million.

To address any cash flow issues that may arise depending on the length of time the pandemic continues there are some options that Council can consider such as:

- Obtaining long term financing in advance for the water reservoir rather than waiting until it is completed which is historically the practice as:
 - It would provide the cash upfront to complete the work rather than using up cash on hand
 - The financing is already approved in the 2020 budget
 - Development charges have already been collected for this work
 - It is expected that interest rates will be more favourable than they may be once the project is completed.
- Use the \$1 million in interim borrowing available through RBC. Again, it is expected that interest rates will be favourable if this route is taken. Interim borrowing would be repaid once taxes are collected.
- Arrange for an increase in interim borrowing over \$1 million. It is expected that banks would provide this given the current economic situation.
- As mentioned, use the 90 day deferral of the School Board payments as additional cash until final tax bills are issued and collected should there be any delays.

- Investigate all opportunities for Federal, Provincial and County funding resulting from the emergency situation
- Consider further declared emergency leaves for those employees where there is a demonstrated shortage of work
- Consider delaying some capital projects although this decision has been somewhat made by the Province as new emergency orders indicate that only critical infrastructure can proceed at this time.

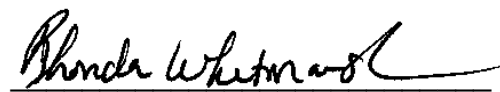
Further analysis of cash flows may be provided at a later date however, it is difficult to speculate the number of taxpayers or water users who will be unable to pay their bills on the upcoming due dates. As the Municipality is between billing cycles for both water and taxes, cash flow inflows have not yet been impacted for these billings.

At the time of writing this report, most capital projects have not started or are on hold unless they are determined to be critical. This means that the cash outlay that would normally be expected related to capital projects is also on hold. As mentioned, temporary layoffs have occurred which also reduces monthly cash outflows. There are presently no concerns with cash flows to bring to Council's attention however the situation will continue to be monitored.

SUMMARY

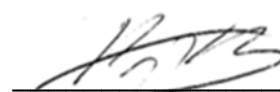
The purpose of this report is to provide financial information to Council with regard to the closures of facilities during the declared emergency by the Province of Ontario. Also provided is information on cash flows for the entire Municipality so that Council has some context when making decisions regarding deferral of spending, staffing or providing any sort of tax relief, changing due dates or adjusting penalty and interest charges during the Covid 19 pandemic.

Respectfully submitted,



Rhonda Whitmarsh, Treasurer

Reviewed by,



Ken Kelly, CAO

Table 1					
Daycare Revenues and Expenditures January 1, 2020 To April 27, 2020					
with comparisons with the same period in 2019					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
DAYCARE					
REVENUE					
Fees & Service Charges	\$2,514,081.00	\$536,044.00	\$1,978,037.00	78.68%	572,793.00
Municipal Grant	\$29,921.00	\$7,480.00	\$22,441.00	75.00%	3,397.00
TOTAL REVENUE	\$2,544,002.00	\$543,524.00	\$2,000,478.00	78.64%	576,190.00
EXPENDITURES					
Salaries & Benefits	2,273,907.00	536,438.00	\$1,737,469.00	76.41%	505,898.00
Supplies	172,750.00	28,976.00	\$143,774.00	83.23%	27,702.00
Service/Rent	97,345.00	24,140.00	\$73,205.00	75.20%	31,213.00
Total Daycare Expenses	2,544,002.00	589,554.00	1,954,448.00	76.83%	564,813.00
Net Daycare Fund	0.00	(46,030.00)	46,030.00	0.00%	11,377.00
Reserves:					
Balance at Dec 31/19		674,957.61			
2020 budget amounts		(203,686.00)			
Remaining balance		471,271.61	Reserves available for use if required		
Other Financial Information					
Proportion of Revenues in 2020 budget					
Full Fee Revenue	69%				
County Grants	24%				
Municipal Contribution	2%				
Reserves and Development Charges	4%				
Other revenue	1%				
	100%				
Proportion of Costs in 2020 budget					
Salaries and Benefits	89%	*Average monthly salary and benefit costs are \$154,000			
Travel and Training	.5%				
Food and Programming	7%				
General Operating	1%				
Maintenace and Repairs	1%				
Utilities	1%				
Insurance	.5%				
Capital	1%				
	100%				
*14 Full time, 10 supply/Part time, 1 cleaner					

Table 2

**Recreation and Curling Revenues and Expenditures January 1, 2020 To April 27, 2020
with comparisons with the same period in 2019**

