



**The Corporation of the Municipality of Mississippi Mills  
Special Committee of the Whole Meeting**

**Minutes**

**January 10, 2023**

**9:00 a.m.**

**Hybrid**

**3131 Old Perth Road.**

Committee Present: Mayor Lowry  
Deputy Mayor Minnille  
Councillor Ferguson  
Councillor Holmes  
Councillor Lowe  
Councillor Souter  
Councillor Torrance

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Cory Smith, Director of Public Works  
Andrew Hodge, Deputy Treasurer  
Mike Williams, Director of Protective Services

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**A. CALL TO ORDER (immediately following Council)**

Deputy Mayor Minnille called the meeting to order at 9:00 a.m.

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

None were declared.

**C. APPROVAL OF AGENDA**

**Resolution No CW001-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** the agenda be approved as presented.

**CARRIED**

## **D. STAFF REPORTS**

### **D.1 Public Works**

Cory Smith, Director of Roads and Public Works, presented the highlights of the draft Roads and Public Works budget. Highlights include: staffing, department responsibilities, 2022 accomplishments, capital projects proposed for 2023, other plans for 2023, and staffing. Members then posed questions to the Director of Roads and Public Works including: proposed capital projects, road conditions, requesting performance and response time data, staffing cost increase, asset management, recycling contract and waste levy, active transportation, road maintenance projects, traffic calming, reduction in capital works projects from previous years and infrastructure deficits, work in progress spreadsheet and why it is still a work in progress, cold patching and coordination with Lanark County.

FOLLOW-UP: Total amount allocated for active transportation (overall), share active transportation master plan

Committee of the Whole recessed at 10:40 am and returned at 10:54 am

Cory Smith, Director of Roads and Public Works provided an overview of the water and sewer draft 2023 capital budget. Highlights include: budget highlights, pre-budget approval, OCWA contract, user fees, draft operating budget, septage budget, and staffing. Members then posed questions to the Director, highlights include: looping, project costs, studies, master plans, service charge, and the OCWA contract.

### **D.2 Protective Services**

Chief Mike Williams, Director of Protective Services provided an overview of the protection, by-law, fire and police draft 2023 budget. Highlights include: by-law services overview, MLES contract, overview of 2022 operations, draft budget highlights, staffing and operating budget, and the OPP police service contract.

Members then posed questions including: parking ticket fees, animal control, wild animals, property standard complaints, OPP contract, complaints and OPP calls, quarterly stats, Lanark County police service board, and re-instating the Mississippi Mills police service board, speed cameras, and OPP service provided in Mississippi Mills.

Committee of the Whole recessed at 12:10 pm and resumed at 1:09pm

Chief Mike Williams, Director of Protective Services, resumed his presentation with an overview of the draft 2023 Fire department budget. Highlights include: department overview, 2022 accomplishments, budget overview, staffing, and completed training. Members then posed questions including: remuneration for volunteer firefighters, regional training centre, mutual aid, and tire replacements.

### **D.3 Development Services**

David Shen, Director of Development Services and Engineering and Melanie Knight, Senior Planner provided an overview of the development services budget (building and planning). Highlights include: department overview (planning, building and engineering), 2022 accomplishments, staff, and number of building permits, and plans for 2023. Members then posed questions including: number of inspections, severances, integrated growth management plans, the development umbrella project, consultant fees, staffing levels (admin support), and long term staffing strategy.

FOLLOW UP ACTION - staffing plan for Development Services.

### **D.4 Library**

Library Budget not presented, to be presented to the Committee on Thursday, January 12, 2023

## **E. OTHER/NEW BUSINESS**

None

## **F. ADJOURNMENT**

**Resolution No CW002-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 2:19 p.m.

**CARRIED**

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Jeanne Harfield, CLERK