

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

Meeting #: CCA-06-2019
Date: Monday, April 29, 2019, 3:00 p.m.
Location: Halton Hills Town Hall, Council Chambers
1 Halton Hills Drive
Members: Mayor R. Bonnette, (ex-Officio), Councillor J. Fogal, Chair,
Councillor C. Somerville, Councillor J. Hurst, Councillor T. Brown,
Councillor W. Farrow-Reed, Councillor A. Lawlor

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS

a. Catherine McLeod, Cultural Development Coordinator

Presentation to Committee regarding the Public Art Program - Temporary Banner Project. (Refer to Item 4a of this agenda)

(PowerPoint)

4. REPORTS & MEMORANDUMS FROM OFFICIALS

Vet Reports to be considered by the Community and Corporate Affairs Committee

Reports will be automatically held when there is a presentation or delegation on the matter.

a. REPORT NO. ADMIN-2019-0005 (AUTOMATIC HOLD)

OFFICE OF THE CAO REPORT NO. ADMIN-2019-0005 dated April 16, 2019 regarding Public Art Program - Temporary Banner Project.

- b. **REPORT NO. ADMIN-2019-0014** 8
OFFICE OF THE CAO REPORT NO. ADMIN-2019-0014 dated April 3, 2019 regarding Terms of Reference for the Property Standards Committee and Fence Viewers.
- c. **REPORT NO. ADMIN-2019-0015 (AUTOMATIC HOLD)** 15
OFFICE OF THE CAO REPORT NO. ADMIN-2019-0015 dated April 15, 2019 regarding Request from Robert Vandervecht for a variance to the Fence By-law 2002-0060, as amended at 115 Church Street East, (Acton) Town of Halton Hills.
- d. **REPORT NO. CORPSERV-2019-0024** 26
CORPORATE SERVICES REPORT NO. CORPSERV-2019-0024 dated March 29, 2019 regarding 2019 Final Property Tax Rates.

5. **CLOSED SESSION**

Committee to Convene into Closed Session if necessary.

6. **RECONVENE INTO OPEN SESSION**

Motion to approve items pertaining to Closed Session.

7. **ADJOURNMENT**

REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Catherine McLeod, Cultural Development Coordinator

DATE: April 16, 2019

REPORT NO.: RPT-ADMIN-2019-0005

RE: Public Art Program - Temporary Banner Project

RECOMMENDATION:

THAT Report No. ADMIN 2019-0005, dated April 16, 2019, regarding the Public Art Program - Temporary Banner Project, be received for information;

AND FURTHER THAT the recommended project's budget, scope, scale and concept be approved as outlined in this report.

BACKGROUND:

In July 2018, Council approved the Public Art Master Plan (ADMIN-2018-0021). The Public Art Master Plan (PAMP) laid out a vision for the Public Art Program as well as priority locations and a process for the Town to acquire, manage and maintain public art. The Public Art Advisory Board, approved by Council in January 2018 and formed in February 2018, has developed the proposal for the Town's first-ever Public Art Project under the new Public Art Master Plan.

To support public art, the Town established a Public Art Reserve in the amount of \$100,000, requiring a minimum balance of \$100,000 year-on-year. This fund was approved in 2016 as part of the Public Art Policy (COMMSERV-2016-0002) and annual contributions of \$50,000 began in 2017. The first \$50,000 was used to commission the Public Art Master Plan. 2019 is the first year that the full \$100,000 is available for public art projects.

COMMENTS:

The Public Art Advisory Board recommends that the first project undertaken under the PAMP be a temporary art installation of outdoor art banners. A temporary installation was selected as the ideal project through which to develop and test PAMP procedures for developing a project and commissioning work. A banner project was also selected in order to help raise the profile of the new Public Art Program by having installations in

multiple locations throughout Halton Hills at the same time. The option to re-display the banners in the future will also be explored.

The following section outlines the scope, scale, theme, locations and budget of the recommended temporary Banner Art Project:

- 1. Project Brief:** The Town's Public Art Program will invite Canadian professional artists or artist teams to create original banner artwork. Only one artist or artist team will be selected. The banners will be installed in multiple sites creating a unified and captivating visual presence.

The Commissioned artist(s) will be responsible for developing artistic content and creating seven designs to illustrate the theme. The Town will be responsible for the fabrication and installation of the banners and will create an 8th design with project information to be included in the number and rotation of the banners.

