

Mayors Meeting

October 6, 2015

Township of Greater Madawaska
Calabogie Community Hall

Participants	Mayor Vivian Bloom	Municipality of Hastings Highlands
	Mayor Jim Gibson	Municipality of Head Clara Maria
	Reeve Gary Gruntz	Municipality of Brudnell, Lyndoc & Raglan
	Mayor Ron Higgins	Municipality of North Frontenac
	Reeve Henry Hogg	Municipality of Addington Highlands
Absent	Mayor Keith Kerr	Municipality of Tay Valley
	Mayor Bob Kingsbury	Municipality of Horton
	Mayor Kim Love	Municipality of Madawaska Valley
	Mayor Glenda McKay	Municipality of Greater Madawaska
	Mayor Tom Peckett	Municipality of McNabb Braeside
	Mayor Francis Smith	Municipality of Central Frontenac
	Mayor David Reid	Town of Arnprior
	Mayor Brian Steward	Municipality of Lanark Highlands
New	Mayor Shawn McLaughlin	Municipality of Mississippi Mills

<p><u>Proposed Structure & Scheduling</u></p> <p>Name of Group October 6, 2015</p>	<p>To be placed on next agenda</p>
<p>Meetings October 6, 2015</p>	<ul style="list-style-type: none"> • Monthly – for first 6 months 1st Friday of every month • 9:30 – 11:30 discussion • 11:30- 12:00 lunch • 12:00 – 2:00 – discussion • 2:00- 2:30 – meeting wrap up/plan for next meeting • Delegate may come in Mayor’s place • Each Municipality will provide secretary to record minutes
<p>Flow of Information October 6, 2015</p>	<ul style="list-style-type: none"> • Meetings will highlight one-two important topics • Action log will be administered by Ron Higgins • Items for next meeting’s agenda will be discussed at the end of each meeting • All CAOs/Clerks will be cc’d on the distribution of agendas and minutes for reference and transparency
<p>Minute Structure October 6, 2015</p>	<ul style="list-style-type: none"> • Continuity is integral • Info mapping will be used for 1st meeting – format is open to discussion • Minutes will be treated as a record of discussion • Mayors will bring group points of discussion/actions back to respective Councils to decide upon • A summary/general consensus at the end of each topic will be highlighted and captured in the minutes
<p>Number of Participants October 6, 2015</p>	<ul style="list-style-type: none"> • Remain the same size now for committee efficiency • Mississippi Mills – Mayor Brian Stewart will extend invitation
<p>New Participants October 6, 2015</p>	<ul style="list-style-type: none"> • Send potentially interested municipalities meeting minutes • Group may grow in future
<p>Proposed Structure and Scheduling (continued)</p> <p>Hosting and Chairing</p>	<p>Rotation through all Municipalities</p>

October 6, 2015	<p>Mayor of each host Municipality will Chair the meeting</p> <ul style="list-style-type: none"> • Meeting 1 – October 6 - Township of Greater Madawaska • Meeting 2 – November 6 - North Frontenac • Meeting 3 – December 4 – Hastings County - Maynooth • Meeting 4- January 8 – Lanark Highlands – Lanark Village • Meeting 5 – February 5 – McNabb Braeside • Meeting 6 – March 4 – Central Frontenac – Sharbot Lake • Meeting 7 – April 1 – Horton <p><i>Details on meeting location will be shared closer to each of the scheduled meeting dates.</i></p>
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<p>Review of All Topics Submitted</p> <p>Statement to bring to Councils/Press October 6, 2015</p> <p>October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Common issues with Common solutions between Rural Mayors • Strengthen lobbying efforts by unifying with common problems • Glenda has a write up prepared. Victoria will distribute to group <p><i>“It is our hope that we as a team can review commonalities within our services and operations that will open the door to partnering opportunities, organized lobby groups and future cost and service sharing successes that will result in win wins for us all.”</i></p> <p><u>Action</u></p> <p>Group Mission</p> <ul style="list-style-type: none"> • Mayor Ron Higgins will draft mission statement for group • Discussion/acceptance to take place at next meeting (Nov. 6)
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<p>Waste Management October 6, 2015</p> <p>October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Transfer stations - sharing processes/best practices for efficient handling of waste/recycling would be helpful • Sharing information of ways to partner and find waste alternatives • Equipment purchases – cost savings tips <p><u>Action</u></p> <ul style="list-style-type: none"> • Waste Management will be considered as a topic of interest to be placed on the agenda for a future meeting
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<p>Policing Costs October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Suggestion – to include cost of policing for each resident as a separate line on tax bills; this will display the actual costs of the increase for policing service - other municipalities, (Lanark County) does this
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<p>Policing Costs (continued)</p> <p>October 6, 2015</p>	<p>practice.</p> <ul style="list-style-type: none"> • Go through MPAC list line by line to find if “commercial properties” are really commercial? If these properties are being included in numbers to determine policing costs. (e.g. cell phone towers) – these are not commercial – no calls for policing for this area will be required • Vacant land - is there a process for applying a base amount (rate) for these properties? • With the increased policing costs some seasonal residents state that they are paying more for their cottages than full time homes; therefore the raised costs may deter owning seasonal property (some municipalities depend on their high numbers of seasonal residents for tax base purposes and future growth <p><u>Action</u></p> <ul style="list-style-type: none"> • Policing costs will be considered as a topic of interest to be placed on the agenda for a future meeting
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<p>Asset Management</p> <p>October 6, 2015</p> <p>October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Ideas on addressing gaps • Discuss the parameters between what should be done and what the municipality can afford • Identify opportunities for shared services and staff • Computerized vehicles/equipment; the software measures everything the public works equipment/vehicle does (e.g. spreading sand, accidents). This information feeds directly into the asset management plan <p><u>Action</u></p> <ul style="list-style-type: none"> • Asset Management will be considered as a topic of interest to be placed on the agenda for a future meeting
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<p>Joint Tendering</p> <p>October 6, 2015</p> <p>October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Sometimes municipalities are able to receive a better deal independently • Joint tendering can allow for stronger grant applications <p><u>Action</u></p> <ul style="list-style-type: none"> • Joint tendering will be put on the next Agenda (November 6, 2015) as a topic of interest to be discussed in further detail
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<p>Infrastructure</p> <p>October 6, 2015</p>	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Best practices on how to seek/apply for infrastructure grants <p><u>Action</u></p>
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October 6, 2015	<ul style="list-style-type: none"> • Infrastructure will be considered as a topic of interest to be placed on the agenda for a future meeting
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Broadband October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • Still underserved areas; low population base does not yield enough revenue to make it worth the service providers to install equipment • Limited/no internet service is a deterrent for people moving to area; limits growth • It was suggested that Municipalities should assess what the costs are to have the appropriate technology installed on towers to provide internet to all residents, and be open to funding a portion of the costs
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • This item will be discussed at the November 6th meeting Mayor Jim Gibson is having an EORN presentation at an Oct. 16 Council meeting. Mayor Gibson will bring back information to the November 6, 2015 meeting.

