



Municipality of Mississippi Mills

SPECIAL COUNCIL AGENDA

Tuesday, May 19, 2020, 2:00 p.m.

E-participation

[Streamed on YouTube](#)

A. CALL TO ORDER (1:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Update on Land Transfer - a proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act s 239 (c)*)
2. Overtime Policy - 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 16, May 5, 7, 12 and 13, 2020

Pages 4-19

F. REPORTS

Health and Safety

1. Volunteer Policy Report

Pages 19-38

Recommendation:

That Council approve the Volunteer Policy as outlined in this report, as prepared by the Facilities/Health & Safety Coordinator dated May 19, 2020.

Recreation and Culture

2. Adopt A Park Policy

Pages 39-51

Recommendation:

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

Fire Department

3. Emergency Response outside Municipal Boundaries Pages 52-60

Recommendation:

That Council specify how long the Mississippi Mills Fire Department (MMFD) may support Lanark Highlands Fire Service without seeking compensation.

Roads and Public Works

4. Ottawa St. Intersection Study - Amendments to Table 7 Pages 61-62

Recommendation:

That Council receive the proposed amendments for consideration to implement at the Ottawa Street intersection of Ottawa Street and Paterson Street, as prepared by the A/Director of Roads & Public Works, dated May 19, 2020;

And that Council direct staff to adjust the Leading Pedestrian Interval (LPI) setting to allow for a 3 to 6 second advance for pedestrians to cross Ottawa Street from Menzie Street to Paterson Street;

And that Council direct staff to align Stop bars at Ottawa Street intersection of Paterson Street and Menzie Street to enhance vehicle visibility or pedestrians.

5. Paterson Street Parking Restrictions – Public Comments Pages 63-66

Recommendation:

That Council receive the Paterson Street Parking Restrictions – Public Comments report, as prepared by the A/Director of Roads and Public Works, dated May 19, 2020;

And that Council pass the necessary by-law to amend the Traffic and Parking By-law to include no parking on Paterson Street from Tatra Street to Robert Hill Street.

Finance and Administration

6. Interim Report #4 on Financial Implications of COVID-19 Pages 67-76

Recommendation:

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

7. Award of Request for Proposal for Service Delivery Review Pages 77-78

Recommendation:

That Council award the Request for Proposal to conduct a comprehensive service delivery review to StrategyCorp, Inc. in the amount of \$124,683.08 plus HST to be funded from the Municipal Modernization funding received from the Province in 2019.

G. BY-LAWS

That By-laws 20-043, 20-044 and 20-045 be taken as read, passed, signed and sealed in Open Council.

By-law 20-043 No Parking Paterson St. (amends 02-27)	Page 79
By-law 20-044 Part Lot Control Block 3 Plan 27M-80 (Honeyborne Apt)	Page 80
By-law 20-045 Part Lot Control Block 52 Plan 27M-88 (Stewart Lee)	Page 81

H. CONFIRMATORY BY-LAW – 20-046

I. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #10-20

MINUTES

A special meeting of Council was held on Thursday, April 16, 2020 at 1:30 p.m. via e-participation.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 1:36 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 133-20

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council enter into an in camera session at 1:30 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (Municipal Act Section 239 (b))

CARRIED

Resolution No. 134-20

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT Council return to regular session at 1:58 p.m.

CARRIED

Rise and Report

1. HR Matter

Information was provided in camera.

ATTENDANCE

PRESENT:

Mayor Christa Lowry (left at 3:33 pm)
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

Abby Armstrong, Environmental Compliance Coordinator
Dave Armstrong, Acting Director of Roads and Public Works
Niki Dwyer, Director of Planning

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 135-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

E. REPORTS

1. 2020 Wild Parsnip Management Program

Staff provided an overview of the legislative requirements related to noxious weeds, reviewed options presented in the report, cost estimates and addressed answers from Council.

Request for regular program updates or development of a task group on Wild Parsnip

Resolution No. 136-20

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council approve Option 3 for the 2020 Wild Parsnip Management Program as identified in the Environmental Compliance Coordinator's Report dated April 16, 2020.

CARRIED

ACTION: Option 3 to include the organic farming pilot project.

ACTION: Staff to review the Lanark County Integrated Vegetation Management plan and potentially include the Agriculture Advisory Committee for review/input

ACTION: Pollinator Seed Project to bring forward more information based on the 2019 pilot program

ACTION: Monarch Pledge hold off this year as a result from COVID-19 pandemic and that it be brought forward in the 2021 plan

Council recessed at 3:33 p.m. and resumed at 3:35 p.m.

Councillor Dalgity Chaired the remainder of the meeting

Resolution No. 137-20

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT Council direct Staff to bring forward two information reports following the spring and late summer observations of the 2020 wild parsnip management plan.

CARRIED

F. CONFIRMATORY BY-LAW

By-law 20-034

Resolution No. 138-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT By-law 20-034, 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 16th day of April, 2020, be read, passed, signed and sealed in Open Council this 16th day of April, 2020.

CARRIED

G. ADJOURNMENT

Resolution No. 139-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 3:43 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #12-20

MINUTES

A special meeting of Council was held on Tuesday, May 5, 2020 at 2:00 p.m. via e-participation.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 1:50 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 156-20

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Council enter into an in camera session at 1:50 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s 239 (b))

CARRIED

Resolution No. 157-20

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council return to regular session at 1:58 p.m.

CARRIED

Rise and Report

1. HR Matter

Staff direction was provided in camera.

ATTENDANCE

PRESENT:

Mayor Christa Lowry

Deputy Mayor Rickey Minnille (left at 1:58 p.m. and returned at 2:10 p.m.)

Councillor John Dalgity

Councillor Bev Holmes

Councillor Cynthia Guerard (arrived at 2:00 p.m.)

Councillor Janet Maydan

Councillor Denzil Ferguson

ABSENT:

Ken Kelly, CAO

Jeanne Harfield, Clerk

Rhonda Whitmarsh, Treasurer

Dave Armstrong, Operations Manager

Calvin Murphy, Recreation Manager
Dan Cousineau, Facilities/Health & Safety Coordinator
Niki Dwyer, Director of Planning
Cory Smith, Public Works Technologist
Ben Kipp, Public Works Mechanic

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 158-20
Moved by Councillor Maydan
Seconded by Councillor Dalgity
THAT the agenda be approved as presented.

CARRIED

E. APPROVAL OF MINUTES

Resolution No. 159-20
Moved by Councillor Holmes
Seconded by Councillor Ferguson
THAT the Council Minutes April 21, 2020 be approved as presented.

CARRIED

F. REPORTS

Recreation and Culture

1. Adopt A Park Policy

Resolution No. 160-20
Moved by Councillor Guerard
Seconded by Councillor Holmes
THAT Council defer the Adopt A Park Policy until May 19, 2020.

CARRIED

ACTION: Staff to make amendments as discussed by Council and to have further conversations with interest groups.

Roads and Public Works

2. Volunteer Policy Report

Resolution No. 161-20
Moved by Councillor Guerard
Seconded by Councillor Holmes
THAT Council defer the Volunteer Policy until May 19, 2020.

CARRIED

3. Extension of Joint Tender for Road Salt through Lanark County

Resolution No. 162-20

Moved by Councillor Maydan

Seconded by Councillor Dalgity

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 option 1 to accept the one (1) year extension with Cargill alongside Lanark County.

CARRIED

4. Insurance Payout for Damaged Dump/Plow Truck

Resolution No. 163-20

Moved by Councillor Guerard

Seconded by Councillor Holmes

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;

AND THAT Council direct staff to pursue option 4 to place \$206,772.43 into reserves with \$60,000 going toward the replacement of Truck #22;

AND THAT Council direct staff to pursue option 5 to research the possibility of contracting some of the municipality's winter maintenance activities.

CARRIED 5-2

Councillor Guerard requested a recorded vote

Yeas: Deputy Mayor Minnille, Councillors Dalgity, Guerard, Holmes and Maydan

Nays: Mayor Lowry and Councillor Ferguson

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

Resolution No. 164-20

Moved by Councillor Ferguson

Seconded by Councillor Holmes

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).

