



THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA

AGENDA

Friday, March 26, 2021, at 1:00 p.m.

1. Call to Order and Moment of Silence

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.

2. Roll Call

3. Recital of the Municipal Mission and Vision Statements

4. Disclosure of Pecuniary interest & General Nature Thereof – Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, or activities of your children, parents or spouse;

5. New Business

- 2021 Budget Report

6. By-laws

- #2021-14 To Adopt 2021 Budget
- #2021-15 To Adopt Final Tax Rates

7. Confirmation of Proceedings By-law # 2021-16

8. Adjournment

Note* Alternate formats and communication supports are available on request.

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.



The United Townships of Head, Clara & Maria

2021 Budget Report

Prepared By:
Charlotte Toope, Clerk-Treasurer

Date:
March 22, 2021

PROPOSED BUDGET

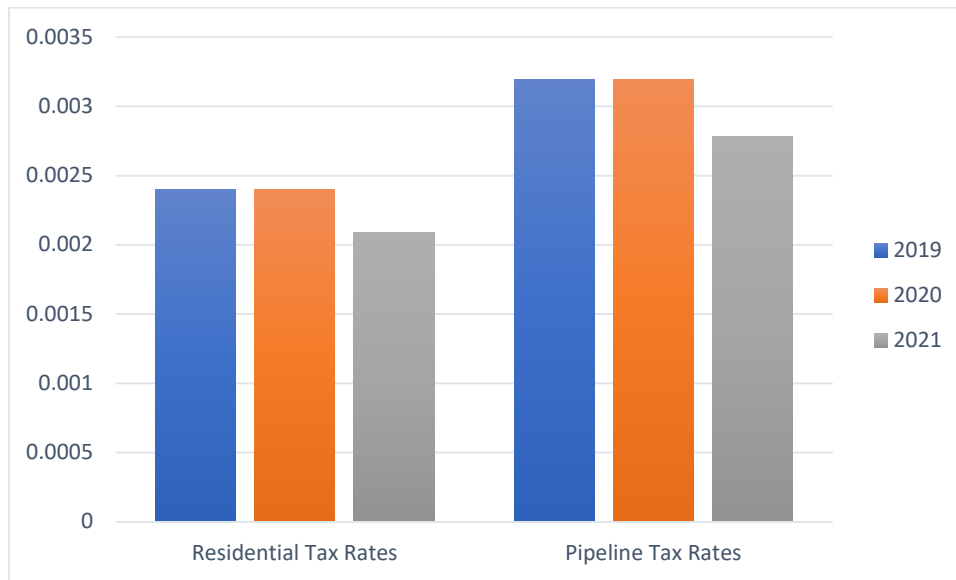
As the Untied Townships of Head, Clara & Maria moves forward in approving a budget in the first quarter of each year, this will mean approving a budget without being provided with the prior year's actual expenses and revenues. Actuals for 2020 will be provided with the audited financial statements, once they are available.

| | Budget 2020 | Proposed 2021 |
|---|------------------------|-----------------------|
| Expenses | | |
| General Government | \$ 512,305.00 | \$ 441,870.00 |
| Protection & Health Services | \$ 105,831.00 | \$ 104,730.00 |
| Transportation Services | \$ 134,992.00 | \$ 127,750.00 |
| Environmental Services | \$ 73,575.00 | \$ 62,000.00 |
| Social & Family Services | \$ - | |
| Recreational & Cultural Services | \$ 43,830.00 | \$ 28,750.00 |
| Land Use Planning & Development | \$ - | |
| Grant expenses | \$ 63,462.00 | \$ 126,290.00 |
| Reserve Expenses | | \$ 30,000.00 |
| TOTAL | \$ 933,995.00 | \$ 921,390.00 |
| Transfers to Reserves | \$ 218,066.00 | |
| Capital Budget | \$ - | |
| TOTAL | \$ 218,066.00 | |
| Grand Total | \$ 1,152,061.00 | \$ 921,390.00 |
| Revenues | | |
| Previous year Operating Surplus | \$ 218,066.00 | \$ - |
| Grants | \$ 181,245.00 | \$ 243,410.00 |
| Revenues | \$ 83,930.00 | \$ 44,480.00 |
| | \$ 483,241.00 | \$ 287,890.00 |
| DIFFERENCE | -\$ 668,820.00 | -\$ 633,500.00 |
| Transfers from Reserve | \$ - | \$ 30,000.00 |
| Taxation & PIL | \$ 668,820.00 | -\$ 603,500.00 |
| 2021 Transfer from Reserves | | |
| <i>Asset Management (Modernization)</i> | | \$ 10,000.00 |
| <i>Boat Launch Repairs</i> | | \$ 20,000.00 |
| Total | | \$ 30,000.00 |

