

The Corporation of the Municipality of Mississippi Mills  
**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE AGENDA**  
**Tuesday January 21, 2019**  
8:00AM  
Council Chambers, Municipal Office

- A. APPROVAL OF AGENDA**
- B. DISCLOSURE OF PECUIARY INTEREST**
- C. DELEGATIONS/PRESENTATIONS/TOURS**
- D. APPROVAL OF MINUTES**  
Minutes of November 2019 .....page 1
- E. BUSINESS ARISING OUT OF MINUTES**  
Business Breakfast – February 6<sup>th</sup>  
Mississippi Mills 200 – 2023 Next Steps  
Summer Student Job Descriptions.....page 5
- F. ROUND TABLE**
- G. REPORTS**  
Beautification Working Group Update (Verbal)  
Riverwalk Working Group Update .....page 11
- H. INFORMATION/CORRESPONDENCE**
- I. OTHER/NEW BUSINESS**
- J. MEETING ANNOUNCEMENTS**
- K. ADJOURNMENT**

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
**COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

November 19, 2019

8:00 a.m.

Municipal Office - Council Chambers

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PRESENT: Scott McLellan (Chairperson)  
Councilor Gerard  
Deputy Mayor Minnille  
Greg Smith  
Vic Bode  
Helen Antebi  
Ron MacMeekin

STAFF/OTHERS: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom, Recording Secretary

REGRETS: Mary Rozenberg, Sanjeev Sivarulrasa

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Chairperson, Scott McLellan called the meeting to order at 8:03 a.m.

**A. APPROVAL OF AGENDA**

To add a verbal update on the micro grants (Business Arising) and a verbal update on Riverwalk project (Reports)

**Moved by Greg Smith**

**Seconded by Vic Bode**

**THAT** the November 19, 2019 C&EDC agenda be accepted as amended.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

None

**C. DELEGATIONS/PRESENTATIONS/TOURS**

None

**D. APPROVAL OF MINUTES: October 15, 2019**

**Moved by Ron MacMeekin**

**Seconded by Deputy Mayor Minnille**

**THAT** the October 15, 2019 minutes be accepted as presented.

**CARRIED**

## **E. BUSINESS ARISING OUT OF MINUTES**

1. Municipal Film Policy update & Next Steps
  - Working group to meet to finalize survey. Pilot survey, will be sent to Council for approval before it's circulated.
  - Another film was in town using the Metcalfe Geo-Heritage park on Monday November 4<sup>th</sup>. They provided an insurance certificate and there were no road closures or interruptions to residents.
  - CBC Facebook highlighted Almonte as a Hallmark town with road trip comments
  - Clayton resident who is working on a film that will be shot locally provided some feedback to the working group and has offered to consult on the policy moving forward.
  
2. OVRT/ Directional Signage/ Park/ Parking
  - The draft will be presented to Lanark County Council on November 27.
  - Lanark County has budgeted one million dollars for the OVTR in 2020.
  - Concerns about parking on the OVRT near the Almonte library parking lot were sent to Lanark County to remedy.
  - Lanark County has set up a new committee specifically to address the OVRT in the hopes that this will help speed up the decision making process.
  
3. Business Breakfast
  - Thursday November 21 at 7:00AM, registration is strong.
  - Valley Heartland supplying box of brochures on getting prepared for construction
  - A gift of local products for the guest speaker will be arranged.
  
4. Mississippi Mills Promotional Items
  - It was recommended that branding/logo be included in the Strategic Planning discussions.
  - Suggestion was made of possibly including branding Almonte a Community of 'Mississippi Mills; Pakenham a Community of Mississippi Mills; Clayton... etc.
  - Promotions item ideas: tote bags, series of stickers for each community (promote with locations to put the stickers ie helmets etc), metal ornaments
  
5. Micro Grant update
  - Update of grant recipients at the next meeting
  - Recipients send reports back on their events. These will be included in an article for the Mill Stone News promoting the successes.

