

**MINUTES OF A SPECIAL MEETING OF COUNCIL
OF THE CORPORATION OF THE TOWN OF LATCHFORD**

DECEMBER 21, 2005 AT 10:00 A.M.

COUNCIL CHAMBERS

The meeting was convened as a working session with the Ministry of Municipal Affairs and Housing to review items regarding the annexation of South Gillies Limit with the Town of Latchford.

PRESENT: Mayor Peter Davies, Councillors Gerry Remillard,
Larry Anderson and Mac Hamilton

Gord Tokaryk, Municipal Advisor,
Ministry of Municipal Affairs and Housing

Betty Gibson, Clerk-Treasurer

1 member of Public was present

Mayor Davies welcomed Mr. Tokaryk and invited Mr. Tokaryk to speak to the items on the agenda as prepared by the Ministry.

Mr. Tokaryk congratulated the Town of Latchford on the annexation, noting the Order was signed by the Minister on December 15, 2005 and was forwarded to the Town on December 16, 2005.

It was confirmed that the Clerk had faxed a press release to local media on December 19, 2005; and a notice to the residents was posted in the usual locations.

Mayor Davies advised he had participated in an interview with the Temiskaming Speaker and CJTT Radio.

Mr. Tokaryk asked if Council had received local feedback to date, and was advised that all responses received from local residents had been positive.

Following is a summary of items reviewed:

1. Council Composition

Mr. Tokaryk confirmed that there was no authority to change Council for the period January 1, 2006 to November 30, 2006.

Councillor Anderson confirmed that the 2006 Election will elect six councillors and a Mayor, with one member of council from the former South Gillies Limit and five from the Town proper.

Mr. Tokaryk advised Council that a by-law amending the composition of Council must be forwarded to his office.

2. By-laws

- 2004 deficit has been dealt with by resolution and forwarded to Gord Tokaryk.
- Signing Authority: A by-law must be passed giving signing authority to two staff members and two council members. It was confirmed the Clerk-Treasurer, Deputy Clerk-Treasurer, Mayor Peter Davies and Councillor Mac Hamilton will be given signing authority. Gord Tokaryk will be forwarded a copy of said by-law.

- Traffic By-law – speed control, signage: A by-law amending the existing by-law must be passed to include South Gillies Limit. It was noted the town has no control over Hwy. 11. Mr. Tokaryk recommended that any traffic control signs within the Town limits should be included in the amended traffic by-law, and ensure that South Gillies Limit is included. Lee Ketchabaw, Public Works Foreman, will be requested to carry out a complete inventory of all traffic control signs.
- Mr. Tokaryk noted that when entering into an agreement, an authorizing by-law must be passed i.e. authorizing the Clerk and Mayor to execute agreement.
- A by-law to assume roads in Gillies Limit and specifying the standards of maintenance must be passed. The minimum standard is based on the traffic volume. Because, for the most part, the residents in South Gillies Limit are seasonal, another by-law must be passed to identify what roads are only open during the summer. Councillor Anderson noted that Brigstocke does not want the road plowed in the winter, per discussions at annexation meetings with Brigstocke representatives.
- A by-law identifying the railway crossings within the Town must be passed. It was noted that there are at least two railway crossings, which will be the responsibility of the municipality. A letter must be forwarded to the ONTC advising that the Town of Latchford has assumed responsibility and asking what action, if any, must be taken by the Town of Latchford.

3. Municipal Communication

A letter will be sent to residents of Gillies Limit and to the residents of the Town proper, outlining the new municipality. Mr. Tokaryk suggested attaching the Order to the correspondence. The letter will inform the residents of services to be provided, contact list, new composition of Council and how the election process will be conducted in 2006.

4. Ministry of Transportation/Ministry of Northern Development & Mines

Mr. Tokaryk advised he will contact the required Ministries from the "top end" and the Municipality should contact the local ministry offices.

A Local Roads Board exists in Gillies Limit. There is approximately 6 kms. From Hwy. 11 to Brigstocke (Anima-Nipissing Local Roads Board) *O.Reg 734/90 MTO Plan 815-1 dated Dec. 15, 1989*. This regulation should be quoted on any correspondence to the Local Roads Board. The MTO will relinquish responsibility as of January 1, 2006.

The Town will contact both above noted ministries, enclosing a copy of the Order.

The possibility of the MTO continuing to maintain the Anima-Nipissing Road was discussed, and this suggestion will be included in the correspondence to the MTO. The MTO will also be requested to amend the regulation to withdraw that portion of road in Gillies Limit from the agreement as the Town has taken responsibility effective January 1, 2006. The MNDM, Sudbury and the MNR will be copied this letter.

