



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

Minutes May 13, 2016

Minutes of a regular meeting of Council held on Friday, May 13, 2016 at 14:10 h. in the Municipal Hall.

1. **CALL TO ORDER & MOMENT of REFLECTION** - *Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.*

Councillor Reid asked to also keep in mind the people of Fort McMurray.

2. **ROLL CALL**

The following were present Mayor Gibson Councillors: Dave Foote, Debbi Grills and Bob Reid.

Staff: Melinda Reith, Clerk/CAO

Absent/Excused/Regrets: Calvin Chartrand.

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS**

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

4. **DISCLOSURE of PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse; - None

5. **DEPUTATIONS/PRESENTATIONS** - Ross Jeffery, MPAC and Alyssa Verch, 2016 Assessment Presentation – prior to Council at 13:00 p.m. Notes follow these minutes.

6. **ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES)**

- i. Council Minutes – April 8, 2016

Resolution # 13/05/16/001

Moved by Councillor Grills and seconded by Councillor Foote

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, April 8, 2016 be accepted as presented.

Carried Unanimously

- ii. Rural Mayor's Forum Eastern Ontario Meeting Minutes – not received yet

- iii. Library Board Minutes

1. February 3, 2016 - information
2. March 10, 2016 - information

- iv. Recreation Committee Minutes

1. April meeting cancelled

7. **CORRESPONDENCE & PETITIONS**

- i. AMO – re: support for Fort McMurray – defer to determine need based on personal response through Red Cross; there are other causes with weaker public response

- ii. McNab, Stewart & Prince – re: Letter from County – Auto-Extrication –

Action: Mayor Gibson to speak with CAO Hutton concerning the information in the letter

- iii. AMO – re: Legislative Changes to the Municipal Act – information
- iv. County of Renfrew – re: Press Release re County Paramedics – information
- v. EOWC – re: Ontario Energy Board Generic Proceedings – information
- vi. South Algonquin – re: Wolf and Coyote Harvest Surrounding Algonquin Park

Action - resolution of support to South Algonquin

- vii. MMAH – re: Proclamation of the Infrastructure for Jobs and Prosperity Act – information
- viii. Municipality of South Dundas – re: Suspension of intake to the Rural Economic Development program - information
- ix. North Stormont – re: support for expansion of gas to Eastern Ontario rural areas - information
- x. Corporation of Tay Valley – re: Insurance Costs

Action - resolution of support for next meeting – tied in to auto-extrication problem

- xi. Laurie Scott, MPP – re: Human Trafficking

Action: resolution of support for next meeting

- xii. Town of Prescott – re: Human Trafficking - supportive
- xiii. MNRF – re: Spring Freshet 2016 Proactive Teleconference Notes - information
- xiv. Health Links, North Renfrew County – re: Communique – information

Action: Mayor Gibson to follow up at Hospital Foundation meetings on transportation for health care issues

- xv. AMO – re: Federal Infrastructure Funding Details -

- xvi. Late 1 – Niagara Region re: Increased Funding and Focus on Lyme Disease

Action: Support by resolution

8. STAFF REPORTS

- i. Report #13/05/16/801 – Clerk’s Report – information

OPP issue with phone responders not knowing where specific locations are...computerized mapping systems should advise specific locations immediately.

Action: Mayor Gibson to follow up on issue of lack of awareness of certain locations, Brent Road border between OPP areas at the next CPAC meeting.

- ii. Report #13/05/16/802 – Treasurer’s Report – information

- iii. Report #13/05/16/803 – Mayor’s Report – information

- County retirements
- RMFEO – success to date
- Deux Rivieres dock – once boards deteriorate further – rebuild and level the crib
- Rail line purchase – disagreements with use – dedicated committee to working out policy

9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #13/05/16/002

Moved by Councillor Foote and Seconded by Councillor Grills

BE IT RESOLVED THAT Report #13/05/16/901 being the Cheque Log to May 10, 2016 totalling \$ 70,655.55 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #13/05/16/003

Moved by Councillor Grills and Seconded by Councillor Reid

BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2016 – May 10, 2016, Report #13/05/16/902 be accepted as presented.