- 2. Goals and Theme:** Through a cohesive body of vibrant, thought-provoking work, the Banner Project will enliven the streetscape and engage the community. Artists should consider how their proposed banner artwork will spark discussions on the theme of sustainability. Banner artwork should be understandable to pedestrians, cyclists and motorists.

The theme of sustainability was selected as it speaks to the identity of Halton Hills and the Town's long-standing commitment to sustainability; is timely and has the potential to engage the community and spark conversations; provides for a wide range of interpretations; and is accessible and open to interpretation to both local and national artists.

- 3. Locations:** The following locations for installation were selected based on:
 - Priority sites identified in the PAMP
 - Locations with high visibility and ample pedestrian, cycling and/or motorist traffic
 - Sites with existing banner armature
 - Locations with Town-owned infrastructure (poles)

Street Name/Location*	Site on Street
Main Street South	Between George Street and Park Avenue
Mill Street East (Hwy7)	Between Main Street and Eastern Avenue (West intersection)
Guelph Street (Hwy 7)	Between Maple Avenue and Brucewood Road
Dominion Gardens Park	Throughout the park
Mountainview Road South	Between Delrex Boulevard and 10 Side Road
Princess Anne Drive	Between Halton Hills Drive and Charles Street
Acton Sports Park	Along the soccer field on Hwy 7

*These locations are the preferred locations. The project may be scaled pending receipt of detailed quotes and confirmation with the BIAs.

4. Scope and Scale: The Banner Project will consist of a total of eight images – seven original images supplied by the selected artist and one banner designed by Corporate Communications in accordance with the artist's work that will serve as Public Art Program Information banners. A total of approximately 150 banners are anticipated to be fabricated and installed. The amount may need to be refined pending the receipt of detailed quotes closer to the date of fabrication and installation. Designs will be replicated approximately 19 times throughout the installation. This will help the public to identify the banners as a cohesive body of work installed in various locations.

5. Budget: The budget for this project is up to approximately \$45,000, subject to receiving detailed quotes which could result in refinements to the project scope.

Item	Cost*
Artist Fee	\$10,500
Fabrication, Installation and De-installation, Photography, replacement of broken armature, etc.	\$34,500
Total	\$45,000

* Does not include HST.

6. Timeline: The anticipated schedule for this project is:

Date*	Project Phase
Mid-May	<ul style="list-style-type: none"> • Issue Request for Proposals
June	<ul style="list-style-type: none"> • Deadline for Artist Proposals • Art Selection Panel reviews proposals and selects finalist • Reference Checks • Finalist notified
July	<ul style="list-style-type: none"> • Contract execution • Technical design
August	<ul style="list-style-type: none"> • Approval of rough sketches
October	<ul style="list-style-type: none"> • Final artwork delivery
November/December	<ul style="list-style-type: none"> • Artist's approval – colour, etc. • Banner fabrication
January	<ul style="list-style-type: none"> • Banner installation
February	<ul style="list-style-type: none"> • Banner unveiling
June – in time for Canada Day	<ul style="list-style-type: none"> • Banner de-installation (by Town contractor)

This timeline will allow for a vibrant presence during the winter and spring and also assist the BIAs and community groups with the removal of Christmas decorations and the installation of Canada Day flags.

- 7. Selection Process:** Proposals will be reviewed by an independent Art Selection Panel comprised of art professionals and community representatives. The Panel will receive technical input and advice from appropriate Town staff. The Art Selection Panel will recommend an artist or artist team for the award of the Commission to the Town's Public Art Advisory Board for approval. The selected work will be brought to the Corporate and Community Affairs Committee for information as per the process laid out on in the PAMP.
- 8. Project Readiness:** The Public Art Advisory Board and Town staff from several departments have dedicated a considerable amount of time and effort to developing this project by completing pre-project work (e.g. confirming available infrastructure, defining project parameters, engaging external stakeholders, researching and drafting the artist call RFP, researching art banner projects from across North America, etc).

This is a multistep and complex project. There is a tight timeline (as outlined in the report) that is required in order to install the banners in January 2020. Taking this into account, the Request for Proposals has been developed with Purchasing to ensure that pending approval, the project can start on time.