CARRIED

6. Award RFQ – Concrete Work 2020

Resolution No. 165-20**Moved by Councillor Maydan****Seconded by Councillor Dalgity****THAT** Council award the RFQ for Concrete Work to Prestige Design and Construction (Ottawa) Ltd. as outlined in their submission.**CARRIED**

7. Award of Contract Flushing and CCTV of Sanitary Sewers

Resolution No. 166-20**Moved by Councillor Holmes****Seconded by Councillor Dalgity****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).**CARRIED****Finance and Administration**

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

Resolution No. 167-20**Moved by Councillor Maydan****Seconded by Councillor Ferguson****THAT** Council receive the interim report on financial implications of COVID-19 as information.**CARRIED**

9. 2020 Tax Rate By-Law

Resolution No. 168-20**Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** Council approve the 2020 tax rate by-law as presented utilizing option 3 to retain the due dates of July and September and waive penalties on the 2020 final tax billing until the end of the year.**CARRIED****Other/New Business Items**

10. MVCA Board of Directors Meeting Summary

Resolution No. 169-20**Moved by Councillor Holmes****Seconded by Councillor Maydan****THAT** Council receive the Board of Directors Meeting Summary as information.**CARRIED**

11. Library Board Minutes – April 3, 2020

Resolution No. 170-20**Moved by Councillor Maydan****Seconded by Councillor Dalgity****THAT** Council receive the April 3, 2020 Library Board Minutes as information.**CARRIED**

12. Enbridge Gas – Request for Letter of Support

Resolution No. 171-20**Moved by Councillor Holmes****Seconded by Councillor Ferguson****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.**CARRIED****G. BY-LAWS****Resolution No. 172-20****Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** By-law 20-038 be taken as read, passed, signed and sealed in Open Council.**CARRIED****Resolution No. 173-20****THAT** By-law 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.**CARRIED****H. CONFIRMATORY BY-LAW**

By-law 20-039

Resolution No. 174-20**Moved by Councillor Maydan****Seconded by Councillor Dalgity****THAT** By-law 20-039, 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 5th day of May, 2020, be read, passed, signed and sealed in Open Council this 5th day of May, 2020.**CARRIED**

I. ADJOURNMENT

Resolution No. 175-20

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT the meeting be adjourned at 4:27 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #13-20

MINUTES

A special meeting of Council was held on Tuesday, May 7, 2020 at 2:00 p.m. via e-participation Chambers

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 2:00 p.m.

Councillor Dalgity Chaired the meeting.

B. 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

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 176-20
Moved by Councillor Guerard
Seconded by Councillor Holmes
THAT the agenda be approved as presented.

CARRIED

E. OTHER/NEW BUSINESS

1. CAO Ken Kelly
Re: Strategic Planning Session and Review Vision Statement

The CAO provided an overview of the strategic plan process to date and the draft of the vision statement and themes. Members considered edits to the vision statement as well as statements for the themes. Staff will bring forward a revised vision statement for Council consideration at a future meeting.

F. CONFIRMATORY BY-LAW

By-law 20-040

Resolution No. 177-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

THAT By-law 20-040, 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 7th day of May, 2020, be read, passed, signed and sealed in Open Council this 7th day of May, 2020.

CARRIED

G. ADJOURNMENT

Resolution No. 178-20

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the meeting be adjourned at 3:20 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #14-20

MINUTES

A special meeting of Council was held on Tuesday, May 12, 2020 at 2:00 p.m. in Council Chambers

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 2:00 p.m.

B. 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

C. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

D. APPROVAL OF AGENDA

Resolution No. 179-20
Moved by Councillor Dalgity
Seconded by Councillor Ferguson
THAT the agenda be approved as presented.

CARRIED

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 180-20
Moved by Councillor Maydan
Seconded by Councillor Dalgity
THAT Council enter into an in camera session at 2:01 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)), and labour relations or employee negotiations (*Municipal Act* s. 239 2(d)) – Performance Review and a HR Matter.

CARRIED

Resolution No. 181-20**Moved by Councillor Dalgity****Seconded by Deputy Mayor Minnille****THAT** Council return to regular session at 4:40 p.m.**CARRIED****Rise & Report**

1. Performance Review

Council was provided an update in camera.

2. HR Matter

Council was provided information in camera.

F. CONFIRMATORY BY-LAW

By-law 20-041

Resolution No. 182-20**Moved by Councillor Guerard****Seconded by Councillor Ferguson****THAT** By-law 20-041, 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 12th day of May, 2020, be read, passed, signed and sealed in Open Council this 12th day of May, 2020.**CARRIED****G. ADJOURNMENT****Resolution No. 183-20****Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** the meeting be adjourned at 4:42 p.m.**CARRIED**

Christa Lowry
MAYOR

Jeanne Harfield
CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #15-20

MINUTES

A special meeting of Council was held on Wednesday, May 13, 2020 at 1:36 p.m. via teleconference.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 1:38 p.m.

B. 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

C. APPROVAL OF AGENDA

Resolution No. 184-20
Moved by Councillor Maydan
Seconded by Councillor Dalgity
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 185-20
Moved by Councillor Ferguson
Seconded by Councillor Holmes
THAT Council enter into an in camera session at 1:41 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)), and labour relations or employee negotiations (*Municipal Act* s. 239 2(d)) –HR Matter.

CARRIED

Resolution No. 186-20**Moved by Deputy Mayor Minnille****Seconded by Councillor Holmes****THAT** Council return to regular session at 1:51 p.m.**CARRIED****Rise & Report**

1. HR Matter

Council provided direction to staff.

Councillor Ferguson Requested a Recorded Vote

Resolution No. 187-20**Moved by Deputy Mayor Minnille****Seconded by Councillor Dalgity****THAT** Council terminate the employment contract of employee #0575 effective May 13, 2020, as per the terms of employment and the direction provided to the CAO in camera.**CARRIED 5-2**

Yeas: Deputy Mayor Minnille, Councillors Dalgity, Guerard, Holmes and Maydan

Nays: Mayor Lowry and Councillor Ferguson

F. CONFIRMATORY BY-LAW

By-law 20-042

Resolution No. 188-20**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** By-law 20-022, 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 13th day of May, 2020, be read, passed, signed and sealed in Open Council this 13th day of May, 2020.**CARRIED****G. ADJOURNMENT****Resolution No. 189-20****Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** the meeting be adjourned at 1:55 p.m.**CARRIED**

Christa Lowry
MAYOR

Jeanne Harfield
CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 19, 2020

TO: Council

FROM: Dan Cousineau, Facilities/Health & Safety Coordinator

SUBJECT: Volunteer Policy Report - Revised

RECOMMENDATION:

THAT Council approve the Volunteer Policy as outlined in this report, as prepared by the Facilities/Health & Safety Coordinator dated May 19, 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 the May 5, 2020 Council meeting, Council directed staff to make minor corrections to the Volunteer Policy and Forms. Council also directed staff to seek comments from local volunteer groups.

The following questions were sent out to various groups in the community:

1. How do the Adopt-a-Park and Volunteer Policies impact your ability to perform your committee or organization's volunteer activities for Mississippi Mills?
2. The Medical Waiver is intended to collect voluntary medical information that is relevant to the volunteer activity and emergency contacts. All information will be kept confidential. The relevant information would be shared with the municipal supervisor, volunteer captain and first responders as required. With this clarification, are there still concerns with the Medical Waiver?

The e-mail responses are appended to this report. Names have been removed for anonymity.

DISCUSSION:

There appears to be uncertainty around the impact of the Volunteer Policy. The volunteer policy is for all persons who volunteer **with** the Municipality of Mississippi Mills. The policy applies to individuals who have applied for a Volunteer Placement developed by Mississippi Mills. External groups with their own volunteer recruitment policies and insurance will not be impacted by this policy (i.e. Horticultural Societies).

Further, there appears to be a general feeling that the Volunteer Policy and Forms are excessive for the recruitment of volunteers. Mississippi Mills is treating volunteer recruitment with the same rigor they would treat employees. This process is being recommended as it protects the Municipality and the individuals offering their services. It should also be noted that not all volunteer positions will require police record checks, additional training sessions and paperwork. The volunteer policy and forms are intended to be all-encompassing. Volunteer coordinators and Program administrators can tailor the training needs/requirements for all volunteer placements.

There have also been many comments made regarding the Medical Information Form. The information being requested is voluntary, not required. The intent is to keep municipal volunteers safe during their placements. The information would be handed to First Responders in the event of a medical emergency.

All comments from the community have merit. The forms have been edited to provide clarity. It is our recommendation that the Volunteer Policy and the associated forms be approved by council.

The following corrections/clarifications were made to the Volunteer Policy and the associated Forms:

Volunteer Policy

No modifications

Volunteer Application

1. Added for Clarification: *AED (Automated External Defibrillator)*
2. Added for Clarification: *The personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*

Volunteer Contract

1. Added: *The personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*

Volunteer Waiver

1. Added for Clarification: *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"). **Although I am covered by the***

Municipality's General Liability Insurance, I understand 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.

Volunteer Medical Information

1. Added disclaimer for Clarification: *This form is voluntary and assists healthcare providers take care of you as efficiently as possible in the event of an emergency. We urge you to include information of at least one person whom emergency personnel can reach on your behalf, as well as any medical conditions and/or allergies that would be beneficial for emergency personnel to know.*
2. Added for Clarification: *Do you have known medical conditions that could be impacted by this volunteer activity/work? Please Specify*

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 Rev.1
3. Volunteer Contract Rev.1
4. Volunteer Emergency Medical Information Rev.1
5. Volunteer Service Waiver Rev.1

APPENDIX A – Response from Community #1

“My general take away is that it is way over the top onerous and scary for volunteers! I do understand the liability issue the Municipality faces and it is a dilemma not unique to MM. But Really?...

Some of my specific item by item comments are:-

Terms and Conditions form-

"monthly reports" from Captains/ Coordinators seems a little excess- suggest seasonal

"provide first aid"? requires training and certification or are we talking about a call to 911?

