



AGENDA

Special Meeting of Council

July 21, 2020

11:00 am

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the July 21, 2020 special meeting of Council agenda be accepted as presented.

4. **SPECIAL MATTERS OF COUNCIL**

4.1 FIN 21-2020 Final Property Tax Rates

3

RECOMMENDATION

THAT FIN 21-2020 Final Property Tax Rates report be received; and

THAT By-law 59-2020 to set the 2020 Tax Ratios be approved; and

THAT By-law 60-2020 to set the 2020 Property Tax Rates be approved

4.2 PW 46-2020 Aggregate Processing Contract Award

5

RECOMMENDATION

THAT PW 46-2020 Aggregate Processing Contract Award report be received; and,

THAT the tender for Aggregate Processing be awarded to AAROC Aggregates Ltd. for the bid price of \$98,775.56, inclusive of all taxes and contingencies; and,

THAT Council approve By-Law 61-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

5. BY-LAWS

RECOMMENDATION

THAT By-Laws 59-2020, 60-2020 and 61-2020 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

5.1 By-Law 59-2020 Tax Ratio for Prescribed Property Classes in 2020

8

5.2 By-Law 60-2020 Tax Rates for 2020

10

5.3 By-Law 61-2020 Agreement with AAROC Aggregate Ltd.

13

6. CONFIRMATORY BY-LAW

14

RECOMMENDATION

THAT By-Law 62-2020, being a by-law to confirm the proceedings of July 21, 2020 special meeting of Council, be read a first, second and third time and be finally passed and signed and sealed by the Mayor and the Clerk.

7. ADJOURNMENT

RECOMMENDATION

THAT this special meeting of Council adjourn at _____ pm.



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: André Morin, Director of Finance / Treasurer

Date of Meeting: 21 July 2020

Subject: **FIN 21-2020 Final Property Tax Rates**

PURPOSE

The purpose of this report is to provide Council the information to pass the 2020 final property tax ratios and tax rates based on the 2020 budget passed in March 2020.

RECOMMENDATION

THAT FIN 21-2020 Final Property Tax Rates report be received; and

THAT By-law 59-2020 to set the 2020 Tax Ratios be approved; and

THAT By-law 60-2020 to set the 2020 Property Tax Rates be approved

BACKGROUND

On March 10, 2020, Council passed the 2020 Operating and Capital budget for the Town of St. Marys. The 2020 budget included a property tax levy of \$12,624,654; representing a net levy increase of 1.94%.

The municipal property tax impacts are summarized below:

	2020 Avg Assessment	2020 Avg Municipal Tax	Increase (Decrease) \$	Increase (Decrease) %
Residential - Single Detached Dwelling (Code 301)	\$279,370	\$3,467	\$71	2.09%
Multi-Residential (MT)	\$1,675,038	\$23,144	\$441	1.94%
Commercial (CT)	\$350,955	\$6,715	\$121	1.84%
Industrial (IH / IT)	\$1,249,280	\$1,679	\$1,679	4.53%
Large Industrial (JT / LT)	\$4,534,475	\$140,663	\$590	0.42%

REPORT

As part of the 2020 budget adoption, direction was given to staff to apply to the Minister of Finance to adopt the Large Industrial tax class for 2020. The purpose of adopting the optional class is to provide the Town with options, if necessary, in the future to mitigate any tax shifts from the Large Industrial properties to the other classes of property within the Town.

The Minister has now signed off on the appropriate regulations; allowing the Town to proceed to set its tax ratios and tax rates. There is no difference in the calculations that were presented to Council in March upon approval of the 2020 budget.

The final property tax bill will be divided into 2 separate bills due August 31, 2020 and due October 30, 2020. These billing dates are consistent with the historical dates.

As part of the COVID-19 relief discussions, there has been consideration in changing the due dates, but it is recommended that the due dates remain consistent with previous years. Council passed the following motion last month:

“THAT Council direct the Director of Finance/Treasurer to create a policy to assist taxpayers impacted by COVID-19 with relief from penalties and interest on a case-by-case basis;”

This will allow the Town to provide support to those individuals or businesses in need; rather than changing property tax due dates for all properties. This policy will be in place prior to the due dates. Furthermore, as staff will hear directly from those impacted, we will be able to better determine if further relief programs are necessary.

There are two by-laws recommended for approval:

By-law 59-2020 – This by-law sets the Tax Ratios for each property class

By-law 60-2020 – This by-law sets the property tax rates (based on the tax ratios)

FINANCIAL IMPLICATIONS

The final property tax levy will be \$12,624,654; as provided for in the 2020 operating and capital budget.