	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$300.00	\$0.00	\$300.00	100.00%	\$0.00
Municipal Grants	1,309,995.00	327,499.00	\$982,496.00	75.00%	287,352.00
Fees & Service Charges	512,321.00	159,354.00	\$352,967.00	68.90%	175,861.00
Total Revenue	1,822,616.00	486,853.00	1,335,763.00	73.29%	463,213.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	188,098.00	58,347.00	\$129,751.00	68.98%	49,180.00
Other Payroll Expenses-F/T	211,272.00	67,852.00	\$143,420.00	67.88%	61,119.00
Other Payroll Expenses-P/T	24,900.00	4,558.00	\$20,342.00	81.69%	4,556.00
Total Expense	424,270.00	130,757.00	293,513.00	69.18%	114,855.00
GENERAL EXPENSES					
General Rec. Expenses	400,616.00	66,742.00	\$333,874.00	83.34%	53,389.00
Total General Expenses	400,616.00	66,742.00	333,874.00	83.34%	53,389.00
Almonte Arena Expenses	279,596.00	92,791.00	\$186,805.00	66.81%	100,665.00
SCC Arena Expenses	216,946.00	63,085.00	\$153,861.00	70.92%	72,366.00
Sports Fields & Parks	199,852.00	11,471.00	\$188,381.00	94.26%	7,731.00
Vehicles & Equipment	26,750.00	3,734.00	\$23,016.00	86.04%	2,445.00
Programs	24,025.00	861.00	\$23,164.00	96.42%	1,503.00
Events	59,100.00	1,598.00	\$57,502.00	97.30%	4,217.00
Other Recreation	172,609.00	145,743.00	\$26,866.00	15.56%	128,078.00
Total Expense	978,878.00	319,283.00	659,595.00	67.38%	317,005.00
Total Recreation Expense	1,803,764.00	516,782.00	1,286,982.00	71.35%	485,249.00
Net Recreation Fund	18,852.00	(29,929.00)	48,781.00	0.00%	(22,036.00)
=====					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
CURLING FUND					
REVENUE					
Beverage Sales	\$37,000.00	\$24,093.00	\$12,907.00	34.88%	\$27,890.00
Food Sales	0.00	0.00	\$0.00	0.00%	0.00
Curling Lounge Rental	2,500.00	0.00	\$2,500.00	100.00%	119.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	0.00
Curling Surface Bar Proceeds	0.00	0.00	\$0.00	0.00%	0.00
Curling Ice Rental-Curling Club	33,544.00	16,997.00	\$16,547.00	49.33%	16,127.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	73,544.00	41,090.00	32,454.00	44.13%	44,136.00
EXPENDITURES					
Insurance	6,346.00	5,764.00	\$582.00	9.17%	6,044.00
Utilities	36,300.00	14,538.00	\$21,762.00	59.95%	15,979.00
Misc. Expense	100.00	0.00	\$100.00	100.00%	116.00
Ice Rental Lounge Maint.	14,000.00	9,923.00	\$4,077.00	29.12%	8,467.00
Ice Rental Locker Maint.	2,200.00	2,751.00	(\$551.00)	(25.05%)	2,495.00
Ice Rental Surface Maint.	3,800.00	745.00	\$3,055.00	80.39%	250.00
Equipment Maintenance- Ice Plant	4,500.00	451.00	\$4,049.00	89.98%	378.00
Equipment Maintenance-Ice Scraper	0.00	0.00	\$0.00	#DIV/0!	0.00
Curling Bar	25,150.00	17,338.00	\$7,812.00	31.06%	17,320.00
Total Expense	92,396.00	51,510.00	40,886.00	44.25%	51,049.00
Net Curling Fund	(18,852.00)	(10,420.00)	(8,432.00)	44.73%	(6,913.00)
=====					
There are no recreation reserves for operations					
User fees represent 27% of the Recreation budget with the balance coming from the Municipality					