Service Waiver Form

edit to put 1st paragraph last

pretty scary legalize and final advice to seek independent legal advice would shut me down immediately

Volunteer Application

what is " AED trained? "

police check at *own expense*?? not happening for many people and should be the least the MM could do for free labour

Volunteer Contract

concern re phrase " MM will ensure adequate supervision" This means that the Coordinator would need to plan for work parties well in advance and arrange for MM staff supervisors to be present. For Beautification projects we often work on park gardens when the weather is good and the spirit moves the volunteer in charge of that park/garden. This is way too onerous for it to work with the Pakenham Beautification Ctt. PHS

Emergency Medical form

"any known medical condition" I would add " that could be impacted by this volunteer activity/work"

The overall Volunteer Policy is pretty standard indemnity content but is very off putting. How best to protect the Municipality and encourage citizen participation is the crux of the issue.

APPENDIX B – Response from Community #2

I have read over the volunteer policy and we all agree that this document has over complicated a very simple task for us, that is, whenever possible, one member or two or a group from the Almonte Horticultural Society get together whenever convenient and go the Library gardens, Cenotaph, Town Hall gardens or Veteran's walkway to weed, tidy up, edge beds, plant bulbs, perennials and sometimes trees. I would agree to signing a register but the rest is unnecessary. Reporting to a volunteer coordinator every time one of us goes to a garden? Many of us go on our own when we have a spare hour in the evening or on a Saturday afternoon. What is a volunteer waiver all about? Medical information is between the medical profession and individuals only and a police check also unnecessary. Going to a garden to weed shouldn't be treated differently than any individual going to the park to sit on a bench.

I can see that this would limit the number of volunteers from our society coming out to look after the gardens. Last year we had around 25 volunteers but some only came out a few times. Would they go out of their way to complete all the requirements of being a volunteer? In my opinion, they would not.

Next year will be our 100th anniversary of the inception of the Almonte & District Horticultural Society. All this time we have taken our mandate to educate citizens on horticulture and to promote beautification in our community seriously and with dedication. We log in hundreds of hours of volunteer time each year. And please note that the Ontario Horticultural Association provides our own insurance to cover members while working in the community. We also currently have a good working relationship with the Mississippi Mills beautification working group, especially Tiffany who answers any questions that may arise, and Calvin Murphy.

So...I am hoping that the Almonte Horticultural Society would be exempt from all the regulations stated in the Volunteer Policy document. Our activity involves gardens, not parks. (Another note – I received only email with attachments for the Volunteer Policy, nothing on Adopt a Park.)

APPENDIX C – Response from Community #3

I feel that the proposed Volunteer Policy will deter recruitment of volunteers and make it much more onerous for organisers to undertake volunteer community projects.

Appendix D – Response from Community #4

We received this Adopt A Park and Volunteer Policy review request on May 7, 2020 and a reply is required by Monday May 11th (end of day), this does not give the Pakenham Horticultural Society Board enough time to hold a meeting and do its due-diligence to review the proposed Adopt A Park and Volunteer policy.

The opinions expressed below are my own and not those of the Pakenham Horticultural Society board:

- I feel the proposed policy is too complicated and would not get the approval of the Pakenham Horticultural Society board.
- It is hard enough to get volunteers and if on top of that we require them to follow a lot of procedures, do paper work, attend training session, to weed a garden, I think we will lose the volunteers we have.
- If a volunteer is advised to obtain independent legal advice prior to signing the attached Volunteer Service Waiver, and I believe I would require legal advice before I signed it, I would not volunteer.

The Pakenham Horticultural Society has been taking care of a numerous parks and gardens in our community, and I believe the present arrangement is working. If anything a simple do's and don't's along with a simple waiver should suffice.

APPENDIX E – Response from Community #5

Thank you for the opportunity to provide feedback on these proposed policies. Here are some questions and suggested changes.

As the Adopt-a-park policy refers to the Volunteer policy and forms, suggest approving the Volunteer policy first and then refer to the Volunteer Policy and forms.

Forms:

- As forms tend to change more frequently than policies, instead of including the forms in the policies, only include a list of the information that will be collected in the forms.
- Have all forms online as the default. Have paper copies of the Waiver available at all activities for drop-in volunteers.

Proposed volunteer policy

- Provide a description of the activities to which it applies, with examples. E.g., it only applies to programs administered by the Municipality (e.g., Municipal parades, movie in the park, etc.); it does not apply to participation in Municipal programs and activities (e.g., attending movie in the park); and it does not apply to programs administered by other organizations; e.g., Government of Ontario, non-profit organizations, etc.
- “To ensure volunteers are covered by the municipal insurance policy.” Would this be just for those who sign a Contract; i.e., not for those who just sign a Waiver?
- There appears to be a conflict between Waiver and Contract. Would volunteers sign either sign a Contract or a Waiver? That is, volunteers who sign the Contract would be covered by Municipal insurance, while who sign the Waiver would not be covered by Municipal insurance (they agree that the Municipality will not assume any responsibility (etc.) and that they, as volunteers, acknowledge all risk (etc.)).
- Provide guidance about specific situations for the use of the Application, the Waiver and the Contract. For example, would someone who volunteers to plant flowers, have to complete all 3 or just the Waiver?
- Would Municipal insurance cover volunteers, even with a Volunteer Contract?
- Change “The proposed volunteer policy will have no financial implications” to, if it is correct, “The proposed volunteer policy will have minimal financial implications.” There would likely be costs for administration, coordination, training, equipment, accessibility, and maintaining the volunteer handbook.
- For “The policy shall apply to activities on public properties”, define the types of activities; e.g., the policy shall apply to Municipally-lead activities on public properties. Specify the types of activities that citizens should not do without being an official volunteer; e.g., planting, weeding, pruning, etc.
- Instead of requesting specific medical information (do all Municipal employees provide this type of information?), ask volunteers to provide an emergency contact and to list any restricted activities (e.g., a volunteer might state that, for medical reasons, he can't bend over to weed flower beds).

- Instead of specifying an age limit (e.g., 80), add that, to be insured, volunteers must sign the Contract and meet the criteria of the Municipal insurance. Provide an alternative procedure for volunteers who don't meet these criteria; e.g., the Waiver.
- For the Volunteer Captain, add "Ensure volunteers 18 years and younger are adequately supervised."
- Add that "Failure to comply with this policy may result in discipline up to and including dismissal" applies to Municipal employees. Add for volunteers that failure to comply with the policy could result in their volunteer status being revoked.



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 (Automated External Defibrillator) 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 Freedom of Information and Protection of Privacy Act (MFIPPA)* 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.
6. Personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

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

This form is voluntary and assists healthcare providers take care of you as efficiently as possible in the event of an emergency. We urge you to include information of at least one person whom emergency personnel can reach on your behalf, as well as any medical conditions and/or allergies that would be beneficial for emergency personnel to know.

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 that could be impacted by this volunteer activity/work? Please Specify			
Do you have known Allergies? Please Specify:			

Personal information contained on this form is collected in pursuant to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* 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”). Although I am covered by the Municipality’s General Liability Insurance, I understand 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 19, 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.

The policy was then brought forward to Council on May 5th, 2020 for review. Council discussed the policy in detail but there was some concern that local groups that currently perform some volunteer duties in our parks should be given the opportunity to review the Adopt A Park policy and provide comments if they choose before the actual policy was approved. The Recreation Manager was asked to forward the policy out to the groups and seek their feedback. This along with a few minor wording adjustments was discussed and directed to come back to Council for the May 19th meeting.

On Thursday May 7th, 2020 the Recreation Manager forwarded the Adopt A Park Policy and the Volunteer Policy (worked on by the Facilities/Health and Safety Coordinator) to the following working groups for feedback with a deadline of end of day Monday May 11th to submit.

1. Tree Committee
2. Almonte Horticultural Society
3. Pakenham Horticultural Society
4. Beautification Working Group
5. Clayton Cares
6. Appleton Beautification Volunteers
7. Neighbourhood Tomato garden group

Please note that these groups were chosen in consultation with Tiffany MacLaren (Community Economic & Cultural Coordinator).

The email was circulated with the following questions being asked to the groups.

- 1. How does the Adopt-a-Park and Volunteer Policies impact your ability to perform your committee or organization's volunteer activities for Mississippi Mills?**
- 2. The Medical Waiver is intended to collect voluntary medical information that is relevant to the volunteer activity and emergency contacts. All information will be kept confidential. The relevant information would be shared with the municipal supervisor, volunteer captain and first responders as required. With this clarification, are there still concerns with the Medical Waiver?**

The comments received back relating to the Adopt A Park Policy were the following:

Comments for the proposed Adopt A Park Policy

1. I feel the proposed policy is too complicated and would not get approval of the board.
2. It is hard enough to get volunteers and if on top of that we require them to follow a lot of procedures, do paperwork, attend training sessions, to weed a garden, I think we will lose the volunteers we have.
3. "Monthly reports" from Captains/Coordinator seems a little excess-suggest seasonal.
4. "Provide first aid"? requires training and certification or are we talking about a call to 911.
5. Clarify that the Group Captain would sign the Contract and all other volunteers would sign the Waiver.
6. Instead of including the Waiver as part of the Adopt-a-Park Policy, just refer to the Waiver in the Volunteer Policy.
7. Include a rationale for using volunteers to maintain parks rather than hiring employees (e.g., students in the summer).
8. Include the criteria that would be used to select a group or individual to adopt a park; e.g., preference to non-profit or community groups; preference to individuals and groups that live adjacent or close to the park; preference to horticulture-related groups; or preference to groups that adopt more than one park in the same vicinity.
9. Include information about signage in the park; e.g., will it include the name of the adopting group?
10. Add to duties of the Municipal staff: provide first aid kits, safety vests, and hoses or other equipment for watering (e.g., there are no taps in many parks).
11. Add that others could also suggest/request changes to parks beside adopting group.
12. Move "Provide adequate supervision for volunteers 18 years and younger" to the Volunteer Policy and change to "Ensure volunteers 18 years and younger are adequately supervised."
13. As parks are currently maintained by Municipal employees, the work of the Adopt-a-Park volunteers would be replacing this work. Instead of "Replace or take away paid work from employees" suggest added text describing how Municipal employees would be freed up for other tasks.