## **F. ROUND TABLE**

- Revise the Beautification summer student job description,
- Christmas weekend; LUTN Friday Dec 6 from 7-9pm, Pakenham Santa Parade Saturday Dec 7 from 1-2pm, Almonte Santa Parade 5-6pm.

- Greg Smith confirmed he is working on a project that identifies in demand skilled trades and their effectiveness. (Apprentice, Certification, Journeyman)
- Pakenham Country Christmas November 30; all local businesses involved

## G. REPORTS

1. Beautification Committee Update (verbal) Ron MacMeekin
  - Fall Pitch In to be better promoted in 2020; schools, recruiting on the Mill Stone, possible Ottawa St banner.
  - Will contact public works to discuss any changes over the last few years on the amount of street sweeping that is done.
  - New members; Paul Watters from Clayton and Terry Lumsden from downtown Almonte merchants
  - Installation of a Christmas tree in Naismith Square scheduled for November 20.
2. Christmas Décor Update
  - Friday November 22 is the RFP deadline for Christmas décor installation. Installation to be done prior to Light Up the Night on Dec 6.
  - Including lighting the two spruce trees at the Train Wreck Memorial, garlands across Mill St., stars along bridges in Almonte, stars in Appleton, Clayton.
  - Pakenham snowman banners have been installed.
3. Pakenham Trail Working Group Update
  - The working group has not met to date, updates to follow.
  - January 2020 Lanark County will form a new OVRT committee. Deputy Mayor Minelli plans on applying for this committee.
  - Working groups plans on looking at all grant opportunities for the trail.
4. Riverwalk Update
  - Fundraising continues: Nov 23 – Buntline Concert, Nov 30 – Trivia Night
  - Financial update at next meeting

## H. INFORMATION/CORRESPONDENCE

Mississippi Mills 2020 Celebration – Letter to Council

- Resident Laurel Cook sent a letter to Council in December 2018 requesting that Council designate the year 2023 as the Mississippi Mills Bicentennial Year.
- Such a celebration will take time to organize/schedule.

**Moved by Deputy Mayor Minelli**

**Seconded by Ron MacMeekin**

**THAT the C&EDC committee supports the designation of the year 2023 as Mississippi Mills Bicentennial Year.**

**CARRIED**

## I. OTHER/NEW BUSINESS

1. Economic Development Strategic Planning Examples
  - Committee members were given samples of Carleton Place and Perth Strategic Plans.
  - The Community Cultural and Economical Coordinator will forward the 2012 and 2015 C&EDC Strategic plans as back ground.
  - Further discussion on the subject will take place in 2020.

#### **J. MEETING ANNOUNCEMENTS**

Next meeting: Tuesday, December 17 2019 at 8:00AM.

#### **K. ADJOURNMENT**

**Moved by Greg Smith**

**Seconded by Deputy Mayor Minnille**

**THAT** the November 19, 2019 C&EDC meeting be adjourned at 9:32a.m. **CARRIED**

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Bonnie Ostrom, Recording Secretary

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# TOWN OF MISSISSIPPI MILLS

# JOB DESCRIPTION

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**JOB TITLE:** Information Office Student                      **CREATED:** January 2014  
**DEPARTMENT:** Recreation and Culture                      **PAGE:** 1 of 2  
**DIVISION** Recreation and Culture

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**DIRECTLY RESPONSIBLE TO:** Community Economic and Cultural Coordinator

**INDIRECTLY RESPONSIBLE TO:** Recreation and Culture Administrative Assistant

**MAIN PURPOSE:**

Under the general direction of the Administrative Assistant and as a member of the Recreation and Culture team ensures the information centre is open to the public, and provides information on tourist attractions, events, accommodation, transport and other facilities in the municipality and region.