Table 3					
Library Revenues and Expenditures January 1, 2020 To April 27, 2020					
with comparisons with the same period in 2019					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
REVENUE					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Provincial Gov't Grants	31,848.00	1,051.00	\$30,797.00	96.70%	1,670.00
Municipal Grants	669,244.00	158,461.00	\$510,783.00	76.32%	149,256.00
Fees & Service Charges	18,150.00	5,414.00	\$12,736.00	70.17%	6,022.00
Total Revenue	719,242.00	164,926.00	554,316.00	77.07%	156,948.00
EXPENDITURES					
Salaries & Benefits-Almonte	433,543.00	119,522.00	\$314,021.00	72.43%	107,609.00
Salaries & Benefits-Pakenham	69,522.00	19,418.00	\$50,104.00	72.07%	28,684.00
Administration-Almonte	27,960.00	7,636.00	\$20,324.00	72.69%	10,001.00
Administration-Pakenham	13,400.00	6,526.00	\$6,874.00	51.30%	3,772.00
Materials & Supplies-Almonte	48,150.00	8,186.00	\$39,964.00	83.00%	14,764.00
Materials & Supplies-Pakenham	19,633.00	5,910.00	\$13,723.00	69.90%	7,049.00
Building Operations-Almonte	22,300.00	5,223.00	\$17,077.00	76.58%	5,117.00
Building Operations-Pakenham	24,760.00	6,003.00	\$18,757.00	75.76%	5,280.00
Other Expenditures	59,974.00	14,317.00	\$45,657.00	76.13%	0.00
Total Library Expenses	719,242.00	192,741.00	526,501.00	73.20%	182,276.00
Net Library Fund	0.00	(27,815.00)	27,815.00	0.00%	(25,328.00)
	=====	=====	=====	=====	=====

Table 4
**Building Department Revenues and Expenditures January 1, 2020 To April 27, 2020
with comparisons with the same period in 2019**

	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
BUILDING DEPARTMENT					
Building Dept. Revenues	469,900.00	154,914.00	\$314,986.00	67.03%	128,423.00
Building Dept. Expenses	469,900.00	119,170.00	\$350,730.00	74.64%	118,799.00
Net Building Dept.	0.00	35,744.00	(35,744.00)	0.00%	9,624.00

**Water and Sewer Revenues and Expenditures January 1, 2020 To April 27, 2020
with comparisons with the same period in 2019**

	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
WATER & SEWER					
Water & Sewer Revenues	3,757,388.00	611,224.00	\$3,146,164.00	83.73%	550,316.00
Water & Sewer Expenses	3,757,388.00	520,003.00	\$3,237,385.00	86.16%	484,043.00
Net Water & Sewer	0.00	91,221.00	(91,221.00)	0.00%	66,273.00

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: May 5, 2020
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2020 Tax Rate By-Law

RECOMMENDATION:

THAT Council approve the 2020 tax rate by-law as presented.

BACKGROUND:

The ongoing Covid 19 pandemic will result in financial difficulties for some residents affecting their ability to pay their final tax bills on the due dates. Any financial assistance provided by the Municipality is required to be included in the 2020 tax rate by-law per advice received from the Municipal Finance Officers Association (MFOA) and the Ontario Municipal Tax and Revenue Association (OMTRA).

DISCUSSION:

I believe it is Council's wish is to provide some financial support to residents that may be having financial difficulties related to the Covid 19 pandemic. Council had previously directed the CAO and Treasurer to establish payment plans with residents who find themselves in this position. When this recommendation was made, the Municipality was between billing cycles and it was early in the pandemic, therefore, there have not been any payment plan requests for taxes or water to date.

At this time, I do not have visibility on the number of residents in our community who are experiencing job losses or other financial constraints. If the recommendation to offer payment plans to residents in this position is the only financial relief option, then based on the number of tax accounts paid directly by residents, there could potentially be hundreds requesting payment plans which would be administratively overwhelming.

My desire is to offer a solution that provides some financial support to the residents while protecting the cash flows of the Municipality so that we have adequate cash on hand to meet our obligations through to the end of the year for contracts, salaries and benefits, long term debt costs, critical capital, etc. The solution also has to be manageable.

The largest financial obligation tied to taxation is the payment to the County and School Boards for their share of the final tax billing. As previously reported, School Board payments for June and September have been deferred by 90 days.

To provide some context, the Municipality offers a pre-authorized payment plan for taxation where an equal amount is withdrawn monthly towards their tax liability and to date, no residents have withdrawn from the plan. Banks and mortgage companies also pay taxes on behalf of their clients. The Municipality has also not been informed by the banks and mortgage companies that there would be delays in covering those tax payments.

The breakdown of tax billings is as follows:

Total number of tax bills on pre-authorized payment	1,255	17.4%
Total number of tax bills paid by a bank or mortgage company	1,091	15.1%
Total number paid directly by residents	4,863	67.5%
Total number of tax bills issued	7,209	100%

There were 3 options considered while drafting the 2020 tax rate by-law that would support residents in financial difficulty as follows:

Option 1

Continue with the previously approved recommendation to establish payment plans. This option is viable, however without knowing or being able to estimate the number of residents who may be calling to establish payment plans, it is difficult to determine whether this would be administratively overwhelming. Based on the fact that 67.5% of residents pay their own taxes, the number could be significant.