After reviewing all comments, I strongly believe that although some have merit, there is nothing listed that should refrain Council from moving forward with the Adopt A Park Policy.

This policy was considered by the Parks and Recreation committee as something geared to help improve our parks throughout Mississippi Mills by inviting all members of the community to come forward and lend a hand in caring for our Parks (Especially the parks that currently have no volunteer groups working in them). It was in no way meant to be seen as something that would scare away people from taking this action.

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.

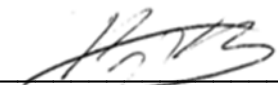
SUMMARY

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. Draft Adopt-a-Park Policy
- 2. Adopt-a-Park application form
- 3. Terms and Conditions
- 4. Volunteer Activities Sheet



ADOPT-A-PARK POLICY

1. PURPOSE

The purpose of this policy is to promote a sense of ownership and pride in the Municipality's parks through a public service program known as "Adopt-a-Park". This program enlists community-minded, environmentally conscious individuals, community and civic organizations, and *businesses* to assist with keeping the Municipality's parks inviting and clean through voluntary litter clean up, *beautification and maintenance*.

2. DEFINITIONS (*for the purposes of this policy*)

- a. **Adopt:** To take on or assume a level of responsibility
- b. **Group:** a collection of individuals/volunteers interested in adopting a municipal park
- c. **Group Captain:** Volunteer Group Representative. The primary contact between the Municipality and the group adopting the park
- d. **Municipality:** The Corporation of the Municipality of Mississippi Mills.
- e. **Park:** Any land that is owned by the Corporation of the Municipality of Mississippi Mills and is designated as a park
- f. **Program:** Adopt-a-Park program
- g. **Volunteer:** An individual, family or member of a club, organization or business that agrees to provide services to the Municipality without receiving a salary or any other compensation. Volunteers are not considered as Officers, Employees, or Agents of the Municipality.
- h. **Volunteer Service Waiver:** Signed voluntary consent, on a form specific to this program, relinquishing the volunteer's right to take legal action or make claim against the Municipality.
- i. **Equipment:** The hand tools used by the volunteers to complete the necessary clean up functions in the parks.

3. SCOPE

This policy applies to all volunteers of the Adopt-a-Park program, as well as those who administer the program on behalf of the Municipality.

4. RESPONSIBILITY

1. Council

Support the Adopt-a-Park policy and encourage community involvement wherever possible.

2. The Chief Administrative Officer (CAO):

Support the Adopt-a-Park policy including providing guidance, direction and final authority on any issues that may arise where the Recreation Manager is unable to achieve resolution.

Authorize the Recreation Manager or his designate to approve and execute all Adopt-a-Park applications on behalf of the Municipality.

Support the program whenever possible to community representatives.

3. Recreation Manager (or designate):

Administer the Adopt-a-Park program, including but not limited to: process applications; provide safety training materials and/or instructions to volunteers, through the group captain; and make available, the tools and services needed for volunteers to effectively carry out their duties under the program.

Review requests on a case by case basis for special projects/suggestions, and if approved, provide the necessary materials for project completion.

Respond to community concerns/complaints and help group captains and individuals with any inquiries, assistance or guidance needed.

Comply with all other terms, conditions and responsibilities as set out in the Terms and Conditions of the program.

Evaluate the effectiveness of the program seasonally.

4. Group Captain:

Authorized representative or key point of contact between the volunteers and the Municipality. If a singular individual adopts a park, they will be deemed Group Captain. **(In the event of multiple requests for the role of Group Captain in a particular park, names of the interested individuals will be placed into a hat and the name drawn will be deemed the Group Captain).**

Submit initial Adopt-a-Park application for approval and obtain any other approvals as required (ie. special project requests).

Co-ordinate Volunteer Service Waivers for submission to the Municipality prior to engaging in program activities.

Facilitate the distribution of safety information and program materials/tools to the group on behalf of the Municipality.

Coordinate the work activities of the group in the best interest of the members and the Municipality. Submit a monthly work log from April to October.

Report any wrong doings. Bring forward any community concerns/complaints as well as volunteer inquiries and/or comments.

5. Volunteer:

Appoint or select a Group Captain as the authorized representative for the volunteer group.

Upon approval of the application, submit a signed Volunteer Service Waiver indemnifying the Municipality from any and all losses that may arise from or in connection with the group or individual's negligence or willful misconduct. **(Please see the Municipality of Mississippi Mills Volunteer Policy for more information).**

Adopt and adhere to the safety requirements as set out in the training materials provided by the Municipality.

Conduct clean-up activities at the adopted park in a safe manner and in accordance with all terms and conditions as set out in the Adopt-a-Park program.

6. GOVERNING RULES AND GUIDELINES

The Adopt-a-Park program allows volunteers to lead by example by participating in clean-up activities with the goal of beautifying parks in the community and fostering community pride.

Group Captains shall submit a completed Adopt-a-Park application form identifying the park that the group is interested in adopting.

The Municipality, at its sole discretion, may choose to combine applicants to form a group, if there are several similar individual requests received.

Adopt-a-Park applications shall be referred to the Recreation Manager or his designate for consideration.

If the Adopt-a-Park application is approved, each volunteer shall sign a Volunteer Service Waiver indemnifying the Municipality from any and all losses that may arise from or in connection with the group or individual's negligence or willful misconduct. In such cases, where volunteers are under the age of 18, the waiver will require the signature of a parent or guardian.

The term of the program will be for one year with an option to renew.

The Municipality shall not be liable for any costs or expenses of any nature or kind incurred by the volunteers with respect to any matters contemplated by this policy, and the volunteers agree to provide the Municipality its services for free.

7. Records, Forms and Attachments

The following forms are associated with the Adopt-a-Park policy:

- Adopt-a-Park application form
- Terms and Conditions
- Volunteer Service Waiver
- 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
 - 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



Mississippi
Mills

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 19, 2020
TO: Council
FROM: Chad Brown, Fire Chief
SUBJECT: Emergency Response outside Municipal Boundaries

RECOMMENDATION:

That Council specify how long the Mississippi Mills Fire Department (MMFD) may support Lanark Highlands Fire Service without seeking compensation.

BACKGROUND:

The Mississippi Mills Fire Department currently provides and receives fire protection services from the Lanark Highlands Fire Service (LHFS) through Mutual Aid. This system is effective for both municipalities to manage emergency incidents with shared resources. The purpose is for neighbours to help neighbours for larger scale incidents.

LHFS Station 5 in White Lake has been identified as a concern due to staffing levels. There have been various reports generated by the Office of the Fire Marshal and Emergency Management (OFMEM) and consultants who have identified staffing challenges. The staffing levels are a concern due to immediate reciprocal mutual aid services to the Pakenham area. LHFS has resources available for mutual aid support. However, the available resources may be assisting from station locations that are located further away from the White Lake / Pakenham area. The following is a breakdown of mutual aid that shows a historical exchange of services between the municipalities;

Mutual Aid Response Chart

Year	Included in the Fire Protection Agreement	Response to Lanark Highlands*	Response received from Lanark Highlands
2014	Yes	12	1
2015	Yes	7	1
2016	Portion	8	0
2017	No	3	0
2018	No	5	0
2019	No	4	2

*Response data includes calls cancelled in route

*Excludes auto aid calls for the County Rescue Apparatus

Mississippi Mills entered into a Fire Protection Agreement with Lanark Highlands in 2012 to provide Automatic Aid in the White Lake area. The purpose of the agreement was to supplement an initial response that addressed fire risks in the White Lake Area. The agreement went through a few transitions after coming into effect and they are reflected in the contract values that are shown in the chart below:

Fire Protection and Value Chart

Year	Contract Value
2012	\$6,000.00
2013	\$6,000.00
2014	\$10,000.00
2015	\$10,000.00

The Lanark Highlands Fire Chief provided written notification for the termination of the Fire Protection Agreement, which was effective July 30th, 2016. The letter stated that they were pleased with the services provided by MMFD, but they were investigating other cost-effective options.

MMFD continues to respond to the White Lake area after the termination of the agreement. Response to incidents have included brush fires and medical incidents. The incident breakdown since the termination of the Fire Protection Agreement is as follows:

Annual Incidents and Attendance by MMFD

Year	LHFS Incidents	Incidents Attended by MM
2015	5	3
2016	7	5
2017	11	0
2018	9	1
2019	1	0

The *Fire Protection and Prevention Act* (FPPA) permits municipalities to provide services outside their municipal boundaries and enter into agreements.