**KEY RESPONSIBILITIES:**

The Information Office Student may be involved in some or all of the following tasks:

1. promoting existing tourist attractions through advertising campaigns, working with the local media and developing promotional literature;
2. conducting research of existing tourist attractions to provide visitors with insight;
3. keep brochure racks stocked and tidy;
4. working with the heritage interpreters to assist in the marketing and promotion of that program, translating material for use by the interpreters as required;
5. organizing, scheduling and manning display booths at various County wide festivals and events to promote Mississippi Mills;
6. providing support for local tourism related business;
7. consulting with local tourism businesses such as restaurants, museums and bed and breakfasts, to assist the Community and Economic Development Committee with a tourism development strategy;
8. organizing, enhancing and ensuring the cleanliness of the information office;
9. researching local businesses to update the Town's website business listing with current contact information;
10. liaising with local festival and events groups to ensure preparation of information packages for potential tour groups;

11. assisting with the preparation of material for the Town's Economic Development initiatives;
12. designing and conducting a customer service survey for visitors, residents and local businesses;
13. compiling results of the survey for use by the Town, Chamber of Commerce and MAAP.
14. completing light janitorial duties as assigned.
15. completing a daily log of inquiries received and provide a summary at the end of the tourist season.
16. greeting tourists, and residents as they enter the information office
17. responding to the inquiries of tourists, residents or direct inquiries to appropriate individuals

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

### **KEY OUTCOMES**

- Provide friendly, efficient service to visitor requests
- Create an inviting, neat and orderly information office for visitors to the community and residents
- Meaningful statistics on tourism in Mississippi Mills

### **EDUCATION/EXPERIENCE/SKILLS TRAINING**

- Ontario Secondary School Diploma and registered in a post-secondary education program
- Education and / or experience in economic development or tourism would be considered an asset
- Must have a working knowledge of computers, particularly word-processing
- Excellent communication skills
- Ability to work independently with a minimum of supervision
- Pleasant, efficient manner dealing with others both in person and on the phone
- Well organized
- A valid Ontario Driver's Class G License

### **WORKING RELATIONSHIPS:**

**Internal:** Recreation and Culture Staff, Supervisors and Departmental Staff

**External:** The public, business community members, Chamber of Commerce, members of the Community and Economic Development Committee

### **WORKING CONDITIONS:**

Office work

Weekend work required

Required to work 35 hours per week

Overtime and travel may be required (reimbursed)



12. Be available to work festivals and special events as required and as otherwise assigned especially on weekends to clean up the respective areas before, during and after the events, distribute and collect blue boxes, empty blue boxes and garbage cans periodically throughout the event, erect and tear-down safety fencing, and generally assist as required
13. Pick up garbage and ensure cleanliness of the Riverwalk. Report vandalism and obstructions to Public Works as required.
14. Weeding and watering of trees in the veteran's park.
15. Sweep and tidy outhouses in village of Clayton periodically.
16. Other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

### **KEY OUTCOMES**

- Healthy, flourishing flower baskets, planters and trees
- Main street areas free of weeds, litter, cigarette butts, etc.
- Main street areas (Almonte and Pakenham) clean and inviting in general for summer visitors, especially for weekends and festivals

### **EDUCATION/EXPERIENCE/SKILLS TRAINING**

- Ontario Secondary School Diploma and registered in a post-secondary education program
- Education and / or experience in landscaping and horticulture would be considered an asset
- Must have a working knowledge of computers, particularly word-processing
- Good communication skills
- Ability to work independently with a minimum of supervision
- Pleasant, efficient manner dealing with others both in person and on the phone
- Well organized
- A valid Ontario Driver's Class G License

### **WORKING RELATIONSHIPS:**

**Internal:** Recreation and Culture Department, Supervisors and Departmental Staff

**External:** The public, business community members, members of Horticultural Society and Beautification Committee

**WORKING CONDITIONS:**

Outside work and some office work

Weekend work required

Required to work 35 hours per week commencing after the Victoria Day Weekend

Overtime and travel may be required (reimbursed)

### **Riverwalk Working Group Update Sep 16, 2019 to Dec 12, 2019**

This update covers the period from the sixth working group meeting on Sep 16, 2019, our last meeting, to Dec 12, 2019. Also, there was a short interim update in my email of Oct 23, 2019.

