

FINANCE AND POLICY ADVISORY COMMITTEE AGENDA

Thursday, September 19, 2019

9:00 a.m.

Council Chambers

A. APPROVAL OF AGENDA

B. DISCLOSURE OF PECUNIARY INTEREST

C. DELEGATIONS / PRESENTATIONS

D. APPROVAL OF MINUTES

Approval of minutes from the meeting held on June 20, 2019 Pages 2 - 3

E. BUSINESS ARISING OUT OF MINUTES

F. REPORTS

G. INFORMATION/CORRESPONDENCE

H. OTHER/NEW BUSINESS

1. Procurement Policy By-Law 18-14 and Delegated Authority By-law 13-18
 - Flowchart on procurement/delegated authority process Page 4
 - 2019 procurement/delegated authority data Page 5
 - Example of tender advertisement Page 6
 - Example of delegated authority report to CAO Pages 7-8
 - Example of CAO report to Council Pages 9-12

2. Motion from Council re: 2020 Budget Page 13
(In preparation for next meeting review 2019 financial documents available on the Municipal Website at <https://www.mississippimills.ca/en/townhall/budget.asp>)

I. MEETING ANNOUNCEMENTS

Next meeting Thursday, October 17, 2019 at 9 a.m.
Budget meeting with Council, Tuesday, October 22, 2019 at 6:00 p.m.

J. ADJOURNMENT

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, June 20, 2019 at 9 a.m.** at the Municipal Office.

PRESENT:

Committee: Councillor Denzil Ferguson
Councillor, Jan Maydan (arrived at 9:24 a.m.)
Ryan Kennedy
Ed Wilson
David Hinks
Mary Lou Souter
Helene Gilhooly
Larry Surtees

Staff/Others: Rhonda Whitmarsh, Treasurer
Ken Kelly, CAO
Shawna Stone, Clerk (left at 10:00 a.m.)
Jeanne Harfield, Deputy Clerk (left at 10:00 a.m.)

Regrets: None

Ed Wilson called the meeting to order at 9 a.m.

A. APPROVAL OF AGENDA

Moved by Mary Lou Souter
Seconded by Denzil Ferguson
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS

The Clerk and Deputy Clerk provided Advisory Committee Training to the Committee members and answered all questions posed by the members during their presentation. The Clerk's office will circulate in the near future the presentation made recently by Tony Fleming, the Municipality's Integrity Commissioner along with the final reference guide for committees.

D. APPROVAL OF MINUTES

Moved by Helene Gilhooly
Seconded by Ryan Kennedy
THAT the minutes of the meeting held on May 9, 2019 be approved.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

1. Procurement Policy By-Law 18-14
2. Consolidated Delegated Authority By-law 13-18

The members discussed these two items jointly as they are documents that are utilized together in practice. The Committee members posed questions of Staff to obtain an understanding as to the processes followed by the Municipality with regard to procurement and delegated authority. The CAO visually provided an example of a recent tender and the process followed from the advertisement to the award which also included his delegated authority report to Council. The Committee members acknowledged that there are best practices and further information available that has been compiled by various organizations for both procurement and delegated authority that should perhaps be explored at a later date but for the next meeting, Staff are to provide more information on the underlying processes for procurement utilized by the Municipality in the form of a flow chart and provide statistical data on procurement /delegated authority over the last year.

J. MEETING ANNOUNCEMENTS

The next meeting of the Finance and Policy Advisory Committee will be held on Thursday, September 19, 2019 at 9 a.m.