Services outside municipality

A municipality may, under such conditions as may be specified in the agreement, enter into an agreement to;

- provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

Automatic aid agreements

A municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies.

DISCUSSION:

Lanark Highlands received a Draft Master Fire Plan in the spring of 2020. The plan identifies resource issues in the White Lake area and identified fire protection options for municipal council decision. The final Master Fire Plan was to be presented to Lanark's Municipal Council on April 7th but due to the COVID-19 Pandemic, was deferred so council could include public consultation in the decision process. No date has been established to bring the report to an open session of Council.

The Master Fire Plan is expected to contain similar fire protection options that we identified by previous plans and reports. Lanark Highlands has received many reports outlining the White Lake Station 5 concerns including a Municipal Review that was completed by the OFMEM. The OFMEM recommended an automatic aid agreement for the White Lake area due to staffing issues prior to 2012.

LHFS reached out to MMFD in early March of this year to request assistance with incidents in the White Lake Area. The immediate assistance would permit time for Lanark's Council to decide which fire protection services would be available to White Lake residents and to address issues with apparatus in the White Lake Station.

Based on the current situation, it is important to understand the response options as automatic aid and mutual aid are two separate response protocols. The OFMEM specifies the response protocols as follows;

Automatic Aid

The OFMEM provides details of the automatic aid system in Public Fire Safety Guideline (PFSG) 04-04-12. The purpose of Automatic Aid is as follows;

- The obvious advantage of implementing an automatic aid program is the person experiencing the emergency receives fire services from the closest available provider by supplying seamless service through the elimination of artificial service boundaries.
- The implementation of an automatic aid program can enhance the level of public safety.
- The concept of dispatching the closest available assistance could reduce the critical element of time between the commencement of a fire and the application of an extinguishing agent to the fire.
- Life, property and environmental losses would subsequently be reduced.
- Public and fire-fighter safety would improve.

The PFSG recommends an automatic aid agreement when;

- Response times can be reduced by dispatching the closest available apparatus and personnel.
- Automatic aid is intricately connected to the communications and dispatch systems as well as the type of training delivered to the fire-fighters.

A copy of PFSG 04-04-12 is attached as Appendix B.

Mutual Aid

Mississippi Mills actively participates in the Provincial Mutual Aid System. The OFMEM provides details of the mutual aid system in PFSG 04-05-12;

- Mutual aid plans allow a participating fire department to request assistance from a neighbouring fire department authorized to participate in a plan approved by the Fire Marshal.
- Mutual aid is not immediately available for areas that receive fire protection under an agreement. The municipality purchasing fire protection is responsible for arranging an acceptable response for back-up fire protection services. In those cases where the emergency requirements exceed those available through the purchase agreement **and** the back up service provider, the mutual aid plan can be activated for the agreement area.

PFSG 04-05-12 specifies how mutual aid may be initiated;

- A fire department may ask for mutual aid assistance when it is at the scene or has information that immediate assistance is required.
- Fire departments may immediately request a simultaneous response from a participating fire department where distance and/or conditions dictate.

A copy of PFSG 04-05-12 is attached as Appendix A.

In accordance with the criteria established by the OFMEM, automatic aid is typically achieved by the simultaneous dispatch to emergency incidents to ensure the closest resources are responding. An Immediate request for incident assistance by the local fire department due to limited capabilities that are available to provide basic fire protection services is not classified as mutual aid. Council needs to be aware that immediate response from MMFD to the White Lake area is not currently under a fire protection agreement and is currently not part of any cost recovery initiatives.

FINANCIAL IMPLICATIONS:

The Provincial Mutual Aid System does not permit municipalities to charge for fire protection services and there are no fire protection agreements currently in place. Therefore, any simultaneous response to incidents to supplement staffing limitations in Lanark Highlands is completed without compensation.

Incidents where MMFD is simultaneously notified and responds with LHFS Station 5 firefighters may be classified as automatic aid. Typically, the initial response to incidents is not expected to last longer than 1 hour. Incident types may include medical and residential smoke / co alarm incidents. There are no provisions for billing for this type of response so MMFD costs are borne by the annual operating budget.

When MMFD responds to supplement an on-going fire incident with LHFS such as a structure fire or a brush fire, the response may be classified as mutual aid. Requests for assistance may require specific equipment and resources to assist local fire operations. Mutual aid is completed with no cost recovery as municipal resources may be shared when required.

Since 2015 MMFD has responded to 9 incidents in Lanark Highlands. The current MMFD value for 9 fire department responses is estimated to be around \$11,000.00 in labour cost.

SUMMARY:

Municipal Council should be aware of the fire protection services that are performed outside the Municipality of Mississippi Mills. The number of incidents remain low and Lanark Highlands Municipal Council is expected to decide how fire protection services will be provided to the residents in White Lake.

Will Mississippi Mills Municipal Council support Lanark Highlands with an immediate emergency response of personnel to White Lake without compensation?

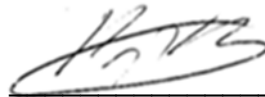
A Fire Protection Agreement may be an option for LHFS in the future. A report will be provided to Council as details become available.

Respectfully submitted by,

Reviewed by:



Chad Brown
Fire Chief



Ken Kelly
CAO

Appendix A – Public Fire Safety Guideline 04-04-12

Automatic Aid

Public Fire Safety Guidelines	Subject Coding PFSG 04-04-12
Section Emergency Response	Date January 1998
Subject Automatic Aid	Page

Under Review

Purpose:

To describe the concept of automatic aid as one option for delivering specific fire suppression and rescue services.

What:

- Automatic aid is generally considered in other jurisdictions as a program designed to provide and/or receive assistance from the closest available resource, irrespective of municipal boundaries, on a *day-to-day basis*.
- The concept has been practiced for many years in Ontario through what has been known as first response agreements.

Why:

- The obvious advantage of implementing an automatic aid program is the person experiencing the emergency receives fire services from the closest available provider by supplying seamless service through the elimination of artificial service boundaries.
- The implementation of an automatic aid program can enhance the level of public safety.
- The concept of dispatching the closest available assistance could reduce the critical element of time between the commencement of a fire and the application of an extinguishing agent to the fire.
- Life, property and environmental losses would subsequently be reduced.
- Public and fire-fighter safety would improve.

Who:

- The potential area for automatic aid is defined where two or more fire departments could work together to assemble an adequate fire attack team in a more timely manner than possible under existing arrangements.
- The persons living or working in the defined potential areas would all stand to receive an improved level of service should an automatic aid program be implemented.

When:

- Response times can be reduced by dispatching the closest available apparatus and personnel.
- Automatic aid is intricately connected to the communications and dispatch systems as well as the type of training delivered to the fire-fighters.

How:

The simplest way to implement an automatic aid program would be to incorporate the concept into updated versions of existing mutual aid plans, thus replacing the need for many of the otherwise required agreements between all participating municipalities.

Cost:

- Automatic aid, unlike mutual aid, is not intended to be provided at no charge to the municipality receiving the assistance.
- A request for day-to-day assistance, as opposed to a request for help at a major fire or emergency, should be provided on a cost recovery basis.

Codes, Standards and Best Practices:

Codes, Standards and Best Practices resources available to assist in establishing local policy on this assessment are listed below. All are available at <http://www.mcscs.jus.gov.on.ca>. Please feel free to copy and distribute this document. We ask that the document not be altered in any way, that the Office of the Fire Marshal be credited and that the documents be used for non-commercial purposes only.

See also PFSG

04-05-12 Mutual Aid

04-09-12 Fire Protection Agreements

04-64-12 Communications/Resource Centre

Appendix B – Public Fire Safety Guideline

Mutual Aid

Public Fire Safety Guidelines	Subject Coding PFSG 04-05-12
Section Emergency Response	Date March 2000
Subject Mutual Aid	Page

Under Review

Purpose:

To describe requirements for fire department participation in a county, district or regional mutual aid plan.

What:

- Mutual aid plans allow a participating fire department to request assistance from a neighbouring fire department authorized to participate in a plan approved by the Fire Marshal.
- Mutual aid is not immediately available for areas that receive fire protection under an agreement. The municipality purchasing fire protection is responsible for arranging an acceptable response for back-up fire protection services. In those cases where the emergency requirements exceed those available through the purchase agreement **and** the back up service provider, the mutual aid plan can be activated for the agreement area.

When:

- A fire department may ask for mutual aid assistance when it is at the scene or has information that immediate assistance is required.
- Fire departments may immediately request a simultaneous response from a participating fire department where distance and/or conditions dictate.