Growth Promotion/ Economic Development October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • There is a slow decline in the number of residents in small/rural municipalities, therefore, the tax base suffers • Ideas/best practices on how to effectively promote growth in a small and rural environment would be beneficial to explore
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Growth Promotion/Economic. Development will be considered as a topic of interest to be placed on the agenda for a future meeting

Succession Planning October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • Succession planning is an important topic for the sustainability of an efficient municipality
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Succession planning will be considered as a topic of interest to be placed on the agenda for a future meeting

Collaboration between Rural/Provincial Government October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • There is a distinct lack of collaboration between rural and provincial government • The breakdown in communication needs to be strengthened so that municipalities are able to run more efficiently and service rate payers to be best of their abilities
	<u>Action</u>

October 6, 2015	<ul style="list-style-type: none"> • Collaboration between rural/provincial government will be considered as a topic of interest to be placed on the agenda for a future meeting
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Township/County Relationship October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • Lines of communication need to be strengthened • Issues such as economic growth are not supported
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Collaboration between rural/provincial government will be considered as a topic of interest to be placed on the agenda for a future meeting

Maintaining/Improving Existing Service Levels October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • Sharing of best practices • Finding cost saving through process maps (e.g. Public Works Department)
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Maintaining/Improving Existing Service Levels will be considered as a topic of interest to be placed on the agenda for a future meeting

Shared Services October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • Sharing of ideas of shared service concepts that have worked well • Combining part time positions to create full time positions • Tender sharing
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Shared services will be considered as a topic of interest to be placed on the agenda for a future meeting

Cash Flow October 6, 2015	<u>Discussion</u> <ul style="list-style-type: none"> • To be eligible/successful in many grant programs - a certain amount of funding must be put forward by municipality. Small/Rural municipalities have no funding to put forward for grant projects and are unable to receive benefits from the programs • There is the capacity to borrow; however trouble paying current debt is a factor
October 6, 2015	<u>Action</u> <ul style="list-style-type: none"> • Cash flow will be considered as a topic of interest to be placed on the agenda for a future meeting

Tax Sales	<u>Discussion</u>
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October 6, 2015	<ul style="list-style-type: none"> • Need smaller windows for back taxes to be paid <p><u>Action</u></p> <ul style="list-style-type: none"> • Tax sales will be considered as a topic of interest to be placed on the agenda for a future meeting
Fire Departments October 6, 2015	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • Rural municipalities face the challenge of a Fire Department comprised of volunteer fire fighters that are not available during the day <p><u>Action</u></p> <ul style="list-style-type: none"> • Fire Departments will be considered as a topic of interest to be placed on the agenda for a future meeting
October 6, 2015	<ul style="list-style-type: none"> • Fire Departments will be considered as a topic of interest to be placed on the agenda for a future meeting

Prioritization of Items to be Discussed October 6, 2015	<p><u>Discussion</u></p> <ul style="list-style-type: none"> • There are many important items to discuss that may require additional research • In order to address each item properly, there should be a limited amount of items discussed at each meeting (2 per agenda) • Due to the amount of important topics the group will vote on which items are most important <p><u>Action</u></p> <ul style="list-style-type: none"> • Mayor Ron Higgins will compile a list of items for discussion and distribute to the group • Each member will have a certain amount of votes and will be asked to prioritize each topic. The items with the most votes will be addressed first. • An action plan will be developed on when each item will be addressed
October 6, 2015	<ul style="list-style-type: none"> • Mayor Ron Higgins will compile a list of items for discussion and distribute to the group • Each member will have a certain amount of votes and will be asked to prioritize each topic. The items with the most votes will be addressed first. • An action plan will be developed on when each item will be addressed

Items to Be Addressed At Next Meeting	<ol style="list-style-type: none"> 1.) Joint Tendering 2.) Broadband
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Thoughts Moving Forward October 6, 2015	<ul style="list-style-type: none"> • Having a member from the group sit on board for AMO/Good Roads • Look into participating on the Rural Lens group
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Date of Next Meeting	<p>November 6 - North Frontenac 9:30 a.m. – 2:30 p.m.</p> <p><i>Details on location will be shared by Mayor Ron Higgins closer to the meeting date</i></p>
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