RELATIONSHIP TO STRATEGIC PLAN:

Commissioning a temporary art banner installation project will support the Strategic Plan's focus on:

- Continuing to implement the Integrated Community Sustainability Strategy, in particular as it relates to the Cultural Vibrancy pillar.

FINANCIAL IMPACT:

This project draws on existing funding from the Public Art Reserve.

CONSULTATION:

In the development of this project Cultural Service staff consulted with staff from Transportation and Public Works, Recreation and Parks, Corporate Communications, and Purchasing.

PUBLIC ENGAGEMENT:

The Public Art Advisory Board, which includes representation from the arts and culture community in addition to Town staff, developed the project idea and parameters. The project idea was discussed with the managers of the Downtown Georgetown and Acton BIA. The public will be engaged through the banner unveiling and subsequent interactions with the art installation.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity, Environmental Health and Social Well-being pillars of Sustainability, and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

COMMUNICATIONS:

The Call to Artists RFP will be widely distributed to attract the best possible proposals. Town communications channels will be used in addition to newsletters, listserves and websites where public art calls are regularly posted.

CONCLUSION:

The Banner Project will be an engaging and vibrant temporary public art project. It will continue to raise the profile of Public Art; create dialogue; highlight Halton Hills' community identity and long-standing commitment to sustainability; and contribute to a thriving cultural sector. This project is another example of the Town's ongoing commitment to cultural vibrancy, and the delivery of unique and leading cultural initiatives.

Reviewed and Approved by,



Damian Szybalski, Manager of Economic Development, Innovation & Culture



Brent Marshall, Chief Administrative Officer

REPORT

REPORT TO: Mayor R. Bonnette and Members of Council

REPORT FROM: Renée Brown, Deputy Clerk – Legislation and Elections

DATE: April 3, 2019

REPORT NO.: ADMIN-2019-0014

RE: Terms of Reference for the Property Standards Committee and Fence Viewers

RECOMMENDATION:

THAT Report No. ADMIN-2019-0014 dated April 3, 2019 regarding Terms of Reference for the Property Standards Committee and Fence Viewers be received;

AND FURTHER THAT the Terms of Reference for the Property Standards Committee and Fence Viewers (Appendix A to Report No. ADMIN-2019-0014) be adopted.

BACKGROUND:

The Town of Halton Hills has traditionally appointed citizen members for the Property Standards Committee (three members) and as Fence Viewers (three members) separately. These roles are being called on an as needed basis. During the 2014-2018 term of Council there was minimal need for either the Property Standards Committee or the Fence Viewers to be called.

COMMENTS:

Staff reviewed these two roles and saw that the roles could be complementary and as neither role has been heavily called upon in the last term of council an efficiency could be achieved by having a group of people that could be appointed to act in both roles. Those appointed for these dual roles will be trained for both roles and will be called upon on an as needed basis.

Appendix A to this report is a Terms of Reference that covers the dual role of the Property Standards Committee Members and Fence Viewers.

RELATIONSHIP TO STRATEGIC PLAN:

This report is operational in nature and has no direct link to the Strategic Plan.

FINANCIAL IMPACT:

There is no financial impact associated to this report.

CONSULTATION:

The Supervisor of Enforcement and the Enforcement Coordinator – Lead Customer Service Specialist were consulted in the preparation of the Terms of Reference and this Report.

PUBLIC ENGAGEMENT:

This report is operational in nature and therefore the public engagement was not implemented.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

Once approved the appointed members of the Property Standards Committee and Fence Viewers will be provided a copy of the terms of reference.

CONCLUSION:

THAT the Terms of Reference for the Property Standards Committee and Fence Viewers (Appendix A to Report No. ADMIN-2019-0014) be adopted.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer



Halton Hills Property Standards Committee and Fence Viewers (Dual Function) TERMS OF REFERENCE

1. **Purpose of Property Standards Committee and Fence Viewers**

The purpose of the Property Standards Committee is to conduct a hearing for an appeal of a property standards order (for a violation of the Property Standards By-law).

The purpose of Fence Viewers is to adjudicate between parties that cannot agree on the construction, maintenance or reconstruction of a line fence (boundary line fence)

2. **Membership**

The Halton Hills Property Standards Committee and Fence Viewers shall be composed of a maximum of five (5) members/viewers appointed by Council for the dual function of Property Standards Committee Member and Fence Viewer for a term to run concurrent to the term of Council.