How:

- Generally, the requirements for participation in county, district or regional mutual aid plans include the following:
 - participating municipalities or agencies must own, or operate fire departments, adequate to meet their day to day fire protection obligations
 - fire departments must be established by by-law or agreement
 - fire chiefs of participating fire departments must be appointed by by-law or similar acceptable authorization
 - participating municipalities or agencies must pass by-laws or similar authorization permitting fire departments to leave their jurisdiction to participate in the mutual aid plan

- responding fire departments must meet the requirements of the Occupational Health and Safety Act
- fire departments have a first obligation to emergencies in their municipality or jurisdiction, a second obligation to mutual aid calls, and then to calls in areas covered by fire protection agreements
- the fire chief or designate of the municipality or jurisdiction in which the emergency occurs, has responsibility for managing the emergency
- the fire co-ordinator and the fire chiefs participating in the plan in consultation with the Office of the Fire Marshal shall assess suitability of participating fire departments
- the mutual aid plan may stipulate that the departments provide or receive assistance through
 - additional or specialized vehicles and/or equipment
 - additional or specialized personnel
 - specialized advice and/or command assistance
- fire departments must adhere to the accepted response, reporting and other provisions of the mutual aid plan

Cost:

Assistance is reciprocal with no fees involved for mutual aid

Related Functions:

Click on the related function below to view that function:

- automatic aid
- fire protection agreements

Codes, Standards and Best Practices:

Codes, Standards and Best Practices resources available to assist in establishing local policy on this assessment are listed below. All are available at <http://www.mcscs.jus.gov.on.ca> . Please feel free to copy and distribute this document. We ask that the document not be altered in any way, that the Office of the Fire Marshal be credited and that the documents be used for non-commercial purposes only.

See also PFSG

04-04-12 Automatic Aid

04-09-12 Fire Protection Agreements

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 19, 2020
TO: Council
FROM: David Armstrong, C.R.S, A/Director of Roads and Public Works
SUBJECT: **Amendments to Table 7 of the Mississippi Mills Traffic and Safety Review – Technical Memorandum**

RECOMMENDATIONS:

THAT Council receive the proposed amendments for consideration to implement at the Ottawa Street intersection of Ottawa Street and Paterson Street, as prepared by the A/Director of Roads & Public Works, dated May 19, 2020;

AND THAT Council direct staff to adjust the Leading Pedestrian Interval (LPI) setting to allow for a 3 to 6 second advance for pedestrians to cross Ottawa Street from Menzie Street to Paterson Street;

AND THAT Council direct staff to align Stop bars at Ottawa Street intersection of Paterson Street and Menzie Street to enhance vehicle visibility or pedestrians.

BACKGROUND:

By resolution of Council, staff posted signage indicating that Paterson Street between Ottawa Street and Robert Hill Street is deemed a Community Safety Zone. Following that, by resolution of Council, the municipality hired crossing guards for the Ottawa Street intersection of Paterson Street and Menzie Street.

By resolution of Council at the March 3rd, 2020 Council meeting, staff were requested to engage with Councilors to discuss suggested amendments to Table 7 of the Technical Memorandum contained within the Mississippi Mills Traffic and Safety Review as prepared by Parsons Corporation.

DISCUSSION:

After reviewing the Memorandum and discussing with Council, the following amendments are proposed:

- Adjust the Leading Pedestrian Interval (LPI) setting to allow for a 3 to 6 second advance for pedestrians to cross Ottawa Street from Menzie Street to Paterson Street before motorists are given a green light to advance.
- Align Stop bars at this intersection to ensure they are adequate in providing clear visibility for motorists to see pedestrians crossing the road.

FINANCIAL IMPLICATIONS:

A service call for our contractor to implement the change for the pedestrian crossing would be approximately \$400. Line painting costs are already accounted for in the 2020 Roads & Public Works Transportation Services operating budget.

SUMMARY:

Staff has prepared this report in response to Council Resolution No. 110-20 with direct consultation with Council.

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 19, 2020
TO: Council
FROM: David Armstrong, C.R.S, A/Director of Roads and Public Works
SUBJECT: Paterson Street Parking Restrictions – Public Comments

RECOMMENDATIONS:

THAT Council receive the Paterson Street Parking Restrictions – Public Comments report, as prepared by the A/Director of Roads and Public Works, dated May 19, 2020;

AND THAT Council pass the necessary by-law to amend the Traffic and Parking By-law to include no parking on Paterson Street from Tatra Street to Robert Hill Street.

BACKGROUND:

Staff presented a report on February 18, 2020 to the Committee of the Whole in support of restricting parking on Paterson Street in the area of the Orchardview complex. The identified restricted parking area was to be 9m north and 9m south of each entrance to Orchardview on the east side of Paterson Street.

By resolution of Council, staff consulted with the public by obtaining written comments through a posting on the municipal website, notification on social media and a posted notification at Orchardview.

DISCUSSION:

A consultation/comment period was offered to the public from March 4 to March 22. In that period staff received four (4) comments from members of the public. While all four (4) comments were supportive of parking restrictions on Paterson Street, they all seemed to lead to a broader concern. Below are the comments as received:

Received March 4, 2020:

I agree with the proposed parking restrictions in front of Orchardview by the Mississippi. I would further propose that no parking be allowed on either side in front of Orchardview. Why? If safety is the primary reason for the parking restrictions it is very dangerous when trying to pass cars parked in front when cars are coming from different directions; this is especially true during the winter. On a number of occasions, I've had to jam on my brakes when someone was opening their car door to get out. Although the road is wider, it is not wide enough, again especially during the winter. So, in short, I don't think there should be any parking allowed in front of Orchardview especially since there are now 22 additional parking spaces inside Orchardview.

Received March 4, 2020:

They should have more visitor spaces on the property in general - the road is not wide enough there for the amount of street parking taking place. There are constantly close calls or significant waits to be able to drive past Orchardview as 2 cars cannot safely pass one another next to a parked car.

Received March 5, 2020:

Patterson Street warrants no parking along either side. Busy travel route for subdivision traffic (continues to grow) and then to have two schools with buses and family events plus a Retirement Home with frequent activities/visitors, it becomes too congested and unsafe. A new exiting route across to Appleton Side Road would be desirable to aid with traffic flow diverting cars off of Patterson. Additional off street parking is warranted to support both schools and the Retirement Home.

Received March 5, 2020:

I agree with the recommendation to seek public consultation.

I have reviewed the compromise proposal and do not agree that the proposed solution will solve the parking or traffic flow on Paterson Street. The problem is greater than just the blockage near the entrance to the residence. It should be zoned the same as a school zone. The traffic on Paterson is increasing almost weekly with the expansion of the Riverfront Estates projects. This includes heavy trucks and residential traffic. A proper traffic study should be conducted that projects traffic over the next 2 years. A huge consideration is that there is no median on either side of the road between the road and the sidewalk.

Please note:

- The only reason for parking on the street is for visitors who visit residents. There are no private residences on this section of Paterson Street.
- This street is now a major and busy thoroughfare with the expansion of the subdivision. When cars are parked on the street there is virtually no room to pass when trucks are using the street, which is often.
- The sidewalks are right on the road on either side and there is no median between the sidewalks and the road so truck and vehicles pass within 6 inches of the sidewalk, particularly when vehicles park on the street.
- Orchard View recently expanded the parking around the side and rear specifically to alleviate on street parking. Most of the time there is plenty of open spaces and people are too lazy to

park around the side or rear so use the street. They can drop off at the main entrance and move to visitor parking around the sides or back of the building.

- When there is an event it is usually on the weekend and less than a block away there are 2 schools with lots of “overflow” parking available.
- The residence could consider closing the “petting zoo” which is the home to 2 forlorn donkeys. They could create many new spaces if they closed this as I seldom see any residents there.
- When vehicles are on the street, entering and exiting the driveway is hazardous as the vehicles block sightlines.
- Given that it is a busy street, when visitors park on the street and open the door to their vehicle there is no room for vehicles to pass in both directions.
- Recently, during the teachers strike the road was packed with strikers vehicles creating congestion and dangerous passing.
- The Residence could make better use of parking by having staff park at the back and designate parking as visitor parking.

In summary, given the vehicle traffic increasing on Patterson as a major street almost like Appleton Road it makes a lot of sense to restrict any parking on Patterson on either side of the street, from one end to the other.

Please consider further study of this important issue

FINANCIAL IMPLICATIONS:

The only external costs associated with the parking restrictions will be to procure the signage and posts, which will be approximately \$600. Municipal staff can install the posts and signs once the by-law is passed.

SUMMARY:

Staff has prepared this report in response to Council Resolution No. 076-20 with direct consultation with Council and residents of Mississippi Mills.