The minutes of the sixth meeting are attached, again, for review. We are essentially on plan as presented in the minutes; estimated costs, fundraising plans and project plans still apply. (The 'lack of matching' worry stated has been resolved.)

**Staircase Tender Package Preparation (Great News!).** The following email was received from the Director of Roads & Public Works, Guy Bourgon, on December 10:

"I just heard from Tashi and the fee for the preparation of the tender package will be \$900.00 + HST. He is already working on the tender package and has indicated that he will have something to you by Christmas."

This means that Tashi Dwivedi of HP Engineering will deliver a tender package by Christmas which will ready us for tender action in early 2020 after Council Budget Approval. The \$900 quote is a good price that will be paid from the \$7,500 trail capital budget item for 2019. The redesign of the staircase cost \$3,500 so we will have used \$4,400 on engineering work from the \$7500 with some amount unspent, likely (?).

**2019 Fundraising to Dec 11.** Fundraising, both donations and events, has been excellent; we have exceeded our total goal for 2019 and have kept to plan; see table:

<i>Item</i>	<b>2019</b>	<b>Location</b>	<b>Status</b>	<b>\$ Goal</b>	<b>\$ Raised</b>
<i>Music Trivia Night</i>	May 16	AOTH	Complete	1,500.00	1,371.00
<i>Lanark County Grant</i>	May 30		"	12,000.00	12,000.00
<i>House Tour</i>	Jul 27	Almonte	"	5,000.00	5,000.00
<i>Paddling Film Festival</i>	Oct 27	AOTH	"	2,000.00	2,062.75
<i>Buntline Concert</i>	Nov 23	AOTH	"	3,000.00	1,930.93
<i>Music Trivia Night</i>	Nov 30	AOTH	"	1,500.00	1,253.67
<i>Private Donations</i>	Dec 5		Ongoing	20,000.00	23,262.50
<i>Government Canada Legacy Fund</i>	Oct 1		"	?	?
<b>Total</b>	Dec 11			<b>45,000.00</b>	<b>46,880.75</b>

In addition to the \$5,247.35 provided by our three events, the table below lists donations of \$3,550 since Oct 5; the table is based on the Treasurer's update of Dec 5:

<b>Donor</b>	<b>Amount</b>	<b>Date</b>
Almonte Community Coordinators	\$1,000.00	10/5/2019
Lorne and Louise Heslop	\$1,000.00	10/11/2019
Jim and Maureen Dagg	\$200.00	10/18/2019
Marjorie L Ward	\$200.00	11/14/2019
William and Margaret McNeely	\$500.00	11/22/2019
Alex Gillis	\$500.00	11/22/2019
J.N. and Heather M. Loube	\$150.00	12/5/2019
<b>Subtotal 10/5/2019 to 12/5/2019</b>	<b>\$3,550.00</b>	
<b>Total to 12/5/2019</b>	<b>\$23,262.50</b>	

We did well to stay on plan over the past 2+months; we can still raise more funds before year end; notably, some donations have been pledged and there may be some corporate successes.

**Way Ahead for 2020.** We are well prepared to complete much of our Phase 2 Expansion in 2020; funds will be available, given 2020 budget approval, and tender documents will be ready. Our next Riverwalk Working Group meeting will be the seventh; this meeting will be important to confirm the way ahead for 2020 and it should be held before mid-January. 2020 should be a great year for the Riverwalk

Thank you to all for a terrific 2019,

Alex Gillis

Chair Riverwalk Working Group

**Notes on Sixth Meeting of Riverwalk Working Group**  
**held at MVTM at 3 PM, September 16, 2019**

**Attendance:**

The meeting was attended by all seven Working Group members: Alex Gillis(Chair), Michael Rikley- Lancaster, Tiffany Maclaren, Lea-Anne Solomonian, Eric Schulz, Nancy Scott & Joy Stratford