The payment plan recommendation would continue to be available for other payments to the municipality such as water, daycare and general invoicing.

Option 2

Defer the final tax billing due dates by 60 days from the end of July and the end of September to the end of September and the end of November.

Although this option has merit, I am not confident that a 60 day extension is sufficient. This option would also negatively impact the cash flows of the Municipality as those residents that are in a position to pay on the normal due dates of July and September would also have a 60 day deferral as would the pre-authorized payment plan participants and the banks and mortgage companies.

Option 3

Retain the due dates of July and September and waive penalties on the 2020 final tax billing until the end of the year.

This option would protect the municipalities cash flows as there will still be taxpayers that have the ability to pay on the due dates and the Municipality would still be able to collect from banks and mortgage companies and via the pre-authorized payment plan. It also allows residents not just a 60 day deferral but right up to the end of the year to make payments without incurring any penalties. The risk with this option is that those that can pay on the due dates will still choose to pay later if no penalties are being applied.

I am recommending this option, and after contacting the Town of Carleton Place learned that this is the option they are recommending as well. It is the option that is the easiest to manage and would eliminate the need for residents to call and establish payment plans. If the Municipality determines that the waiving of penalties should extend past December 31, 2020 a further amendment to the by-law can be made at a later date.

Normally the penalty clause in the tax rate by-law would read as follows:

“If taxes are not paid on the due dates, a penalty of one and one-quarter percent (1.25%) of the unpaid taxes shall be levied on the first day of the calendar month following the due date and a further penalty of one and one-quarter percent (1.25%) on the first day of each calendar month thereafter for as long as the default continues, but not after December 31st, 2020.”

The recommended wording in the 2020 tax rate by-law is as follows:

“If the 2020 final tax instalments are not paid on the due dates, no penalty shall be levied on the first day of the calendar month following the due date and no further penalty shall be levied on the first day of each calendar month thereafter for as long as the default continues, but not after December 31st., 2020.”

FINANCIAL IMPLICATIONS:

At this time, I am unable to quantify the loss in revenue that will result by waiving penalties on the 2020 final tax billing.

SUMMARY

It is recommended the 2020 final tax rate by-law be approved with the amended penalty clause related to the 2020 final tax instalments.

Respectfully Submitted


Rhonda Whitmarsh,
Treasurer

Reviewed by


Ken Kelly,
CAO

Jeanne Harfield
The Town of Mississippi Mills
3131 Old Perth Rd Box 400, Almonte, ON K0A 1A0

April 16, 2020

Dear Ms. Harfield,

As a member of the Authority, please find below highlights from the April 15 Board of Directors meeting of the Mississippi Valley Conservation Authority for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board in May.

Special Board Meeting

A Special Board Meeting was held in advance of the regular Board Meeting to address gaps in governance policies during emergencies. By-law amendments addressed the following matters:

- moving into and out of Emergency Operations;
- electronic board meetings during declared emergencies; and,
- the delegation of limited powers to an Executive Committee during Emergency Operations.

Watershed Conditions & Outlook

Water Resources Technologist Jennifer North provided an update on conditions across the watershed: flows on the main river system have peaked and are dropping. A FLOOD WATCH remains in effect for Dalhousie Lake, however no significant flooding is expected and levels are expected to decrease over the next week. Upper lakes are at or near summer target levels and will be maintained for fish spawning (walleye and bass), wildlife (nesting loons and ducks) as well as summer recreation. Forecasts for the Ottawa River are anticipating a normal spring with conditions similar to 2018. Conditions are subject to change if the watershed experiences significant rainfall events.

Financial Outlook – COVID-19

Like organizations worldwide, MVCA user fees and other revenues will be affected by COVID-19 and the declared state of emergency. Revenues considered at risk include user fees, rental fees, parking revenues and planning and regulations fees. Some projects/expenditures included in the 2020 Budget are no longer viewed as priorities or possible given current circumstances and will not proceed. It is reasonable that during this time a draw down of reserves is made if required. At present, the forecasted deficit is approximately \$150,000.

Kashwakamak Lake Dam Project

The Board approved allocating \$25,000 from the Kashwakamak Lake Dam capital budget towards completion of a Risk Assessment of the weir. Both the dam and the weir are slated for replacement within the next five years. The results of the risk assessment study will be made available to the Board at its May meeting with a recommendation to proceed or not proceed with repair of the dam in 2020.