Carried Unanimously

10. BY-LAWS

- i. Report #13/05/16/1001 - By-Law 2016-07 – To Regulate Open Air Burning

Resolution #13/05/16/004

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the municipality has an obligation under the Fire Management Agreement with the Ministry of Natural Resources and Forestry (MNR) to control open air burning through a permit system;

AND WHEREAS the existing permit has been modified and expanded to include updated safe burning practices as promoted by the MNR;

AND WHEREAS the municipal responsibility is one of education and not control;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the new open air burning by-law, does approve the recent move to a seasonal permit and does agree to an annual fee of \$5.

THEREFORE BE IT RESOLVED THAT By-Law Number 2016-07 being a by-law to regulate open air burning and its permit process be read a first time short and passed.
Carried Unanimously

Action: For next newsletter –update website. Advertise burn season. Find out what the fine is; publish it. Publish recent fines from MNR. Publish names of people in the area who have fire equipment along with their phone numbers in the next newsletter.

ii. Report #13/05/16/1002 – By-Law 2016-08 – Taxation By-Law 2016
Resolution #13/05/16/005

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS By-Law 2016-08 is a by-law to provide for the adoption of the 2016 tax rates and establishing penalty and interest on overdue taxes;

THEREFORE BE IT RESOLVED THAT By-Law 2016-08 be read a 1st and 2nd time this 13th day of May, 2016.

Carried Unanimously

Resolution #13/05/16/006

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS By-Law 2016-08 is a by-law to provide for the adoption of the 2016 tax rates and establishing penalty and interest on overdue taxes and has been presented to Council for review;

THEREFORE BE IT RESOLVED THAT By-Law 2016-08 be read a 3rd time short and passed this 13th day of May 2016.

Carried Unanimously

11. UNFINISHED BUSINESS

i. Report #13/05/16/1101 – Emergency Management Report

For discussion and information. Resolution below.

Did not consider ATTCO building in this year's purchase recommendations.

Did include generator, communications and supplies including emergency rations.

ii. Report #13/05/16/1102 – Auto Extrication and Response from Municipal Solicitor - information

Action: Mayor Gibson to draft press release for circulation. Issued through the office. Mayor Gibson to contact Chief Herback, Pembroke Fire Department to request information. Further to organize with others to assist with organizing a meeting to discuss response and back fill.

12. ADDENDUM (NEW BUSINESS)

i. Report #13/05/16/1201 – Allocation of 2015 Audited Surplus

Resolution #13/05/16/007

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS Council received the audited financial statements at the meeting of Friday, April 8, 2016 realizing an audited surplus of \$149,651.88;

AND WHEREAS this surplus is due to the obvious increased revenues and decreased expenses as outlined in the report to council as well as the constant vigilance of staff in making purchasing and operational decisions including grant applications as they arise;

AND WHEREAS staff have considered recently identified emergency management needs, Council's approved reserve fund targets and recent Council decisions in making the following recommendations;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head Clara & Maria does hereby authorize staff to allocate the audited surplus for the following specific uses:

- \$3,000 to accommodate a clawback expected from Waste Diversion Ontario; (due to previous overpayment)
- \$6,200 for the approved waste audit;
- \$19,000 to purchase the approved waste and recycling bins;
- Up to \$30,000 to purchase and have installed a generator and accessories for emergency management purposes;
- Up to \$1,000 to purchase emergency management kit supplies;
- Up to \$4,000 for a new hall door including installation;
- \$86,451.88 to be transferred to reserves for the following purposes:
 - \$2,000 Elections;
 - \$6,350 IT;
 - \$10,000 Parks and Recreation;
 - \$5,000 Disposal Site Vehicle;
 - \$10,000 Roads truck;
 - \$6,000 Gravel Crushing;
 - \$8,050 Garage Replacement;
 - \$9,000 Garage Repair/Maintenance;
 - \$6,000 Facility Management – Hall Office Upgrades;
 - \$18,051.88 Hall-Office Replacement; and
 - \$6,000 Hall-Office Repair/Maintenance.

Carried Unanimously

ii. Report #13/05/16/1202 – Memorials and Old Mackey Park

Resolution #13/05/16/008

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS there has been some discussion of replacing trees at Old Mackey Park;

AND WHEREAS a memorial policy could be created to allow individuals to memorialize their loved ones with the sponsorship of a tree to be planted at Old Mackey Park with or without a corresponding plaque;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve this program and authorizes staff to create a policy to ensure that strict guidelines exist to allow personal choice but comply with municipal vision, with the municipality maintaining control of the process.