The following is the approved agenda:

**Approved Riverwalk Working Group Agenda for September 16, 2019**

1. Review of Notes on July 22, 2019 Meeting
2. Treasurer Financial Report September 10
3. Financial Update Calculations & Refs
4. Estimated Funds Available to Feb 1, 2020 & Ref
5. Project Cost Estimates
6. Revenue not Matched
7. Way Ahead? : Phased RFPs, Fundraising - Matching
8. 2019 Fundraising Plan Table
9. Bernard Cameron Memorial Fountain Marker
10. C&EDC Meeting Briefing Sep 17, 2019
11. Next meetings

**1. Review of June 6 Notes**

The Notes on the July 22, 2019 Meeting were accepted and ongoing items were updated later in the meeting.

**2. Treasurer's Financial Report September 10**

Rhonda Whitmarsh, Treasurer Mississippi Mills, provided a spreadsheet reporting on the Riverwalk Expansion finances to Sep 10, 2019; see next page.

**Municipality of Mississippi Mills  
Riverwalk Revenues and Expenses  
2019 (To Sept 10/19)**

<b>Revenue:</b>	<b>\$</b>	
2019 Donations received	14,462.50	
Matched by Municipality (max. 20,000)	14,462.50	*
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Total donations 2019	28,925.00	
Carried forward from previous years	51,923.80	
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Total available funds	<b>80,848.80</b>	
<b>* Matching at Year end</b>		
<b>Expenditures:</b>		
Patrices's	30.28	
Equater Coffee	32.56	
	<hr/>	
Subtotal	62.84	
2019 Budget	7,500.00	
	<hr/>	
2019 Funding Available	<b>7,437.16</b>	
<b>Fundraisers:</b>		
Revenues net of HST	2,248.10	
MVTM-House Tour	5,000.00	
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	7,248.10	
<b>Expenditures net of HST rebate</b>		
Almonte Print Shop	6.72	
Tea and Cake Catering	122.11	
North Market	83.95	
Patrice's Independent	232.99	
Pxlworks	94.34	
Prior Engagements	233.78	
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	773.89	
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Net Fundraisers	<b>6,474.21</b>	*
<b>Other Revenue:</b>		
Grant Via MVTM	12,000.0	
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There has been a large increase in possible available funds; the total for September 10 is **\$106,760.17** which is a \$25,513.31 increase over the July 22 total of \$81,246.86. The increase includes an anonymous donation of \$10,000 and \$5,000 from the House Tour fundraiser.

### **3. & 4. Financial Update & Estimated Funds Calculations By Chair**

The Chair presented the following table of estimated funds available calculations..

<b>Revenue (Expence)</b>	<b>Date</b>	<b>\$</b>	<b>Comment</b>
Treasurer 2019 Update Summation	Sep 10	106,760.17	
Elizabeth Kelly Library Foundation	Sep 12, 2019	5,000.00	Educational Displays
<b>Projected</b>			
Paddling Film Festival	Oct 27, 2019	2,000.00	
Music Trivia Night	Nov 7, 2019	1,500.00	
Buntline Concert	Nov 23, 2019	3,000.00	
Donations to Year- end	Dec 31, 2019	3,000.00	
Matching to \$20,000 Limit	Dec 31, 2019	5,537.50	
Less HP Engineering Invoice	By end 2019	(3,500.00)	Staircase Redesign
Less Fundraising Expences	"	(500.00)	Event Costs
<b>Subtotal to Dec 31, 2019</b>	<b>Dec 31, 2019</b>	<b>122,797.67</b>	
Anonymous Donation for Benches	Feb 1, 2020	6,000.00	Cheque with Treasurer
Matching Anonymous Bench Donation	Feb 1, 2020	6,000.00	
Matched to Limit in 2020?	Feb 2020	14,000.00	Budget Approval Needed
Trail Capital	Feb 2020	7,500.00	
<b>Net Funds Available</b>	<b>Feb 1, 2020</b>	<b>156,297.67</b>	

#### **Estimated Funds Available Calculations Table**

The subtotal to Dec 31, 2019 is \$122,797.67; it includes matching to the \$20,000 limit for 2019 and unbilled expences. The net funds available at Feb 1, 2020 are estimated to be \$156,297.67.