Lower Mississippi River Floodplain Mapping Study

The Board approved the *Lower Mississippi River Flood Plain Study* report, and updates to the Regulatory (1:100 year) flood plain and Regulation Limit for the reach downstream of Carleton Place and major tributaries in the lower watershed. Flood plain mapping for these areas was last completed in the 1980s. The report, maps and Regulation Limit will be used in the implementation of *Ontario Regulation 153/06* and forwarded to the municipalities for inclusion in their municipal planning documents.

Source Protection Authority Meeting

The Board received reports from the Source Protection Authority including:

1. Annual Progress Report 2019 which summarizes measures taken to implement the source protection plan and the results of monitoring policies.
2. Risk Management Official Annual Reports 2019 which focused on Risk management staff reaching out to property owners, conducting site visits, cataloguing the information gathered and working on plans for existing activities.
3. General update from Source Protection Program.

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES

Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on April 3, 2020 at 2 p.m. online through Zoom.

1. **CALL TO ORDER**

The meeting was called to order at 2.04 p.m.

2. **ATTENDANCE:**

PRESENT:

Cathy Peacock, Chair
Barbara Button
Councillor Jan Maydan
Jeff Fraser
Marie Traversy
Warren Thorngate
Leanne Czerwinski, Acting Chair
Micheline Boucher
Christine Row, staff

ABSENT:

3. **APPROVAL OF AGENDA**

Resolution No. 19-20

Moved by B. Button

Seconded by W. Thorngate

THAT the agenda be approved with the addition of a closed session.

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST**

[None]

5. **DELEGATIONS/PRESENTATIONS**

[None]

6. **CONSENT ITEMS**

- a) Approval of minutes from February 21, 2020
- b) Correspondence- FOPL: Development Charges, FOPL: Two Amendments to the Public Library Act, In the Know Bulletin
- c) Reports- CEO Report
- d) Incidents- Note from Perth and District Union Public Library
- e) Financials- Feb 29, 2020

Resolution No. 20-20
Moved by J. Maydan
Seconded by W. Thorngate

THAT the MMPLB accepts the consent items and approves the February 21, 2020 minutes as presented.

CARRIED

7. FOR DISCUSSION/DECISION

a) Board By-law

Resolution No. 21-20

Moved by M. Boucher

Seconded by B. Button

THAT the MMPLB approves By-laws Regulating the Business of the Board (BL-01) as amended.

CARRIED

b) Almonte Shelving

Resolution No. 22-20

Moved by M. Traversy

Seconded by M. Boucher

THAT the MMPLB accepts Library Outfitters' quote dated March 10, 2020, to supply new shelving for the Almonte adult fiction collection.

CARRIED

c) Memorandum of Understanding between Friends of MMPL and MMPLB

Resolution No. 23-20

Moved by J. Fraser

Seconded by B. Button

THAT the MMPLB accept the Memorandum of Understanding between the Friends of the Mississippi Mills Public Library and the Mississippi Mills Public Library Board.

CARRIED

d) Closed meeting

Resolution No. 24-20

Moved by L. Czerwinski

Seconded by B. Button

THAT MMPLB enter into an in camera session at 2:45 p.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Resolution No. 25-20

Moved by L. Czerwinski

Seconded by J. Fraser

THAT the MMPLB meeting moves out of in-camera at 3:15 p.m.

CARRIED

Resolution No. 26-20

Moved by L. Czerwinski
Seconded by J. Fraser

THAT the MMPLB approve employee layoffs and leave of absences as set out in the Declared Emergency Leave and Lay-offs Report prepared by Christin Row and dated April 8, 2020.

CARRIED

8. OTHER/NEW BUSINESS

a) Friends of the Library

J. Fraser explained that the Friends' fundraiser in partnership with the Pakenham Maple Run Tour was cancelled due to the COVID-19 pandemic.

b) Almonte Space Needs Assessment- verbal update

The Space Needs Committee provided an update on the project's status and the Design Elements meeting, which included several community members and municipal staff.

9. NEXT MEETING

April 24, 2020

10. ADJOURNMENT

Resolution No. 27-20

Moved by J. Fraser

Seconded by W. Thorngate

THAT the meeting be adjourned at 3:25 p.m.

CARRIED



Natural Gas Expansion Program – Anticipated Submission Requirements

The province is helping expand natural gas access to more communities in Ontario through its Natural Gas Expansion Program. The Ontario Energy Board (OEB) has been directed to examine and report back to the Ministry of Energy, Northern Development and Mines on potential natural gas expansion projects to assist the provincial government in determining which future expansion projects will receive government funding.