Carried Unanimously

iii. HCM Senior of the Year announcement

Councillor Grills announces that the Ontario government honours and awards Ontario citizens. Only municipalities can nominate someone. Councillor Grills to contact. In June, suggest that an hour prior to the meeting, honour Mrs. Linda Chartrand. Invite CWL and Deep River CWL. Reception at 1:00 p.m. – June 10.

iv. Report ROMA conference 2017

Mayor Gibson, will attend ROMA conference in 2017. Expenses covered by County.

13. **CLOSED SESSION** – none

14. **BUSINESS ARISING FROM CLOSED SESSION** – n/a

15. **QUESTIONS AND ANSWERS**

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 13/05/16/009

Moved by Councillor Reid and Seconded by Councillor Foote

BE IT RESOLVED THAT By-Law 2016-06 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, May 13, 2016 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 13/05/16/010

Moved by Councillor Reid and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 16:08 h. to meet on Friday, June 10, 2016 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith

Notes to MPAC Presentation prior to Meeting

Ross Jeffery, Alyssa Verch. MPAC
Mayor Gibson, Councillors Grills, Reid, & Foote. Clerk/CAO Melinda Reith, Admin Assistants, Gayle Watters, Crystal Fischer. Residents - Mel Theil, Bob Grills.

Ross Jeffery – history in financial reporting and auditor. Former Treasurer – hired by MPAC to be consultant to County of Renfrew. Understands challenges of small municipality.

Review of assessment
Focus 2016 assessment update

MPAC – determine value and classification
Provincial – legislation
Municipalities – revenue requirements – tax rates

2016 – last year for 2012 phased in values – calculating 2016 for 2017-2020
Increases phased in over next 4 years
Decreases take effect immediately in 2017

How will changes impact my taxes?

1. All properties go up by exact percentage – no tax increase – all the same as year before.
2. increase same percentage – 3% budget increase – all will go up same percentage
3. everybody's property values change at different percentages – if yours increases more than average – will show higher taxes; if less than average – will go up but by less than average (3% in this example)

Since 2012 MPAC has started earlier than past
Redesigned tools, software etc.
More sales reviews and data quality checks than ever before = working hard for this to be an improved assessment over last.

How are they assessed? Trained experts – valuation is core business – follow or exceed industry standards.

90-95% properties are residential.
Income approach – business
Cost – factories

Current value vs. sale price – sale price could change based on intent of buyer/seller – have to sell; really want that house etc. Change ranges resulting in differences than the actual current value.

85% determined by location, lot dimensions, living area, age of property, quality of construction. 15% an entire host of other factors – personal judgement. Secondary structures – garages, pools, slope of property, number of bathrooms, finished basements, crawl space, improvements, willing buyer, willing seller. etc.

34,002 touch points in Renfrew County – severances, tax and vacancy applications, municipal requests etc.

Notices will be mailed out starting May 24 for residential property owners.
Farm notices in October
Multi Res notices in October.

Changes to forms – issue date, new value, change in value, one language only, phased in value by year used for taxation purposes, Request for Reconsideration (RfR) deadline, contact information, security code for aboutmyproperty.ca

How to use the website. Secure, self-serve. Allows property owner to access full details on their property. Access details on properties in their neighbourhood. Can save up to 24 properties on line.

Could I have sold my property for the assessed value as of January 1, 2016? If their answer is yes – good. If no, double check details on their notice. If any factual errors, they will be corrected.

Bill 144 – residential property owners allow 120 days to file RfR. September 21, 2016.

RfR – about myproperty, online, fax or mail. Still have a question – can file an appeal with the Assessment Review Board – independent review process – charge of \$75 for a residential appeal.

Contact Centre will send to field office if they cannot answer your questions. Phone, on-line

Reconsiderations normally less than 3% - still working to get that down. Working to form partnerships instead of just relationships. Inside and out.

Municipal Connect – launch April 4, 2016. Early access to base year values.

New brochures available.

Municipal Toolkit – videos, brochures etc.

Preliminary market trends – 5% increase in Eastern Ontario – flat stable compared to other years.

Market Trends – after May 24 – available without security code. Shows municipal/area market/trends.

HCM 6.1% overall residential increase.

- Waterfront 2.9 increase
- Single family 6.4% increase

2012 – 2016

- Single family \$24,000 or \$6,000 per year
- Waterfront – \$20,500 or \$5,125.

Question and Answer – presentation completed at 13:58 p.m.