How does this affect Property Taxes?

Property taxes are calculated based on established tax rates. In simple terms, tax rates are calculated by the amount of money needed as determined in the budget divided by the total assessment. Tax ratios may be applied to offset assessment reductions in a given tax class so that properties in that tax class continue to pay the same share of the assessment.

The graph below depicts the change in tax rates from 2019 to 2021 for the residential and the pipeline property classes.



The table below shows the amount of municipal tax that a residential property owner would have or will pay based on \$100,000 dollars of assessment and the established tax rates for 2018 – 2021. **The residential lower tier 2021 rate is an approximate 4% decrease over 2020 rates.**

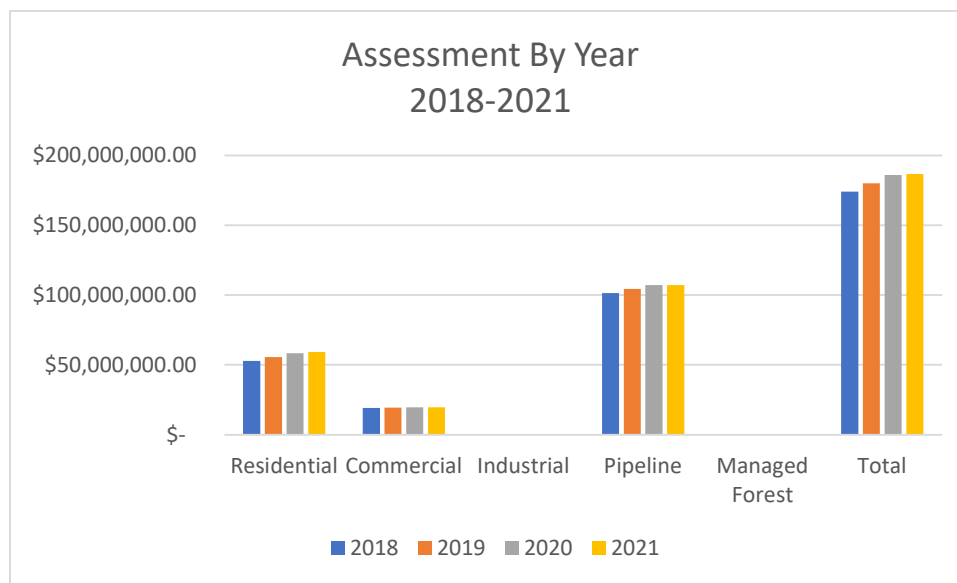
| Year | Residential Tax Rates | \$100,000 Assessment |
|------|-----------------------|----------------------|
| 2018 | 0.00247867 | \$ 247.87 |
| 2019 | 0.00239715 | \$ 239.72 |
| 2020 | 0.00239684 | \$ 239.68 |
| 2021 | 0.00208693 | \$ 208.69 |

ASSESSMENT CHANGES

The following table summarizes property assessment by property class over a four-year period.