Enbridge Gas Inc. will submit project proposals to the OEB based on the OEB's Guidelines, which are currently under development. Based on the draft Guidelines issued by the OEB (EB-209-0255), Enbridge Gas Inc. anticipates it will be required to include letters from the Band Council(s) and/or local government, as applicable, stating support for proposed projects and providing details of any commitment to financial support.

Although Enbridge Gas Inc. is not currently aware of any requirement for municipal financial contributions to qualify for grant funding under the Natural Gas Expansion Program, the Company believes that a municipality's contribution toward project costs (e.g., equivalent to the municipal portion of property taxes recovered on the new infrastructure being built for a period of 10 years) would demonstrate the community's support for the proposed project. How this contribution is made is up to the discretion of the municipality or First Nation in consultation with Enbridge Gas Inc.

Note: To support project economics, councils should understand that Enbridge Gas Inc. will apply a 23 cent/m³ System Expansion Surcharge to all customers connected through the proposed project for a defined period of time of up to 40 years as a contribution toward recovery of the cost of the proposed project.

For Enbridge Gas Inc. to complete its submission to the OEB, we will be looking to gather the following information for proposed projects and may be seeking the municipality's assistance:

- 1) Map of desired service area, including:**
 - a. Residential dwellings within the potential service area
 - b. Commercial dwellings within the potential service area
 - c. Industrial properties (excluding farms) within the potential service area
 - d. Farms and agri-businesses (grain elevators, feed manufacturing, etc.) within the potential service area
 - e. Institutional buildings (municipal facilities, schools, hospitals, etc.) within the potential service area

- 2) Information regarding the primary heating source in your community, including:**
 - a. Number of properties currently heated using electric baseboard
 - b. Number of properties currently heated using electric forced air
 - c. Number of properties currently heated with propane
 - d. Number of properties currently heated with oil
 - e. Number of properties currently heated with wood

Project submission requirements have not yet been finalized by the OEB. We will notify municipalities if additional information is required for purposes of our submission to the OEB.

Please send your information to your municipal advisor or savewithgas@enbridge.com.

May 2020

Dear *REGIONAL DIRECTOR*,

Re: Expression of Support for Natural Gas Expansion to *MUNICIPALITY/PROJECT NAME*

In December 2019, the Government of Ontario announced plans to further increase access to natural gas by making financial support available for new service expansion projects. This Natural Gas Expansion Program will unlock financial support needed to expand natural gas service to new areas across Ontario that are not economically feasible without support. Our municipality is one such area, and we are eager to bring this affordable, reliable fuel source to our residents and businesses.

On behalf of *MUNICIPALITY*, I would like to formally express our interest to have *PROJECT NAME* included on Enbridge Gas' list of projects being proposed to the Ontario Energy Board (OEB) for consideration for financial support through the Natural Gas Expansion Program.

Based on the draft Guidelines issued by the OEB (EB-2019-0255), we are aware that Enbridge Gas Inc. may be required to include support for the proposed project from Band Council(s) and/or local government, as applicable, demonstrated through a written expression of support and/or a commitment to financial support in its project submissions.

Natural gas is the most common, affordable heating fuel in Ontario. We fully support the efforts of Enbridge Gas Inc., the OEB and the Ministry of Energy, Northern Development and Mines. We look forward to working together to expand natural gas access in our community to attract new opportunities, help create jobs and lower monthly costs for our residents.

Sincerely,

Name

Title

Municipality Name

Contact Information

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-038

BEING a by-law to adopt the estimates for the sums required during the year 2020 for the general and special purposes of the Corporation of the Municipality of Mississippi Mills and to establish tax rates.

WHEREAS Section 312 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that the Council of a local municipality shall after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS Section 312 (6) of the said Act require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS the tax ratios as set by the County of Lanark for the Municipality of Mississippi Mills by By-law are:

Residential/Farm Property Class (RT, RF, RG)	1.000000
New Multi-Residential (NT)	1.100000
Farmland Awaiting Development-Phase I	0.250000
Farmland Awaiting Development-Phase II	0.250000
Multi-Residential Property Class (MT, MF)	2.157514
Commercial Property Class (CT, CF, CG, ST, XT)	1.842928
Industrial Property Class (IT, JT,IF, LT)	2.531635
Landfill (HT)	1.232450
Pipeline Property Class (PT)	2.007246
Farmland Property Class (FT)	0.250000
Managed Forest Property Class (TT)	0.250000

AND WHEREAS the property subclasses have tax rate reductions as set by the County of Lanark for the Municipality of Mississippi Mills by By-law are as follows:

Commercial Property Class Vacant Land and Excess Land – 30% reduction
(Qualifying Classes – CU, CX, SU, XU)

Industrial Property Class Vacant Land, Excess Land – 35% reduction
(Qualifying Classes – IU, IX, JU, LU)

AND WHEREAS the assessed value of all rateable real property according to the revised assessment roll for the Municipality of Mississippi Mills amounts to \$2,071,732,818;

AND WHEREAS the municipal budget levy requirement for the Municipality of Mississippi Mills amounts to \$8,910,977 and the municipal policing levy amounts to \$1,933,278 (see attached Schedule 'B') for 2020;

AND WHEREAS there is no 2020 budget levy request from the Business Improvement Area (BIA) Board of Management.

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

1. That the following tax rates be established and applied to the taxable assessments of the Municipality of Mississippi Mills for 2020 as follows and as attached as Schedule 'B':

Property Class	Municipal Tax Rate	Municipal Policing Tax Rate	(As set by County By-law) County Tax Rate
RT	.00424464	.00092033	.00367114
NT	.00466910	.00101236	.00403825
MT	.00902753	.00198562	.00781445
CT, ST, XT	.00782255	.00169610	.00676565
CU, CX, SU	.00547580	.00118727	.00473595
IT, JT	.01074587	.00232994	.00929399
IU, IX, LU, JU	.00698481	.00151446	.00604109
PT	.00852003	.00184733	.00736888
FT	.00106116	.00023008	.00091779
TT	.00106116	.00023008	.00091779

2. The assessment made in the year 2020, based on current values from January 1, 2016 under the provisions of the Assessment Act, Chapter A.31, R.S.O. 1990 as amended, shall be the assessment on which the final tax rates shall be fixed and levied and the final tax shall be fixed and levied on such assessment.

3. That for the purpose of paying the debentures and amounts due under the Tile Drainage Act, the 2020 repayment amounts shall be shown as an addition to the final tax levy.

4. The net amount of taxes levied by this By-law shall be due and payable in two equal installments. The installment due dates for all tax classes is Thursday, July 30, 2020 and Tuesday, September 29, 2020.

5. If the 2020 final tax instalments are not paid on the due dates, no penalty shall be levied on the first day of the calendar month following the due date and no further penalty shall be levied on the first day of each calendar month thereafter for as long as the default continues, but not after December 31st., 2020.

6. If any taxes levied pursuant to this By-law remain unpaid as of January 1st., 2021, interest at the rate of one and one-quarter percent (1.25%) of the unpaid taxes shall be charged on January 1st., 2021 and also on the first day of each calendar month thereafter for as long as the default continues.

BY-LAW READ, passed, signed and sealed in open Council this 5th day of May, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

SCHEDULE 'A' TO BY-LAW NO. 20-038

ESTIMATED EXPENDITURES

Council	\$216,786.00
General Government	1,886,435.00
Fire Department	958,804.00
Building Department	469,900.00
Protection to Persons & Property	2,277,294.00
Roads & Public Works	4,774,223.00
Waste Management	1,683,160.00
Agriculture & Drainage	7,688.00
Daycare	67,096.00
Parks & Recreation	1,543,728.00
Library	663,844.00
Heritage	40,745.00
Other Cultural	32,500.00
Planning & Development	389,010.00
Community Economic Development	<u>305,608.00</u>

Total Expenditures **\$15,316,821.00**
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Water & Sewer (Area Rated to Almonte Ward but not included in tax rates) **\$3,757,388.00**
=====

Septage (not included in tax rates) **50,000.00**
=====

ESTIMATED REVENUES

Provincial Grants	\$ 952,250.00
Canada Grants	.00
Other Municipal Grants & Fees	27,780.00
Fees & Service Charges	2,104,098.00
Other Revenue	887,724.00
Transfer from Reserve/Reserve Fund	171,494.00
Grants in Lieu/Supp taxes	<u>329,220.00</u>

Total Revenue Before Taxation **\$4,472,566.00**
Policing Levy **1,933,278.00**
Tax Room **(.00)**
Fund Balance-Beginning of Year **0.00**
Requirement from Taxation **8,910,977.00**

Total Revenue **\$15,316,821.00**
=====

Water & Sewer **\$3,757,388.00**
=====

Septage **\$50,000.00**
=====

THE COPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
 SCHEDULE B TO BY-LAW 20-038