A letter must be sent to the Local Roads Board advising of the annexation, and asking for consideration in sharing expenses for the road maintenance.

Gord Tokaryk will forward the Town an "original" copy of the signed Order.

5. Municipal Services

- A policy must be developed on Fire Protection response. The present by-law will be amended to include such things as response time; how will the Town responds to emergencies and also the geographical area will be expanded. The Fire Chief will be consulted in the preparation of this by-law.
- A letter must be forwarded to the Fire Marshall's Office, indicating the Town's responsibilities have now been extended.

OR

- A letter must be forwarded to the Ministry of Natural Resources requesting a meeting regarding forest fire management to extend Fire Protection to new area. Councillor Anderson noted that a large portion of the forest in South Gillies Limit is Crown Land, and Mr. Tokaryk confirmed that any Crown Land will remain Crown Land and the Town has no authority to have ownership of Crown Land. It was suggested that the MNR be asked to advise the Town when mining permits are issued, in order that the Town is aware of those using the road system.
- The policy on garbage disposal will be amended to clarify landfill control guidelines for the landfill attendant and the users.
- The policy on road maintenance will be amended to include South Gillies. The "minimum standards" for all roads within the municipality will be included.

6. Policing

The OPP (Alex Ivanov) must be advised of the annexation. It was noted that secondary road residents are on an on-call basis, and there are not many calls. The letter will include a request for clarification on what formula is used to calculate the fee. Mayor Davies noted that South Gillies will be offered 911 as soon as possible. First response guidelines and policies must be reviewed by all parties.

7. MPAC

The Town must advise MPAC of the annexation as soon as possible. The Clerk was directed to telephone the Timmins Office, with a letter to follow, including the Order. Mr. Tokaryk advised the Clerk to call Daryl Bender in Timmins and advise that South Gillies Limit must be included in the Assessment Roll effective January 1, 2006.

8. DSSAB

DSSAB must be advised of the annexation immediately, in order for them to incorporate all necessary changes effective January 1, 2006, and include a copy of the Order. The Clerk was directed to telephone Eddie Alton, DSSAB with a letter to follow.

9. Health Unit

A letter must be sent to the Timiskaming Health Unit advising of the annexation.

10. Ministry of Finance

The Town must advise the Ministry of Finance of the annexation, in order for the OMPF grant to be recalculated. Mr. Tokaryk reviewed how the grant is calculated and the possible effect of the annexation on the amount of the grant. Mr. Tokaryk reviewed a

Municipal Workbook for an Ontario Municipal Partnership Fund (OMPF) allocation, and suggested that Council work through this Workbook also as it would be helpful in understanding the process.

Mr. Tokaryk stated that his best guess for the 2006 OMPF grant would be less than previously.

Mr. Tokaryk explained that the Town will receive an order from the Ministry of Finance advising of the new ratio.

MPAC will assess properties in South Gillies Limit and advise what they are assessed at. i.e. the dam.

Mr. Tokaryk noted that the tax ratio must remain within the "range of fairness". He also noted that there are appeal mechanisms if the Town decides this is necessary.

Sample figures were used in discussions to clarify to Council the process involved, and how the annexation may affect the grant. Mr. Tokaryk explained that a municipality must have a corresponding budget figure to reconcile assessment amounts.

Capital budget was discussed. It was recommended to complete a capital forecast i.e. if the Town requires a backhoe in three years, budget \$30,000 per year for equipment reserve and at the end of three years, the equipment can be purchased.

It was noted that there will be increases in the budget i.e. DSSAB.

11. OCWA (Addition to Agenda)

A brief discussion took place with respect to proposed changes for OCWA. Mr. Tokaryk noted that the "Water Panel Report" recommended an equalized approach, with a "cluster" concept.

12. Planning

The existing Official Plan should be reviewed to determine any planning issues. Mr. Tokaryk advised the Town to contact Heather Robertson at the Ministry of Municipal Affairs and Housing, stating that the Town would like to resurrect the "planning" issues previously discussed.

13. Insurance

The Town's General Liability insurer should be advised of the annexation.

Note: Copy Gord Tokaryk, MMAH all correspondence with respect to the annexation.

Include the Order with all correspondence.

The meeting adjourned at 2:45 p.m.

Dated at Latchford this 21st, day
of December, 2005



Mayor



Clerk-Treasurer