3. **Recruitment and Selection of Committee Members**

At the beginning of each new term of Council, the Town will put out a call for citizen volunteers for all of their committees and boards that require citizen members.

The applicants to the Property Standards Committee and Fence Viewers shall be interviewed by and recommended to Council by a Selection Committee consisting of one or more Members of Council.

4. Chair

A Chair is required for the Property Standards Committee function and shall be elected by those appointed to the Property Standards Committee and Fence Viewers.

No Chair is required for the Fence Viewer role.

5. Hearings and Viewings

For both the Property Standards Committee and the Fence Viewers function, hearings and viewings are on an as needed basis.

Property Standards Committee hearings must be conducted in accordance with the Property Standards By-law and in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

Fence Viewings must be conducted in accordance with the Line Fences Act.

6. Quorum

Property Standards Committee

Quorum is a minimum of three members for a Property Standards Committee hearing.

Fence Viewers

Quorum is a minimum of three members for a Fence Viewing.

7. Call to Order

Property Standards Committee

At a Property Standards Committee Hearing the Chair shall call the hearing to order as soon after the hour fixed for the holding of the hearing provided quorum is present. If no quorum is present, 15 minutes after the time appointed for a hearing, the names of the members present shall be recorded and the hearing shall stand adjourned until a new hearing date can be arranged.

If quorum is present but the Chair is absent, another member can be elected by those members present to assume the Chair and call the members to order for the hearing.

Fence Viewers

A Fence Viewing can commence once three fence viewers are present.

8. Disclosures of Interest

Property Standards Committee

A Property Standards Committee member will have to declare verbally and in written form the interest to the Property Standards Secretary stating any disclosure of pecuniary/conflict of interest they may have in any matter under consideration by the Committee and must abstain from any discussion or voting on the matter.

Fence Viewers

Fence Viewers that have a pecuniary or conflict of interest with regard to a particular fence viewing request will have to declare verbally and in written form the interest to the Committee Clerk and will not be called to act as a fence viewer for that particular viewing.

9. Minutes/Decisions

Property Standards Committee Hearing

Minutes/Decisions of the Property Standards Committee hearings will be kept by the Property Standards Secretary and any decisions of the hearing will be communicated in accordance with the Property Standards By-law.

Fence Viewers Awards

Decisions or Awards by the Fence Viewers will be kept by the Committee Clerk and will be communicated in accordance with the Line Fences Act.

10. Town Policies, Guidelines and Procedures

Members of the Property Standards Committee and Fence Viewers must adhere to the Town's Code of Conduct for Local Boards and Committees any guidelines and administrative procedures of the Town of Halton Hills.

11. Sunset Clause

At the end of each Council term, Council shall review the Terms of Reference of the Property Standards Committee and Fence Viewers and determine the necessity of the Property Standards Committee and Fence Viewers for the next term of Council.

REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs

REPORT FROM: Susie Spry, Acting Supervisor of Enforcement Services

DATE: April 15, 2019

REPORT NO.: ADMIN-2019-0015

RE: Request from Robert Vandervecht for a variance to the Fence By-law 2002-0060, as amended at 115 Church Street East, (Acton) Town of Halton Hills

RECOMMENDATION:

THAT Report No. ADMIN-2019-0015 regarding a request from Robert Vandervecht for a variance to the Fence By-law 2002-0060, as amended at 115 Church Street East, Town of Halton Hills be received;

AND FURTHER THAT the fence variance contained in Report No. ADMIN-2019-0015;

a) be granted to Robert Vandervecht, 115 Church Street East, as requested;

OR

b) be granted to Robert Vandervecht, 115 Church Street East, with conditions as set out in the decision of the Community and Corporate Affairs Committee;

OR

c) not be granted to Robert Vandervecht, 115 Church Street East.

BACKGROUND:

The municipality has enacted legislation that controls the height of fences within the municipality, under the authority of the *Municipal Act, 2001*. Robert Vandervecht, property owner of 115 Church Street East, is seeking relief from the by-law which restricts the height of a fence in the rear yard to not exceed 2.13 metres (7 feet) in height. The owner proposes a 2.74 metres (9 foot) wood privacy fence along the rear lot line of the property.