		2016 Current Value	Transition Ratio	2016 Weighted Phased in Assessment	Municipal Tax Rate	Levy	Policing Tax Rate	Levy	Education Tax Rate	Levy	County Tax Rate	Levy	Total Rate
		Phased in Assessment											
RES/FARM	RT	1,838,216,818	1.000000	1,838,216,818	0.424464%	7,802,568.63	0.092033%	1,691,766.08	0.153000%	2,812,471.73	0.367114%	6,748,351.29	1.036611%
	RF	0		0		0.00		0.00		0.00		0.00	
	RG	0		0		0.00		0.00		0.00		0.00	
MULTI-RES	MT	21,973,400	2.157514	47,407,918	0.902753%	198,365.53	0.198562%	43,630.82	0.153000%	33,619.30	0.781445%	171,710.04	2.035760%
	MF	0		0		0.00		0.00		0.00		0.00	
NEW MULTI-RENT		5,570,000	1.100000	6,127,000	0.466910%	26,006.89	0.101236%	6,202.73	0.153000%	8,522.10	0.403825%	22,493.05	1.124971%
COMMERC.	CT	47,944,700	1.842928	88,358,630	0.782255%	375,049.81	0.169610%	81,319.01	1.250000%	599,308.75	0.676565%	324,377.06	2.878430%
	CF	0		0		0.00		0.00		0.00		0.00	
	CG	0		0		0.00		0.00		0.00		0.00	
	CU	205,900	1.290049	265,621	0.547580%	1,127.47	0.118727%	244.46	1.250000%	2,573.75	0.473595%	975.13	2.389902%
	CW	0		0		0.00		0.00		0.00		0.00	
SHOP CENTR	ST	6,058,100	1.842928	11,164,642	0.782255%	47,389.79	0.169610%	10,275.16	1.250000%	75,726.25	0.676565%	40,986.98	2.878430%
	SU	0	1.290049	0	0.547580%	0.00	0.118727%	0.00	1.250000%	0.00	0.473595%	0.00	2.389902%
	ZT	0		0		0.00		0.00		0.00		0.00	
	ZU	0		0		0.00		0.00		0.00		0.00	
	ZX	0		0		0.00		0.00		0.00		0.00	
PARK LOT/VA	CX	2,522,700	1.290049	3,254,407	0.547580%	13,813.80	0.118727%	2,995.13	1.250000%	31,533.75	0.473595%	11,947.38	2.389902%
	XT	10,503,900	1.842928	19,357,931	0.782255%	82,167.28	0.169610%	17,815.69	0.980000%	102,938.22	0.676565%	71,065.71	2.608430%
	XU	96,100	1.290049	123,974	0.547580%	526.22	0.118727%	114.10	0.980000%	941.78	0.473595%	455.12	2.119902%
	XX	0		0		0.00		0.00		0.00		0.00	
INDUSTRIAL	IT	1,864,300	2.531635	4,719,727	1.074587%	20,033.53	0.232994%	4,343.71	1.250000%	23,303.75	0.929399%	17,326.79	3.486980%
	IF	0		0		0.00		0.00		0.00		0.00	
	IU	61,700	1.645562	101,531	0.698481%	430.96	0.151446%	93.44	1.250000%	771.25	0.604109%	372.74	2.704036%
	IX	861,000	1.645562	1,416,829	0.698481%	6,013.92	0.151446%	1,303.95	1.250000%	10,762.50	0.604109%	5,201.38	2.704036%
	JT	1,901,900	2.531635	4,814,917	1.074587%	20,437.57	0.232994%	4,431.31	0.980000%	18,638.62	0.929399%	17,676.24	3.216980%
	JX	0		0		0.00		0.00		0.00		0.00	
	JU	128,100	1.645562	210,796	0.698481%	894.75	0.151446%	194.00	0.980000%	1,255.38	0.604109%	773.86	2.434036%
OFFICE BLDG	LT	0		0		0.00		0.00		0.00		0.00	
	LU	0		0		0.00		0.00		0.00		0.00	
PIPELINE	PT	23,347,000	2.007246	46,863,172	0.852003%	198,917.14	0.184733%	43,129.61	1.250000%	291,837.50	0.736888%	172,041.24	3.023624%
FARMLAND	FT	101,628,000	0.250000	25,407,000	0.106116%	107,843.57	0.023008%	23,382.82	0.038250%	38,872.71	0.091779%	93,273.16	0.259153%
MG. FOREST	TT	8,849,200	0.250000	2,212,300	0.106116%	9,390.42	0.023008%	2,036.05	0.038250%	3,384.82	0.091779%	8,121.66	0.259153%
		2,071,732,818		2,100,023,214		8,910,977.29		1,933,278.06		4,056,462.16		7,707,148.84	