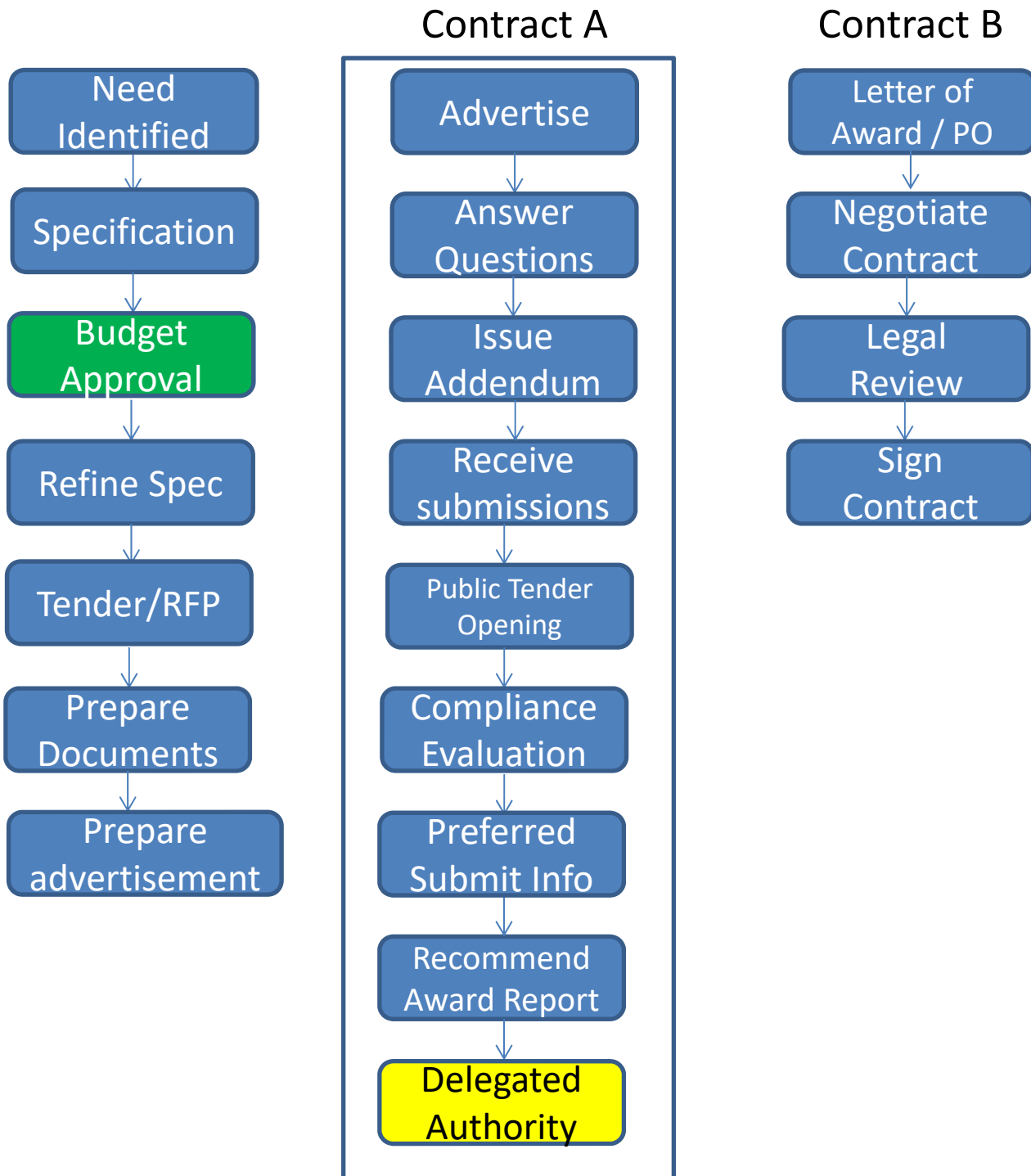
K. ADJOURNMENT

Moved by Mary Lou Souter
Seconded by Larry Surtees
THAT the meeting be adjourned at 11:05 a.m.

CARRIED

Rhonda Whitmarsh, Treasurer and Recording Secretary

Procurement Process



TENDER LIST 2019

Tender No.	Purpose	Closing Date & Time	2019 Budget	Award	Tender Awarded To
19-01	2019 Capital Works Program, Sewer and Water, Victoria St. Rehabilitation	February 14, 2019 at 1:30 pm	\$3,537,000	\$3,519,837 incl. HST	Awarded to lowest bidder by delegated authority to Ottawa Greenbelt Construction Company Ltd, CAO report to Council dated March 19, 2019.
19-02	Watermain Looping – Concession 11A	February 14, 2019 at 1:30 pm	\$1,054,000	\$810,783 incl. HST	Awarded to lowest bidder by delegated authority to R.W. Tomlinson Ltd., CAO report to Council dated March 19, 2019.
19-03	Pavement Marking	April 11, 2019 at 1:30pm	\$24,500	\$20,544	Awarded to lowest bidder by delegated authority to A1 Carp Pavement Marking Ltd., CAO report to Council dated June 18 2019.
19-04	Painting-AOTH	June 19, 2019 at 2:00 p.m.	\$67,500	N/A	Bids came in over budget. Will be postponed to 2020 budget
19-05	Lawn Tractor- Recreation	May 21, 2019 at 1:00 p.m.	\$35,000	\$28,315	Awarded to lowest bidder by delegated authority to Harington Equipment, CAO report to Council dated June 18 2019.
19-06	Almonte Arena Digital Sign	June 11, 2019 at 2:00 p.m.	\$30,000	N/A	Bids came in over budget. Will be postponed to 2020 budget
19-07	Shaw Bridge – Maintenance Repairs	June 13, 2019 at 1:30 p.m.	\$200,000	\$173,243	Award to lowest bidder by delegated authority to Beam Construction, CAO report to Council dated June 18 2019
19-08	Pakenham Garage Door Replacement	June 7, 2019 at 1:30pm	\$30,000 for 3 door	\$18,040	Awarded to lowest bidder, Al Parsons Electronics by Public Works Director's delegated authority. Reported to CAO
19-09	One 4x4 truck	July 16, 2019 At 1:30 pm	\$27,000	N/A	Bids came in over budget. May be re-tendered in the fall of 2019 or postponed to 2020 budget