| Year | Residential | Commercial | Industrial | Pipeline | Managed Forest | Total |
|------|------------------|------------------|---------------|-------------------|----------------|-------------------|
| 2018 | \$ 52,770,858.00 | \$ 19,075,050.00 | \$ 380,007.00 | \$ 101,474,500.00 | \$ 232,600.00 | \$ 173,933,015.00 |
| 2019 | \$ 55,562,734.00 | \$ 19,389,257.00 | \$ 372,725.00 | \$ 104,329,250.00 | \$ 282,800.00 | \$ 179,936,766.00 |
| 2020 | \$ 58,240,700.00 | \$ 19,698,200.00 | \$ 372,900.00 | \$ 107,184,000.00 | \$ 333,000.00 | \$ 185,828,800.00 |
| 2021 | \$ 59,123,200.00 | \$ 19,699,400.00 | \$ 372,900.00 | \$ 107,184,000.00 | \$ 333,000.00 | \$ 186,712,500.00 |

NOTE: Pipeline Assessment is significant - when added together, Residential, Commercial, Industrial and Managed Forest assessment for 2020 totals \$ 79,528,500.00 which is considerably less than the Pipeline assessment. Pipeline assessment represents 58% of the overall property type in the Municipality.



Due to COVID-19, MPAC did not reassess most properties, resulting in minimal changes to assessment values from 2020 to 2021.

Breakdown of Budgeted Revenue

| Revenue | Budget 2020 | Projected 2020 |
|--------------------|------------------------|---------------------------|
| Taxation & PIL | \$ 668,820.00 | \$ 603,500.00 |
| General Government | \$ 56,830.00 | \$ 26,630.00 |
| Fees & Permits | \$ 1,650.00 | \$ 2,150.00 |
| Recycling | \$ 11,000.00 | \$ 12,200.00 |
| Helipad | \$ 3,500.00 | \$ 3,500.00 |
| Parks & Recreation | \$ 10,950.00 | \$ - |
| Totals: | \$ 752,750.00 | \$ 647,980.00 |

| Grants | Projected 2020 | |
|--------------------|---------------------------|----------------------|
| OCIF | \$ 50,000.00 | \$ 50,000.00 |
| OMPF | \$ 59,900.00 | \$ 60,600.00 |
| Transistion | \$ - | \$ - |
| Gas Tax | \$ 7,523.00 | \$ 7,520.00 |
| Cannabis | \$ - | \$ - |
| Seniors Program | \$ - | \$ - |
| Revitalization | \$ - | \$ - |
| Modernization | \$ 40,000.00 | \$ - |
| Govt Transfer | \$ - | \$ - |
| Canada Summer Jobs | \$ 3,980.00 | \$ 2,990.00 |
| AgriSpirit Gift | \$ - | \$ 1,300.00 |
| COVID Related | \$ - | \$ 121,000.00 |
| Special | \$ 19,842.00 | \$ - |
| Totals: | \$ 181,245.00 | \$ 243,410.00 |

| | | |
|--|---------------|---------------|
| | \$ 933,995.00 | \$ 891,390.00 |
|--|---------------|---------------|

Analysis of Expense Categories

General Government

Refers to the following expenses:

- Employee wages, taxes, benefits, and related expenses. This amount is not broken down by department in accordance with privacy protection provisions of the *Municipal Freedom of Information and Privacy Protection* legislation.
- Council expenses include the established honorarium as per the Remuneration Bylaw, mileage, resource material and an allowance for Integrity Commissioner Advice and/or legal opinions.
- General administration expenses include:
 - Audit Costs
 - Communication, Computer Software and Hardware, and Internet Costs
 - Legal Expenses
 - Insurance
 - Building Operating and Maintenance Costs

| | Budget 2020 | Proposed 2021 |
|----------------------------|----------------------|----------------------|
| General Government | | |
| Payroll & Payroll Expenses | \$ 345,105.00 | \$ 299,970.00 |
| Council Expenses | \$ 51,500.00 | \$ 45,300.00 |
| General Administration | \$ 115,700.00 | \$ 96,600.00 |
| | \$ 512,305.00 | \$ 441,870.00 |

Health and Protection Services

Legislation requires municipalities to provide specific services related to public and personal safety. These include:

- Fire Prevention - includes cost for annual fire agreement with the Ministry of Natural Resources and Forestry, smoke alarm and other fire safety programs.
- Policing - contracted to the Ontario Provincial Police
- Emergency Management – annual training and education to meet compliance requirements under the Office of the Fire Marshall and Emergency Management.
- Compliance with the Building Code which requires municipalities appoint a Chief Building Official who has the responsibility to enforce the *Building Code* and other property related Bylaws established by the Municipality.
- Physician Recruitment – contributions made in partnership with neighbouring municipalities.
- Helipad – required replacement of batteries and bulbs in January 2021.

| | Budget 2020 | Proposed 2021 |
|------------------------------|----------------------|----------------------|
| Protection & Health Services | | |
| CBO | \$ 1,850.00 | \$ 1,350.00 |
| Emergency Management | \$ 750.00 | \$ 750.00 |
| Fires Services | \$ 12,000.00 | \$ 11,840.00 |
| Policing | \$ 88,381.00 | \$ 86,440.00 |
| Physician Recruitment | \$ 1,700.00 | \$ 1,700.00 |
| Helipad | \$ 1,000.00 | \$ 2,500.00 |
| Health and Safety | \$ 150.00 | \$ 150.00 |
| | \$ 105,831.00 | \$ 104,730.00 |

Transportation and Environmental Services

Transportation services refers to summer and winter road maintenance along with capital projects. A large culvert located on Mackey Creek Road, needs replacement (estimated replacement date of 2022) at an anticipated replacement cost of \$50,000. For that reason \$16,666 has also been budgeted (also in 2020 and again in 2022). Council voted to stop using the municipal gravel pit, so the anticipated costs of \$26,250 in 2020 and 2021 are not longer required. Gravel will be purchased as required annually.

Environmental services include landfill capital and operating costs and includes garbage collection and recycling program costs. In 2021, the average two year cost for the Deux Rivieres closed landfill monitoring was reduced from approximately \$7,200 to \$800 due to discontinuation of monitoring and reporting at Deux Rivieres.

| | | |
|---|----------------------|----------------------|
| Transportation & Environmental Services | | |
| Transportation | \$ 134,992.00 | \$ 127,750.00 |
| Environmental Services | \$ 73,575.00 | \$ 62,000.00 |
| | \$ 208,567.00 | \$ 189,750.00 |

Recreational and Cultural Services

This portion of the budget reflects the costs of operating/managing the following which has been partly established by the Recreation Committee:

- Recreation Activities (which includes the operation of the bar etc.)
- The Municipal Hall Operation and Maintenance
- Park & Playground Maintenance (includes grass cutting)

Due to the impact of COVID-19 no recreational activities have been planned for 2021.

It is important to note that Library Services have not been included in this portion of the budget. The Library Board is obligated to prepare a budget for consideration by the Municipality who may choose what, if any financial or in-kind support they will allocate. The

Municipality has not made a direct financial contribution to the Library Board and has opted to provide services in lieu of providing funding. These services include wages, the physical space where the library is located, insurance, financial management and other services as have been required.

In 2020 there were many incidents of vandalism and graffiti at our municipal boat launches. This resulted in increased costs for repairs.

Grounds maintenance will be done internally going forward, and will require one-time costs to purchase a dump trailer, riding lawnmower and smaller landscaping equipment.

| | Budget 2020 | Proposed 2021 |
|--------------------------------|---------------------|---------------------|
| Recreation & Cultural Services | | |
| Recreation Committee | \$ 10,950.00 | \$ - |
| Parks and Recreation Hall | \$ 19,880.00 | \$ 15,750.00 |
| Grounds Maintenance | \$ 13,000.00 | \$ 13,000.00 |
| | \$ 43,830.00 | \$ 28,750.00 |

Land Use Planning Services

The Municipality relies on the County for these services. From time to time legal advice is needed for land use planning matters and has not been allocated to this service but has been included in General Government.

2020 Actuals

As mentioned at the beginning of this report, Council and Staff have expressed a goal of passing the budget as early in the year as possible. However, the municipal audited statements will not be available until the Auditor has completed the review and reconciliation of accounts. Until that is complete, the Clerk-Treasurer is not comfortable with publishing the information. However, it is once again anticipated that there will be a surplus to carry over into 2021.