SUMMARY

The Treasurer has provided Council with the final property tax ratios and tax rates recommendations to set final property tax bills for the Town of St. Marys.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None


ATTACHMENTS

By-law 59-2020 – found in By-Law section of Agenda

By-law 60-2020 – found in By-Law section of Agenda

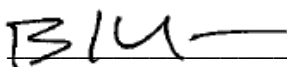
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance / Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	21 July 2020
Subject:	PW 46-2020 Aggregate Processing Contract Award

PROJECT DETAILS

The Town stockpiles waste concrete and asphalt at the Municipal Operations Centre. Once enough material is accumulated, the Town hires a mobile aggregate processing contractor to crush the material into a recycled granular A product that is used for a wide variety of municipal infrastructure projects. The Town's current stockpile of Granular A has been completely exhausted, and the waste pile is ready for grinding. The processing is expected to take approximately 20 working days.

RECOMMENDATION

THAT PW 46-2020 Aggregate Processing Contract Award report be received; and,

THAT the tender for Aggregate Processing be awarded to AAROC Aggregates Ltd. for the bid price of \$98,775.56, inclusive of all taxes and contingencies; and,

THAT Council approve By-Law 61-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	RFQ-PW-05-2020
Tender Closing Date:	Tuesday, June 23, 2020
Number of Bids Received:	Two (2)
Successful Proponent:	AAROC Aggregates Ltd.
Approved Project Budget:	\$110,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$98,775.56
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$88,950.45
Project Under-budget	\$21,049.55

The procurement document submitted by AAROC Aggregates Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to AAROC Aggregates Ltd.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Road Reserve (Approved May 12, 2020)	\$73,000
Water Reserve (Approved May 12, 2020)	\$37,000
Total	\$110,000

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

- Pillar #1 Infrastructure:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): identify immediate needs in the community.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department

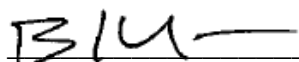


Jeff Wolfe
Asset Management/Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFQ-PW-05-2020

TITLE: Crush, Screen & Stockpile Granual Material

emailed to

June 23/20

jwolfe@town.stmarys.on.ca

2:30 PM

NO	VENDOR	DATE	AMOUNT
1	AAROC Aggregates Ltd	June 22/20	\$98,775.56
2	Arro Crushing	June 23/20	\$108,480.00
3	Chris Regier Trucking Ltd		
4	Johnston Bros.(Bothwell) Ltd.		
5	Ontario Custom Crushing		
6			
7			
8	Reviewed By Jeff Wolfe and Jo-Anne Lounds		
9	via Microsoft Teams June 23/20		
10	See attached email		
11			
12			
13			

BY-LAW 59-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to set Tax Ratios for prescribed property classes for municipal purposes for the year 2020.

AUTHORITY: *Municipal Act* 2001, S.O. 2001, c.25, as amended, Section 308

WHEREAS: It is necessary for the Council of The Corporation of the Town of St. Marys, pursuant to Section 308 of the *Municipal Act*, 2001, as amended, to establish the tax ratios for the municipality;

AND WHEREAS: The tax ratios determine the relative amount of taxation to be borne by each property class;

AND WHEREAS: Section 308(6) of the *Municipal Act*, 2001, as amended, requires that the transition ratios be established prior to setting the tax ratio;

AND WHEREAS: Section 308(8) of the *Municipal Act*, 2001, as amended, requires that the tax ratio for a property must be within the allowable range prescribed in the regulations for the property class;

AND WHEREAS: The property subclasses for which tax rate reductions are to be established are in accordance with the *Assessment Act*;

AND WHEREAS: The tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes;

NOW THEREFORE: The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

1. For the taxation year 2020 the tax ratio for property in:

- a. The Residential / Farm property class is 1.000000;
- b. The Multi-Residential property class is 1.113405;
- c. The Commercial property class is 1.541721;
- d. The Industrial property class is 2.499700;
- e. The Large Industrial property class is 2.499700;
- f. The Landfill property class is 1.581519;
- g. The Pipelines property class is 1.813811;
- h. The Farmlands property class is 0.250000;

- i. The Managed Forest property class is 0.250000;
- 2. That the tax reduction for;
 - a. The vacant land, vacant units and excess land subclasses in the Commercial property class has been fully phased out;
 - b. The vacant land, vacant units and excess land subclasses in the Industrial property class has been fully phased out;
 - c. The first class of Farmland awaiting development in the Residential / Farm, Multi-Residential, Commercial or Industrial property classes (R1) is 65%;
 - d. The second class of Farmland awaiting development in the Residential / Farm, Multi-Residential, Commercial or Industrial property classes (R2) is 0%.
- 3. For the purposes of this By-law;
 - a. The Commercial property class includes all commercial office property, shopping centre property and parking lot property;
- 4. This By-Law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 21st day of July 2020.

Mayor Al Stratheedee

Brent Kittmer, CAO / Clerk

BY-LAW 60-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to adopt the current estimates and to levy the rates of taxation for the year 2020.