## **5. Project Cost Estimates**

The chair also presented estimated project costs as shown in the summary table below:

<b>Order</b>	<b>Component</b>	<b>Description</b>	<b>\$</b>
<b>1.</b>	<b>Mill Workers' Staircase</b>	<b>Stairs &amp; Landings</b>	<b>98,169.70</b>
<b>2.</b>	<b>Mill Workers' Walk</b>	<b>Concrete Sidewalk</b>	<b>8,425.76</b>
<b>3.</b>	<b>Coleman Island Trail</b>	<b>Stone Dust Path</b>	<b>8,466.43</b>
	<b><i>Subtotal</i></b>		<b><i>115,061.89</i></b>
<b>4.</b>	<b>Remainder</b>	<b>Signage, Benches, Receptacles, etc.</b>	<b>32,817.60</b>
	<b>Total</b>		<b>147,879.49</b>

### **Riverwalk Extension Project Cost Estimate Summary**

The Chair completed the project cost estimates, mainly, for fundraising planning, and for use in grant applications. This work was necessary since our last two requests for firms to provide cost estimates were not answered. Estimates are based on various estimate documents for design # 1 and adjustments for the revised scope of design # 2. Unit quantities were counted and unit costs selected, based on HP Engineering and other advice. Ratios are used for the structural estimates where it is reasonable to assume that metal materials costs will be less; reductions are conservative, and a **15% contingency** has been applied to the staircase estimate, as is normal practice.

The supporting calculations for the summary table are presented in a comprehensive table on the next page; this table is similar to a tender summary

### Riverwalk Extension Estimated Project Costs

Item	Units	Unit Cost \$	Total Cost \$	Comment
<b>Mill Workers' Staircase</b>				
Mob/Demob/Locates			2,000.00	~ HP #1 Estimate
Clear/Grub/Strip			2,000.00	~ HP #1 Estimate
Concrete Column Footings	4.32 Cubic M	2,000	8,640.00	HP Engineering Advice
Concrete Slab Footing Lower	0.5	1,500	750.00	"
Concrete Slab Footing Upper	0.8	1,500	1,200.00	"
Upper Pad	0.9	2,000	1,800.00	"
Helical Piles	Five	650.00	3,250.00	"
Materials for Staircase Construction			19,724.36	75% of HP #1 estimate
Labour to Fabricate			15,900.00	80% of HP #1 Estimate
Galvanizing & Shipping			10,194.16	85% of HP #1 Estimate
Installation Stairs & Railings (Incl Crane)			13,180.00	HP #1 Estimate
Engineered Shop Drawings			750.00	HP #1 Estimate
Engineering Services during Construction			2,500.00	HP Engineering Advice
Site Clean Up			2,000.00	~ HP #1 Estimate
<b>Staircase Total</b>			<b>83,888.52</b>	
<b>Plus Contingency 15%</b>			<b>96,471.80</b>	
<b>Plus 1.76% HST Municipal</b>			<b>98,169.70</b>	
<b>Mill Workers' Walk</b>				
<b>1.5 M Concrete Sidewalk</b>	69 M	\$120/M	<b>8,280.00</b>	Public Works Unit Cost
<b>Plus HST 1.76%</b>			<b>8,425.73</b>	
<b>Coleman Island Trail</b>				
<b>Finish Stone Dust Path</b>	104m*2m or 208 m2	\$40.00/ m2	<b>8320.00</b>	Concept Plan Estimate
<b>Plus HST 1.76%</b>			<b>8,466.43</b>	
<b>Remainder of Project</b>				
<b>Boundary Fencing &amp; Notices (As Needed)</b>		1000.00	<b>1000.00</b>	
<b>Benches on Concrete Pad (essential)</b>	4	3,000.00	<b>12,000.00</b>	<b>Funded \$6,000 Pledge + Match</b>
<b>Directional Riverwalk Signage</b>	5	1,250.00	<b>6,250.00</b>	
<b>Waste/Recycling Receptacles on Pad</b>	2	2,500.00	<b>5,000.00</b>	Concept Plan Estimate
<b>Interpretive Displays</b>	4	2,000.00	<b>8,000.00</b>	<b>Partly Funded , \$5,000</b>
<b>Landscaping (As needed)</b>				MRPC Work in Park
<b>Trail Total</b>			<b>32,250.00</b>	
<b>Plus HST 1.76%</b>			<b>32,817.60</b>	
<b>Total Project Cost</b>			<b>147,879.49</b>	