COVID-19 Impact

At this time, the financial impact of COVID-19 on the United Townships of Head, Clara & Maria continue to be relatively minimal. Budget lines have been adjusted to reflect anticipated loss income to sales, hall rentals, etc. Once again, we do not report that there was any variance in taxes paid compared to 2019 and 2020.



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

BY-LAW NUMBER 2021-14

BEING a by-law to adopt the 2021 municipal operating budget.

WHEREAS under the *Municipal Act*, S.O. 2001, c. 25 and amendments, section 290 (1) (the Act) states that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including,

- amounts sufficient to pay all debts of the municipality falling due within the year;

AND WHEREAS Section 290 (2) of the Act states that the budget shall:

- in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy; and
- provide that the estimated revenues are equal to the estimated expenditures;

AND WHEREAS Council did receive Friday, March 26th, 2021;

NOW THEREFORE the Council of the United Townships of Head, Clara & Maria does enact as follows:

THAT the total operating budget for the year budget 2021 shall be set at \$921,390.00

1. as detailed in Appendix A to this by-law;
2. **THAT** this by-law shall become effective retroactively to January 1, 2021.

READ a first and second time this 26th day of March 2021.

READ third time and passed this day of 2021.

MAYOR

CLERK



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA BY-LAW NUMBER 2021-15

BEING a By-Law to provide for the adoption of the 2021 tax rates and establishing penalty and interest on overdue taxes.

WHEREAS the Municipal Act S.O. 2001, c.25 and amendments, section 312 (2) states that: for the purposes of raising the general local municipal levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS the Municipal Act S.O. 2001, c. 25, section 342 (1)(a) states that a local municipality may pass by-laws providing for, the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due;

AND WHEREAS the Municipal Act S.O. 2001, c.25, section 345 (1) states that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalments by the due date;

AND WHEREAS the Municipal Act S.O. 2001, c.25, section 345 (2) states that a percentage charge, not to exceed 1.25 percent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the 1st day of default or such later date as the by-law specifies;

AND WHEREAS interest may not start to accrue before the first day of default.

AND WHEREAS the County of Renfrew (upper tier) has passed By-Law No. _____ to set tax ratios for County purposes and Lower-tier purposes for the year 2020, By-Law No. _____ to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential property Classes, By-Law No. _____ to set tax rate reductions for prescribed property subclasses for County purposes and for lower-tier purposes for the year 2020, and By-Law _____ to establish the 2020 Tax Rates for County of Renfrew purposes.

NOW THEREFORE the Council of the United Townships of Head, Clara & Maria does hereby enact:

- **THAT** every property owner in the Municipality of the Corporation of the United Townships of Head, Clara & Maria shall be taxed according to the following tax rates and that such taxes shall become due and payable as follows:

| | |
|-----------------------|------------|
| Residential | 0.00208693 |
| Res FAD I | 0.00073043 |
| New Multi-residential | 0.00208693 |
| Multi-residential | 0.00405616 |
| Com. Occupied | 0.00378715 |
| Com. Exc. Land | 0.00378715 |
| Com. Vac. Land | 0.00378715 |
| Com. On-Farm Bus. | 0.00378715 |
| Com. FAD I | 0.00073043 |
| Ind. Occupied | 0.00592300 |
| Ind. Exc. Land | 0.00592300 |
| Ind. Vac. Land | 0.00592300 |
| Large Ind. Occ. | 0.00738936 |
| Large Ind. Exc. | 0.00738936 |
| Landfills | 0.00248150 |
| Pipelines | 0.00278146 |
| Farm | 0.00052173 |
| Managed Forests | 0.00052173 |

- **THAT** 50% of 2020 tax rates for all classes of property are due February 28th as per by-law 2020-20;
- **THAT** the balance owing is to be split into 2 payments due July 31, 2021 and October 31, 2021;
- **THAT** a penalty of 1.25% per month be payable on all overdue current taxes, calculated on the first day of the month;
- **THAT** interest at 1.25% to be added on all tax arrears monthly on the first day of each month.

READ a first and second time this 26th day of March 2021.

READ a third time and passed this th day of 2021.

MAYOR

CLERK