- WHEREAS:** It is necessary for the Council of The Corporation of the Town of St. Marys, pursuant to the *Municipal Act*, to raise the sum of \$12,624,654 for the 2020 property tax levy as set out in By-law 25-2020;
- AND WHEREAS:** All property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act* subject to appeals;
- AND WHEREAS:** The property assessment for each of the defined property classes has been determined on the basis of the aforementioned property assessment rolls;
- AND WHEREAS:** The tax ratios on the aforementioned property for the 2020 taxation year have been set out in By-Law 59-2020 of The Corporation of the Town of St. Marys;
- AND WHEREAS:** The sub-class tax rate reductions on prescribed sub-classes for the 2020 taxation year have been set out in By-law 59-2020 of The Corporation of the Town of St. Marys;
- AND WHEREAS:** The tax rates of the property classes and property sub-classes have been calculated pursuant to the provisions of the *Municipal Act* and the manner set out herein.
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;
1. THAT for the year 2020 the Municipality shall levy upon the Residential / Farm Assessment, upon the Multi-Residential Assessment, upon the Commercial Assessment, upon the Industrial Assessment, upon the Large Industrial Assessment, upon the Landfill Assessment, upon the Pipeline Assessment, upon the Farmland Assessment, and upon the Managed Forest Assessment the rates of taxation per current value assessment for general purposes set out in Schedule "A" attached hereto and which forms part hereof.
 2. THAT the several sums or rates to be levied and collected shall be payable by the persons liable therefore at the Office of the Municipal Operations Centre of the Town of St. Marys. The realty tax shall be payable in two equal installments after the Interim Levy. The first of such installments on the Final Levy shall be

payable on or before August 31, 2020 and the second installment of the Final Levy shall be payable on or before October 30, 2020.

3. THAT a percentage of 1 ¼% shall be imposed as a penalty on non-payment and shall be added to each tax installment or part thereof remaining unpaid on the first day following the last day for payment of each installment. And therefore an additional charge of 1 ¼% shall be imposed and shall be added to each such tax installment or part thereof remaining unpaid on the first day of each calendar month on which default continues until a new by-law is established.
4. THE Treasurer is hereby authorized to mail or cause to be mailed the Notice of Taxes to the address of the residence or place of business of the person to whom such Notice is required to be given.
5. THE Treasurer are hereby empowered to accept part payment from time to time on account of any taxes due.
6. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 21st day of July, 2020.

Read a third and final time and passed this 21st day of July, 2020.

Mayor Al Strathtdee

Brent Kittmer, CAO/Clerk

The Corporation of the Town of St. Marys
Schedule A to By-law Number 60-2020
A By-law to Adopt the Current Estimates and to Levy the Rates of Taxation for the Year 2020

<u>TAX CODE</u>	<u>PROPERTY TAX CLASS</u>	2020 TAX RATES <u>MUNICIPAL</u>
C/T	COMMERCIAL	0.01913242
X/T	COMMERCIAL NEW CONSTRUCTION	0.01913242
C/U	COMMERCIAL EXCESS LAND	0.01913242
X/U	COMMERCIAL NEW CONSTRUCTION EXCESS LAND	0.01913242
C/X	COMMERCIAL VACANT LAND	0.01913242
F/T	FARMLAND TAXABLE	0.00310245
H/F	LANDFILL	0.01962630
I/H	INDUSTRIAL PIL SHARED	0.03102073
I/T	INDUSTRIAL	0.03102073
I/U	INDUSTRIAL EXCESS LAND	0.03102073
I/X	INDUSTRIAL VACANT LAND	0.03102073
J/T	INDUSTRIAL NEW CONSTRUCTION	0.03102073
L/T	LARGE INDUSTRIAL	0.03102073
L/U	LARGE INDUSTRIAL EXCESS LAND	0.03102073
S/T	SHOPPING CENTRE	0.01913242
M/T	MULTI RESIDENTIAL TAXABLE	0.01381711
P/T	PIPELINE	0.02250900
R/T	RESIDENTIAL	0.01240978
R/1	RESIDENTIAL FARMLAND AWAITING DEVELOPMENT (65% Reduction)	0.00434342
C/F	COMMERCIAL PIL	0.01913242
C/G	COMMERCIAL PIL (NO SCHOOL RATE)	0.01913242
C/Y	COMMERCIAL VACANT LAND PIL	0.01913242

The Property Tax bill may also contain adjustments for the following:

- 1) Local Improvement charges, ie. Sanitary Sewer
- 2) Miscellaneous Charges, ie. BIA, Weed Cutting charges, Tipping Fee charges
- 3) Water arrears transferred from Festival Hydro

BY-LAW 61-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and AAROC Aggregate Ltd. and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFQ for the procurement of aggregate processing of waste concrete and asphalt (the "Project");
- AND WHEREAS:** A proposal for the Project was submitted by AAROC Aggregate Ltd. which was subsequently approved by Council on July 21, 2020;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with AAROC Aggregate Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and AAROC Aggregate Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 21st day of July 2020.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 62-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to confirm all actions and proceedings of the Council of The Corporation of the Town of St. Marys at its special meeting held on July 21, 2020.

WHEREAS: The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

NOW THEREFORE: The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its special meeting held on the 21st day of July, 2020 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
2. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 21st day of July 2020.

Mayor Al Stratheedee

Brent Kittmer, CAO / Clerk