## 6. Revenue not Matched

The \$20,000 maximum matching amount for 2019 has been exceeded so there is currently \$6,710.60 in donation and fundraising revenue which will not be matched this year; also, a further \$9,500 in revenue is estimated to Dec 31, 2019; the total not matched is projected to be \$16,210.60. It was the consensus that this was a good problem and that the 2020 budget could provide offset funds.

## 7. Way Ahead: Phased RFPs, Fundraising

**Tendering Process.** Guy Bourgon, Director of Roads & Public Works commented on the estimated project costs work, noting that we need to mitigate risk in the tendering process so as to ensure that there are enough funds to award a contract to the successful bidder. He agreed that the Chair should propose to the Working Group & C&EDC that we publish separate requests for proposals in this order: **1. mill workers' staircase, 2. mill workers' walkway, 3. completion of stone dust path on Coleman Island & 4. remainder of project, as funds permit, beginning with essential items like directional signage.** The Director further suggested that we wait for 2020 budget approval before beginning tendering. The Working group agreed with the recommendations.

**Fundraising.** It was agreed that we should confirm our fundraising plan for 2019 and continue to implement.

## 8. Review 2019 Fundraising Plan Table:

<i>Item</i>	<b>2019</b>	<b>Location</b>	<b>Progress</b>	<b>Lead Person</b>	<b>Worker Team</b>	<b>\$ Goal/ Actual</b>
<i>Music Trivia Night</i>	May 16	AOTH	Great Result	George	Tiffany, &Joy	<b>1,371.00</b>
<i>Lanark County Grant</i>	May 30		Complete	Michael	Tiffany	<b>12,000.00</b>
<i>House Tour</i>	Jul 27	Almonte	\$5,000 goal met!	Michael	Lea-Anne, Jill	<b>5,000.00</b>
<i>Paddling Film Festival</i>	Oct 27	AOTH		Tiffany	MM to rent films	2,000.00
<i>Music Trivia Night</i>	Nov 7	AOTH		Tiffany	George & Joy	1,500.00
<i>Buntline Concert</i>	Nov 23	AOTH	Confirmed	Nancy	Tiffany, etc	3,000.00
<i>Private Donations</i>	Sep 6		Excellent!		Eric, Alex	<b>19,462.50</b>
<i>Private Donations</i>	Dec 31				Eric, Alex	3,000.00
<i>Government Canada Legacy Fund</i>	Oct 1		Application ongoing	Michael	Alex, Tiffany	?

**9. Bernard Cameron Memorial Fountain Marker**

This item was raised to make sure that there will be a dedication plaque. Tiffany confirmed that this was in progress; all agreed that there should be plaques on both the Riverwalk Bridge and the OVRT Bridge over Little Bridge Street.

**10. C&EDC Meeting Briefing Sep 17, 2019**

The draft Riverwalk Expansion Presentation was reviewed and some comments were incorporated; Tiffany was of great help.

**11. Meetings:**

Riverwalk Working Group – to be called by Chair

The Chair will be away Sep 26 to Oct 20