**STRUCTURE P-004, SHAW BRIDGE
BRIDGE REHABILITATION
CONTRACT No. 19-07**

The general scope of work includes, but is not necessarily limited to the following: scarify existing deck, place concrete overlay, removal of concrete overhangs including traffic barrier, reconstruction of overhang, partial depth concrete repairs on existing abutment walls and wingwalls, install new three beam traffic barrier including transition rails. Placing of waterproofing shall be a provisional item.

SEALED TENDERS on forms supplied by the Municipality of Mississippi Mills Roads and Public Works Department will be received by the CAO, at the Municipal Office located at 3131 Old Perth Road, Almonte until 1:30pm local time, on Thursday, June 13, 2019. Tenders must be clearly marked for the "Tender for Municipality of Mississippi Mills, Structure P-004, Shaw Bridge Rehabilitation – Contract No. 19-07". Tenders will be opened in public at the Municipal Office building immediately following the tender closing.

To receive a copy of the tender document please email chartwick@mississippimills.ca.

For further information please contact;

Cory Smith
Roads and Public Works Technologist
Telephone: (613) 256-2064 x 229
Facsimile: (613) 256-4242
E-mail: csmith@mississippimills.ca

MEMO

**SUBJECT: AWARD OF CONTRACT – Shaw Bridge Rehabilitation
Tender No 19- 07**

TO: Ken Kelly, CAO

**FROM: Cory Smith, C.Tech.
PUBLIC WORKS TECHNOLOGIST**

DATE: June 13, 2019

RECOMMENDATIONS:

THAT the contract for Tender # 19-07, Shaw Bridge Rehabilitation, be awarded to Beam Construction (1984) Co. Ltd., in the amount of \$173,243.13 (HST included).

DISCUSSION:

The contract for the Shaw Bridge Rehabilitation was released by the Municipality through HP Engineering Inc. for public tender #19-07, on May 29, 2019 and subsequently closed on June 13, 2019 at 1:30pm. The advertisements were posted in the Canadian Gazette and Municipal Web Page. A total of 6 tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price (Taxes Included)
Beam Construction (1984) Co. Ltd.	\$173,243.13
DW Building Restoration Services Inc.	\$276,804.34
National Structures Inc.	\$410,303.00
Louis Bray Construction	\$288,017.79
Carlington Construction Inc.	\$420,953.25
Dalcon Constructors LTD.	\$308,866.29

Tenders were reviewed for accuracy and completeness by Municipal Staff. Based review staff are presently recommending that Beam Construction (1984) Co. Ltd. be awarded the contract. It should be noted that Beam Construction has completed similar works for Mississippi Mills in the past including Boal Bridge and Concession 6D Bridge, Concession 7B Bridge and Nugent Bridge.

FINANCIAL IMPLICATIONS

The Tender price submitted by Beam Construction (1984) Co. Ltd. of \$173,243.13 is within the approved budget for Nugent Bridge of \$200,000.00 within the 2019 Capital Budget.

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)
Beam Construction (1984) Co. Ltd.	\$156,010.80
Construction Contingency (15%)	\$23,400.00
Contract Administration/Inspection by HP Engineering and work by others	\$20,500.00
Total (Non recoverable HST incl.)	\$199,910.80
Available Budget	\$200,000.00

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

Guy Bourgon, P.Eng.
Director of Roads and Public Works

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
INFORMATION REPORT

DATE: June 18, 2019
TO: Committee of the Whole
FROM: Ken Kelly, Chief Administrative Officer
SUBJECT: CAO's Report June 2019

The following information is an update on delegated authority items approved under By-law 13-18, namely for tenders, requests for proposals, and staff hiring.