Respectfully submitted,

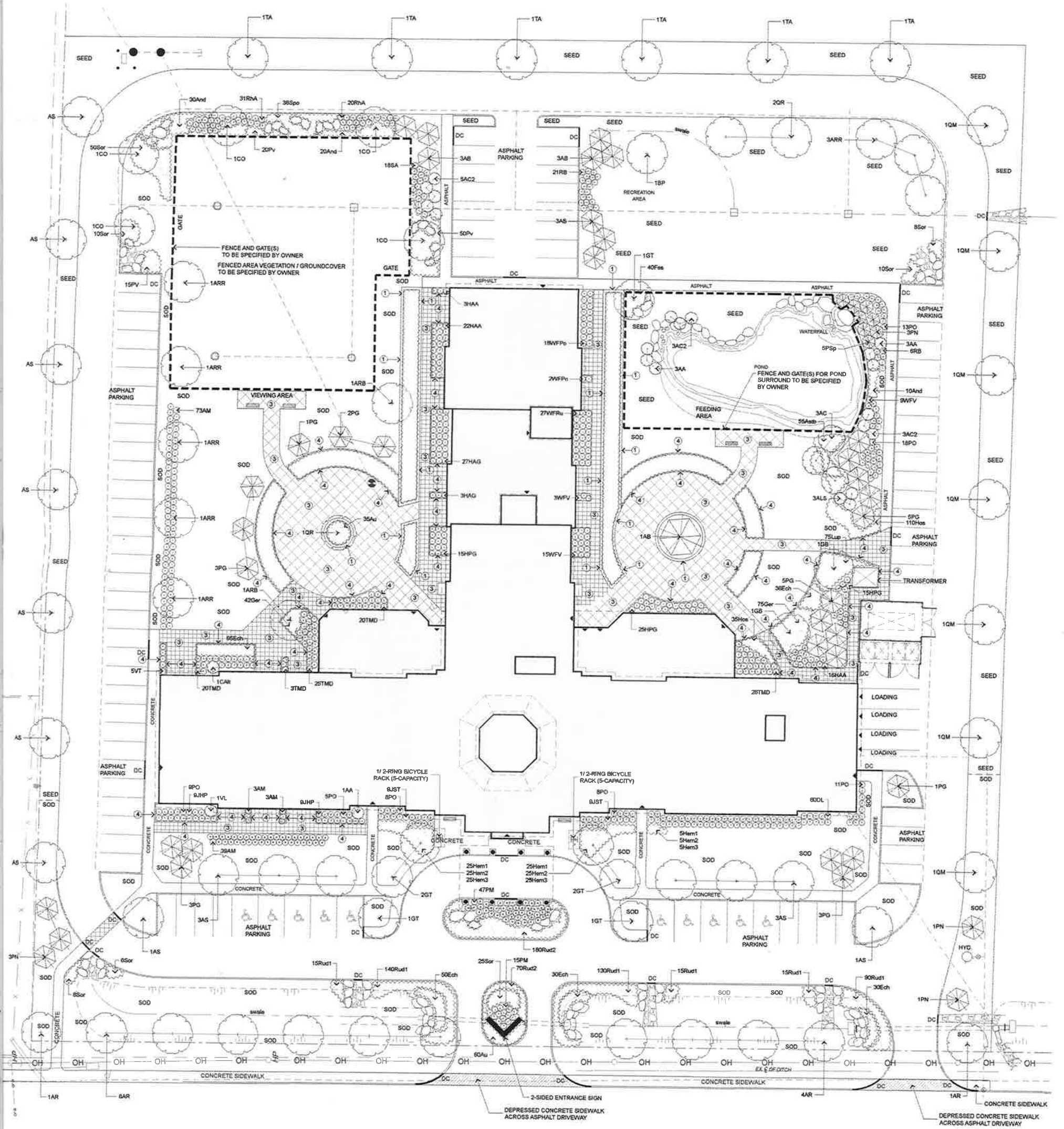


David Armstrong, C.R.S.
A/Director of Roads and Public Works

Reviewed by,



Ken Kelly
CAO



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: May 19, 2020

TO: Council

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: INTERIM REPORT #4 ON FINANCIAL IMPLICATIONS OF COVID 19

RECOMMENDATION:

THAT Council accept the Treasurer's interim report on the financial implications of Covid 19 dated May 19, 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 end date of the emergency closures remains undetermined although at the time of writing this report, the Province is beginning to re-open some businesses.

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, 21, and May 5, 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 May 11, 2020 with comparative information for the same period in 2019. Note that the Daycare is in a deficit position to May 11th of \$54,436. 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 May 11, 2020 with comparative information for the same period in 2019. The combined deficit for Recreation and Curling to May 11th is \$21,215 but for the same time period on 2019 was \$6,631. 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 May 11, 2020 is \$16,517 and was \$24,305 in 2019.

Library:

Refer to Table 3 for the financial analysis of the Library from January 1, 2020 to May 11 2020 with comparative information for the same period in 2019. The deficit for the library to May 11th is \$4,363 and for the same period in 2019 is \$13,420. 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 May 11, 2020 with comparative information for the same period in 2019. The Department is operating with a surplus of \$42,640 to May 11th. 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.

The Staff of the Building Department are still working and are appropriately billing and collecting on permits being issued. 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 May 11, 2020 with comparative information for the same period in 2019. The department has a surplus at May 11th of \$503,171. The surplus is significant at this time as no capital works have been completed to date, 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. At the Council meeting held on May 5, 2020, Council approved the 2020 tax rate by-law and amended the penalty section to waive penalties on the 2020 final tax billing until December 31, 2020 to provide some relief to residents experiencing financial difficulties. If residents are unable to make payments on tax or water billings it could significantly impact the Municipality's cash flows for the remainder of the year.

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.

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 \$7.9 million and investments total \$8.0 million. Combined the total of cash and investments is \$15.9 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.

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 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, some staff are on emergency leave 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.

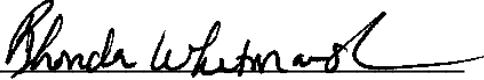
SUMMARY

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 financial decisions during the Covid 19 pandemic.

Respectfully submitted,

Reviewed by,


Rhonda Whitmarsh, Treasurer



Ken Kelly, CAO

Table 1					
Daycare Revenues and Expenditures January 1, 2020 To May 11, 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	\$541,548.00	\$1,972,533.00	78.46%	707,774.00
Municipal Grant	\$29,921.00	\$9,974.00	\$19,947.00	66.67%	2,586.00
TOTAL REVENUE	\$2,544,002.00	\$551,522.00	\$1,992,480.00	78.32%	710,360.00
EXPENDITURES					
Salaries & Benefits	2,273,907.00	546,757.00	\$1,727,150.00	75.96%	572,030.00
Supplies	172,750.00	29,959.00	\$142,791.00	82.66%	32,044.00
Service/Rent	97,345.00	29,242.00	\$68,103.00	69.96%	14,659.00
Total Daycare Expenses	2,544,002.00	605,958.00	1,938,044.00	76.18%	618,733.00
Net Daycare Fund	0.00	(54,436.00)	54,436.00	0.00%	91,627.00
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%				
Maintenance 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 May 11, 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	436,665.00	\$873,330.00	66.67%	391,282.00
Fees & Service Charges	512,321.00	158,786.00	\$353,535.00	69.01%	186,175.00
Total Revenue	1,822,616.00	595,451.00	1,227,165.00	67.33%	577,457.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	188,098.00	64,681.00	\$123,417.00	65.61%	55,577.00
Other Payroll Expenses-F/T	211,272.00	76,280.00	\$134,992.00	63.89%	72,192.00
Other Payroll Expenses-P/T	24,900.00	5,060.00	\$19,840.00	79.68%	6,072.00
Total Expense	424,270.00	146,021.00	278,249.00	65.58%	133,841.00
GENERAL EXPENSES					
General Rec. Expenses	400,616.00	104,595.00	\$296,021.00	73.89%	89,480.00
Total General Expenses	400,616.00	104,595.00	296,021.00	73.89%	89,480.00
Almonte Arena Expenses	279,596.00	106,671.00	\$172,925.00	61.85%	122,209.00
SCC Arena Expenses	216,946.00	73,411.00	\$143,535.00	66.16%	84,786.00
Sports Fields & Parks	199,852.00	16,002.00	\$183,850.00	91.99%	12,911.00
Vehicles & Equipment	26,750.00	4,366.00	\$22,384.00	83.68%	3,476.00
Programs	24,025.00	861.00	\$23,164.00	96.42%	1,861.00
Events	59,100.00	1,624.00	\$57,476.00	97.25%	4,217.00
Other Recreation	172,609.00	147,570.00	\$25,039.00	14.51%	128,118.00
Total Expense	978,878.00	350,505.00	628,373.00	64.19%	357,578.00
Total Recreation Expense	1,803,764.00	601,121.00	1,202,643.00	66.67%	580,899.00
Net Recreation Fund	18,852.00	(5,670.00)	24,522.00	0.00%	(3,442.00)
=====					
	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%	\$29,189.00
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%	335.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	7,924.00
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%	53,575.00
EXPENDITURES					
Insurance	6,346.00	5,764.00	\$582.00	9.17%	6,044.00
Utilities	36,300.00	19,358.00	\$16,942.00	46.67%	20,961.00
Misc. Expense	100.00	0.00	\$100.00	100.00%	116.00
Ice Rental Lounge Maint.	14,000.00	9,948.00	\$4,052.00	28.94%	9,467.00
Ice Rental Locker Maint.	2,200.00	2,751.00	(\$551.00)	(25.05%)	2,512.00
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	17,618.00	\$7,532.00	29.95%	17,036.00
Total Expense	92,396.00	56,635.00	35,761.00	38.70%	56,764.00
Net Curling Fund	(18,852.00)	(15,545.00)	(3,307.00)	17.54%	(3,189.00)
=====					
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 May 11, 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	211,281.00	\$457,963.00	68.43%	197,034.00
Fees & Service Charges	18,150.00	5,414.00	\$12,736.00	70.17%	6,462.00
Total Revenue	719,242.00	217,746.00	501,496.00	69.73%	205,166.00
EXPENDITURES					
Salaries & Benefits-Almonte	433,543.00	128,904.00	\$304,639.00	70.27%	121,116.00
Salaries & Benefits-Pakenham	69,522.00	19,847.00	\$49,675.00	71.45%	31,174.00
Administration-Almonte	27,960.00	8,016.00	\$19,944.00	71.33%	10,187.00
Administration-Pakenham	13,400.00	6,776.00	\$6,624.00	49.43%	4,087.00
Materials & Supplies-Almonte	48,150.00	8,827.00	\$39,323.00	81.67%	15,990.00
Materials & Supplies-Pakenham	19,633.00	6,859.00	\$12,774.00	65.06%	7,583.00
Building Operations-Almonte	22,300.00	6,758.00	\$15,542.00	69.70%	7,227.00
Building Operations-Pakenham	24,760.00	7,488.00	\$17,272.00	69.76%	7,566.00
Other Expenditures	59,974.00	28,634.00	\$31,340.00	52.26%	13,656.00
Total Library Expenses	719,242.00	222,109.00	497,133.00	69.12%	218,586.00
Net Library Fund	0.00	(4,363.00)	4,363.00	0.00%	(13,420.00)
	=====	=====	=====	=====	=====

Table 4**Building Department Revenues and Expenditures January 1, 2020 To May 11, 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	173,938.00	\$295,962.00	62.98%	149,309.00
Building Dept. Expenses	469,900.00	131,298.00	\$338,602.00	72.06%	132,180.00
Net Building Dept.	0.00	42,640.00	(42,640.00)	0.00%	17,129.00

Water and Sewer Revenues and Expenditures January 1, 2020 To May 11, 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	1,188,917.00	\$2,568,471.00	68.36%	1,102,661.00
Water & Sewer Expenses	3,757,388.00	685,746.00	\$3,071,642.00	81.75%	638,305.00
Net Water & Sewer	0.00	503,171.00	(503,171.00)	0.00%	464,356.00

Table 5		
	% of	
Breakdown of Operating Expenditures:	2020 Budget	
Materials and Contracts	29	
Salaries & Benefits	34	
Long term Debt	9	
Utilities	2	
Insurance	1	
Community Grants	1	These have already been distributed for 2020
Cost Sharing	0.4	
	76.4	The majority of municipal expenditures cannot be avoided
The other 23.6% of operating costs are made up of travel and training, general operations, fuel and oil, maintenance and repairs and transfers to reserves		
Estimate of Monthly Cash Outflows:		
*Cash outflows will increase for capital projects that have not yet started. Outflows are not uniform each month		
There are seasonal outflows for winter control and those associated with parks and recreation		
There are also other expenditures that are one time such as community grants and those that are paid quarterly such as county and school board remittances and cost sharing		
Scenario 1		
Trend Data:		
Cash outflows per Nov/19 bank statement	2,416,804.06	Includes payment of 2019 capital and winter control related costs
Cash outflows per Dec/19 bank statement	4,298,357.98	Includes payment of 2019 capital and winter control related costs, County and School board remittances
Cash outflows per Jan/20 bank statement	2,434,961.95	Includes payment of 2019 payables and 2020 winter control costs
Cash outflows per Feb/20 bank statement	2,541,028.44	Includes payment of 2019 payables and 2020 winter control costs
Based on this trend data the typical monthly outflows are between \$2.4 and \$2.5 million. These outflows include winter control and capital		
Estimate of Cash outflows to June 30th based on Bank Statement		
March-June is 4 months	<u>10,000,000.00</u>	4 X \$2.5 million
Scenario 2		
Financial Statement Data:		
Expenditures per Jan/20 Financial Statement	1,093,713.07	
Expenditures per Feb/20 Financial Statement	1,582,673.44	
Total	<u>2,676,386.51</u>	Excludes capital as most capital project not started
Average monthly <u>operating</u> costs per the Financial Statements	<u>1,338,196.00</u>	Payroll costs is approximately \$395,000 per month.
Estimate of Operating Cash outflows to June 30th		
March-June is 4 months	<u>5,352,784.00</u>	4 X \$1,338,196 (Excludes capital requirements)
Availability of Cash and Investments as		
March 27, 2020	<u>15.8 million</u>	
Estimate of Monthly Cash Inflows:		
* Cash Inflows are difficult to predict as taxation represents 50% of revenue and grants are 7% and these funds are not received monthly		
Water billings completed every 2 months, HST rebates are received quarterly		
Trend Data:		
Cash inflows Nov/19 per bank statement	2,262,327.62	
Cash inflows Dec/19 per bank statement	1,449,190.08	
Cash inflows Jan/20 per bank statement	2,034,430.08	Includes payments of the 2020 interim tax billing
Cash inflows Feb/20 per bank statement	7,194,253.30	Includes payments of the 2020 interim tax billing
Based on this trend data the typical monthly inflows are between \$1.5 to \$2 million.		

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 19, 2020
TO: Council
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Award of Request for Proposal for Service Delivery Review

RECOMMENDATION:

THAT Council award the Request for Proposal to conduct a comprehensive service delivery review to StrategyCorp, Inc. in the amount of \$124,683.08 plus HST to be funded from the Municipal Modernization funding received from the Province in 2019.

BACKGROUND:

The Province provided each municipality with an allocation of funds in 2019 to encourage municipalities to review their operations for opportunities to implement cost savings and service delivery improvements. Mississippi Mills received \$625,944 from the Province for this purpose. On November 1, 2019 the Minister of Municipal Affairs and Housing announced \$125 million over 4 years to continue the support for municipal government to modernize. Mississippi Mills has applied in the first round of applications in December of 2019 but was not successful in securing funding support from the Province.

Future funding stages of the 4 year program will focus on funding the implementation of the service delivery efficiencies to achieve costs savings. It is not a requirement for later stages of funding to have participated in the first intake phase of the program. However, allocation of funding for implementation projects will likely require that some justification or rational report has been completed to estimate the potential to achieve savings or efficiencies.

Council provided direction to staff to issue a request for proposals (RFP) to seek qualified companies to conduct a comprehensive service delivery review on December 3, 2019 and to make application to the Province for funding as follows.

Resolution No. 721-19

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Council chose option 2 to provide direction to staff to procure resources to perform an organization wide service delivery review in 2020;

AND THAT Council direct staff to issue an RFP for a corporate-wide service delivery review;

AND THAT Council direct staff to make a submission to the Municipal Modernization Program.

At the time of the staff report the cost of the project was estimated between \$85,000 and \$125,000 to review the entire municipal organization.

DISCUSSION:

The proposals were reviewed and scored by the CAO and Manager of Childcare Services. The proposals were evaluated and rated in accordance with the criteria outlined within the RFP documents, and were as follows:

- | | |
|---|-----------|
| 1. Experience and Qualifications of Firm | 20 points |
| 2. Demonstrated Understanding of the Objectives | 10 points |
| 3. Quality of Approach and Services | 25 points |
| 4. Proposed Work Plan | 15 points |
| 5. Financial Proposal | 30 points |

Firms were required to submit a technical proposal in which they must receive a minimum score of 70% in order for the financial component to be considered. The Lowest qualified bid would receive full points and all other bids would receive points based on how much they exceed the lowest price using standard deviation.

The recommendation for appointment is on the basis of the firm with the most qualified personnel and “best overall value” to the Municipality.

Three companies submitted responses to the RFP.

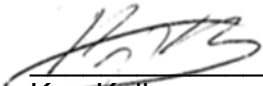
FINANCIAL IMPLICATIONS:

Council received \$625,944 in funding from the Province in 2019 that was to be used for projects that would reduce costs and improve service delivery. None of these funds have been spent to date. The recommended proposal has a value of \$124,683.08 plus HST

SUMMARY:

After reviewing the submissions to conduct a comprehensive service delivery review, staff recommends that the RFP be awarded to StrategyCorp, Inc.

Respectfully submitted,



Ken Kelly
CAO

Anita Legault
Manager of Childcare Services

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-043

BEING a by-law to amend Traffic and Parking By-law 02-27.

WHEREAS under section 11(2) of the Municipal Act 2001, S.O. 2001, c.25, a lower-tier municipality may pass by-laws respecting matters within the following sphere of jurisdiction: highways, including parking and traffic on highways;

AND WHEREAS Council passed Traffic and Parking By-law 02-27 on February 12, 2002;

AND WHEREAS on-street parking has become problematic in the vicinity of the Orchardview retirement complex;

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

1. That Schedule B – No Parking be amended to include:

NO PARKING

HIGHWAY/ STREET	HIGHWAY DIRECTION	FROM	TO	SIDE
Paterson Street	North and South	Tatra Street	Robert Hill Street	Both Sides

2. By-law 02-27 is hereby amended.
3. This by-law shall come into force on May 1, 2020.

BY-LAW read, passed, signed and sealed in open Council this X day of February, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-044

BEING a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

WHEREAS subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 3 on 27M-80 in order to recognize two apartment dwelling units (2 buildings);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of 27M-80, Block 3, described as Parts 1 and 2 inclusive on Reference Plan 27R-11431, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 17th day of May, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 17th day of May, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-045

BEING a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

WHEREAS subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 52 on 27M-88 in order to recognize one block of semi-detached dwellings (2 units);

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of 27M-88, Block 52, described as Parts 1 and 2 inclusive on Reference Plan 27R-11442, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 17th day of May, 2022, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 17th day of May, 2020.

Christa Lowry, Mayor

Jeanne Harfield, Clerk