Staffing
Daycare: Samantha Swimmings, Supply Assistant Teacher
Summer Students: <ul style="list-style-type: none"> • Victoria Tuffin, Madelynn Botham - Daycare • Sarah Paul, Elisa Zamorano, Katie Regis - Beautification • Lexi Welk, Finn Hogue - Information Office

Procurement	Award Amount	Approved Budget
Contract for Audit Services 2019, 2020 and 2021- Allan and Partners LLP (Section IX 4b Procurement Policy)	2019 - \$24,900 2020 - \$25,400 2021 - \$25,800	\$25,000
Tender No. 19-03 Pavement Marking Program 2019-2022 - A1 Carp Pavement Marking Ltd	\$20,544.34	\$24,500
Tender No. 19-05 be awarded to Hartington Equipment for the supply & delivery of a 36 Horsepower Diesel Lawn Tractor	\$28,315.64	\$35,000
Lanark County Contract No. PW-M-26-2019-19-E0 - 2019 roadside weed spraying (boom spray and manual spot spray) - Wager & Corput Weed Control Inc	\$9,182.00	\$80,000
Shaw Bridge Rehabilitation Tender No 19-07(Beam Construction (1984) Co. Ltd)	\$173,243.13	\$200,000.00
Winter Road Salt from 2019-2020 County Tender PW-M-22-2019-19-E4 (Cargill Salt, Road Safety)	\$114.44/tonne	

Award of the lease Seven (7) Photocopiers (4 Office Automation)	\$7,753.27	Yes (per department)
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*All items awarded within budget. HST not included.

**All quotes and tenders awarded to the lowest compliant bidder.

***Section IX 4b Procurement Policy for specialty services, no competitor in area or substitute available, extension of a pre-existing contract resulting in time and cost savings.

Department Updates:

The following is a list of current projects underway and planned items to come forward in the upcoming year (2019).

CAO / Clerk's		
Item	Comments	Completion
Procedural By-law	Revisions to be presented following summer recess	Q3
Advisory Committee Training	First session with Integrity Commission to take place June 17 and other training to follow	Q3
Website Upgrade	Staff to explore upgrade options	Q4
Strategic Plan	Project Plan in development	To be determined
Long Term HR Plan	Project Plan in development	To be determined

Finance		
Item	Comments	Completion
Financial Plan	Update required	To be determined following strategic planning
Budget	Draft 2020	Q4

Roads and Public Works		
Item	Comments	Completion
Downtown Infrastructure Renewal	Public Information Centre April 30 th	Q2
Howie Road Landfill	Review of Recycle Depot Hours of Operation	Q2
Pakenham Crosswalks	Provisionally included in County tender	Q3
Concession 11A Reconstruction	Tender awarded to Tomlinson	Q4
Victoria Street Reconstruction	Tender awarded to Ottawa Greenbelt	Q4

Building and Planning		
Item	Comments	Completion
Community Official Plan	Growth Strategy and Land Evaluation and Area Review – completed	Pending response by County of

		Lanark
By-law Review and Update	Property standards, site plan, signs	Q3
Community Official Plan	Consultation – pending approval of COP Amendment 21	Pending response by County of Lanark
Pakenham Secondary Growth Plan	Undertaking of early stakeholder identification research	Q3/Q4
Affordable Housing	Update – continued monitoring of housing market trends in community and background base line research	Q3/Q4
Parking Assessment	Underway – final report to come in September	Q3/Q4

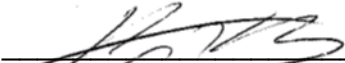
Culture		
Item	Comments	Completion
Economic Development Strategic Plan		Q4
Filming Policy		Q3
Community Micro Grants		Q2
Canada Day Eve and Day Celebrations	Pakenham Parade/Fireworks and Almonte Festivities and Fireworks Gemmill	Q2
Movies in the Park	Thursday night's in August) Community application to go out next week.	Q3
Riverwalk	Phase 2 fundraising; project completion 2020	Q2
Signage	Digital – tender closed no suitable options may need to reissue. Downtown and Business Park in development.	Q3/Q4
Almonte Old Town Hall Exterior Painting	Tender for work in progress	Q3
Pakenham Fair	August 17 th in planning stages	Q3

Recreation		
Item	Comments	Completion
Mill Run Park	Detailed Design	Q4
Stewart Community Centre Dasher Boards/Floor	To be complete before ice goes in (end August) – concrete pour week of June 17	Q3

Daycare

Item	Comments	Completion
Daycare Expansion Holy Name of Mary School	Tentative scheduled to open September. Funding from County not received and update has been requested.	Q3

Respectfully submitted,



Ken Kelly,
Chief Administrative Officer



COUNCIL RESOLUTION

August 27, 2019

2020 Budget Guidelines

Resolution No. 464-19

Moved by Councillor Holmes

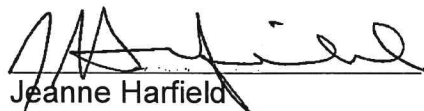
Seconded by Councillor Dalgity

THAT Council direct staff to adhere to the Long Range Financial Plan for the development of the draft 2020 budget;

AND THAT the 2020 draft budget be referred to the Finance and Policy Advisory Committee to provide comment to Council.

CARRIED

I, Jeanne Harfield, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.


Jeanne Harfield
Deputy Clerk