COMMENTS:

A map indicating the location of the subject property is attached.
The variance is described in the following table:

By-law Requirement	Variance Requested	Reason for Variance
The maximum height of a fence in the rear yard is 2.13 metres (7 feet) in height.	To permit a fence in the rear yard of 2.74 metres (9 feet) in height above effective grade.	To minimize the impact of noise and light from cars and signage from the commercial property directly behind the applicant's home.

RELATIONSHIP TO STRATEGIC PLAN:

This report is operational in nature and has no direct link to the Strategic Plan.

FINANCIAL IMPACT:

There is no financial impact associated to this report.

CONSULTATION:

The applicant was consulted in preparation of this report.

PUBLIC ENGAGEMENT:

Public engagement is not applicable in this matter.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

The applicant has been informed of the Community and Corporate Affairs Committee's meeting, date, time and location and given access to a copy of the report prior to the day of the meeting. The applicant has been informed that the Committee's recommendation will be brought forward to Council for final recommendation. The applicant will be notified of Council's resolution in writing.

CONCLUSION:

The Town of Halton Hills By-law 2002-0060, as amended regulates fences. The maximum allowable height of a fence in a rear yard is 2.13 metres. The applicant is requesting to build a 2.74 metre (9 foot) wood privacy fence along the rear lot line.

Reviewed and Approved by,

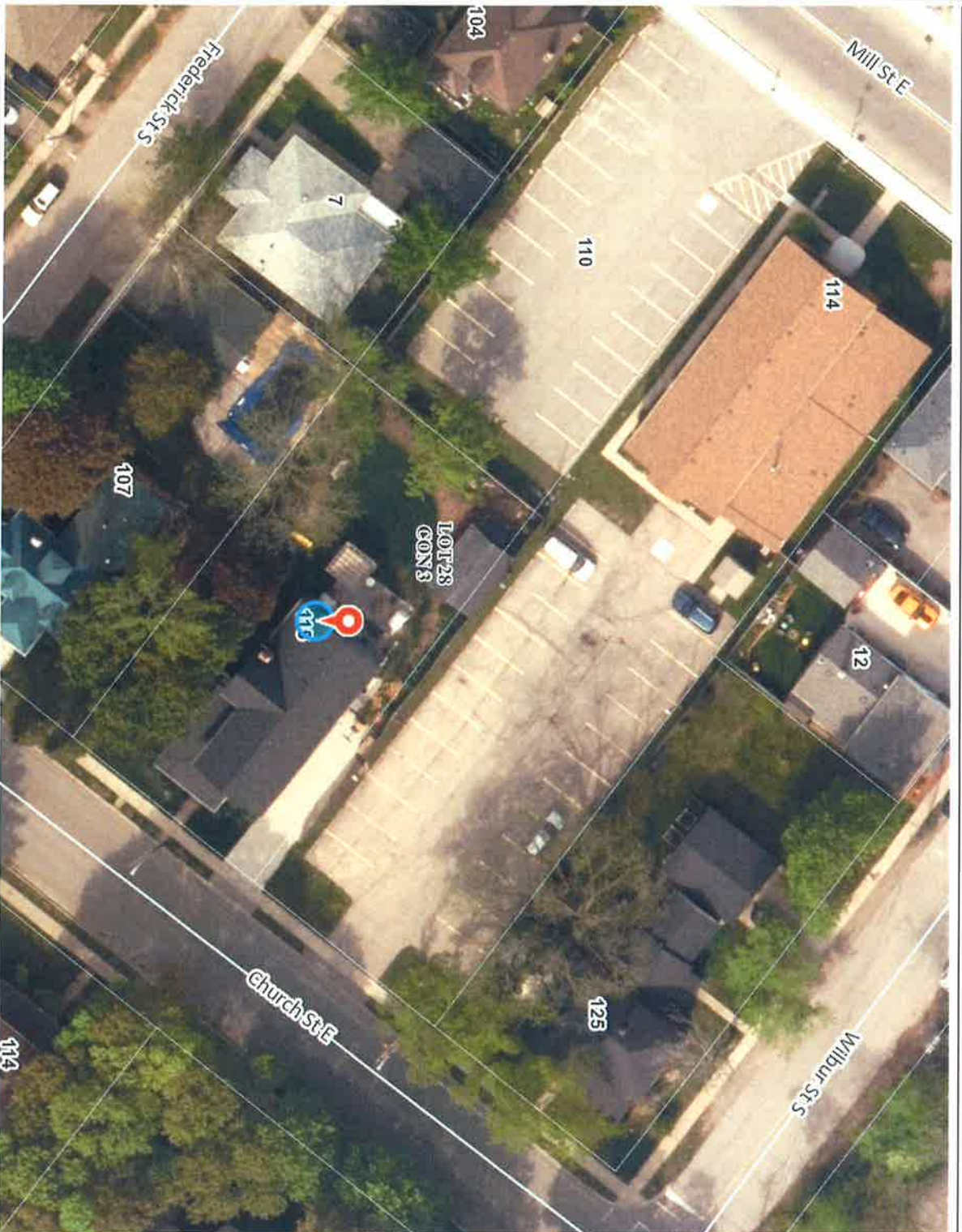
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Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer

Town of Halton Hills













Projection: NAD_1983_UTM_Zone_17N
 © The Corporation of The Town of Halton Hills

Scale: 1:500
 Date: 4/15/2019

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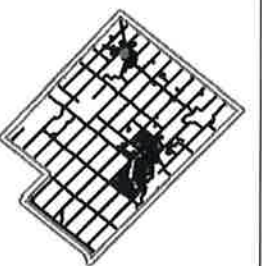


Legend

-  Town Boundary
-  Urban, Hamlet, Rural Area
-  Urban
-  Hamlet
-  Rural Cluster
-  Lot, Concession
-  Street
-  Railway
-  Parcel, Assessment
-  Waterbody

Notes

Town of Halton Hills



Legend

- Town Boundary
- Urban, Hamlet, Rural Area
- Urban
- Hamlet
- Rural Cluster
- Lot, Concession
- Railway
- Street
- Parcel, Ownership
- Waterbody

Notes

0 0.03 0.1 Kilometers

Projection: NAD_1983_UTM_Zone_17N
 © The Corporation of The Town of Halton Hills
 Scale: 1:1,000
 Date: 9/24/2018

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18-107440



APPLICATION FOR VARIANCE TO THE TOWN'S FENCE BY-LAW

1. Name (s) of Owner (s) ROBERT VANDERVECHT / MELINDA BROWN
Telephone/Fax Nos. 519 853-0137 (Hm) 647-549-8846 (Cell)
Mailing Address 115 CHURCH ST E, ACTON ONT L7J 1L2
Municipal Street Address as above
2. Name of Agent (if applicable) N/A
Telephone/Fax Nos. _____
Mailing Address vanderbrown@hotmail.com
3. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):
Municipal Street Address 115 CHURCH ST E, ACTON - Plan 31 BLK 10
LOT (s) _____ CONCESSION _____ LOT 39
ASSESSMENT ROLL# 2415 050 001 40600 0000
4. Indicate what section(s) of the by-law which you are seeking relief from: 4.2 → MAXIMUM
Height limitation of 7 feet
5. Nature and extent of relief applied for: (See Diagram) Request Allowance For 9 Ft.
INCREASED HEIGHT OF 66'ft long section of fence on NW side
of property. Desire to minimize impact of noise and light,
specifically the newly installed neon sign that flashes into upper &
lower floors of house. WE REQUEST AN INCREASE to 9 Feet maximum
6. Why is it not possible to comply with the provisions of the by-law?
Grading of Parking lot A slopes down & away from Hwy 7
and parking lot B. Approx 2Ft drop from Parking Lot B.

7. Dimensions of land affected:

Frontage 66' of property line - shared with SAL Army
Depth _____
Area _____
Street Width _____

8. Location of all buildings and structures on the subject land; specify distances from side, rear, front lot lines. Scaled drawing/survey, as per Town requirements, to form part of complete application.

Existing: GARAGE / HOUSE
EXISTING FENCE - Section to be replaced.

Proposed (if applicable): _____

8. Has the owner previously applied for a variance to the Town's fence by-law:

Yes _____ No X

If yes, describe briefly (including File# and date): _____


Signature of Applicant/Authorized Agent

ROBERT VANDERVECHT
Print Name



TOWN OF
HALTON HILLS
Working Together Working for You!

PERMISSION TO ENTER

File No.: _____

To: The Corporation of the Town of Halton Hills

I hereby authorize the members of the Halton Hills Community Affairs Committee, and members of staff to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

This is their authority for doing so.

LOCATION OF LAND: 115 CHURCH ST E, ACTON L7J1L2

SIGNATURE(S) _____

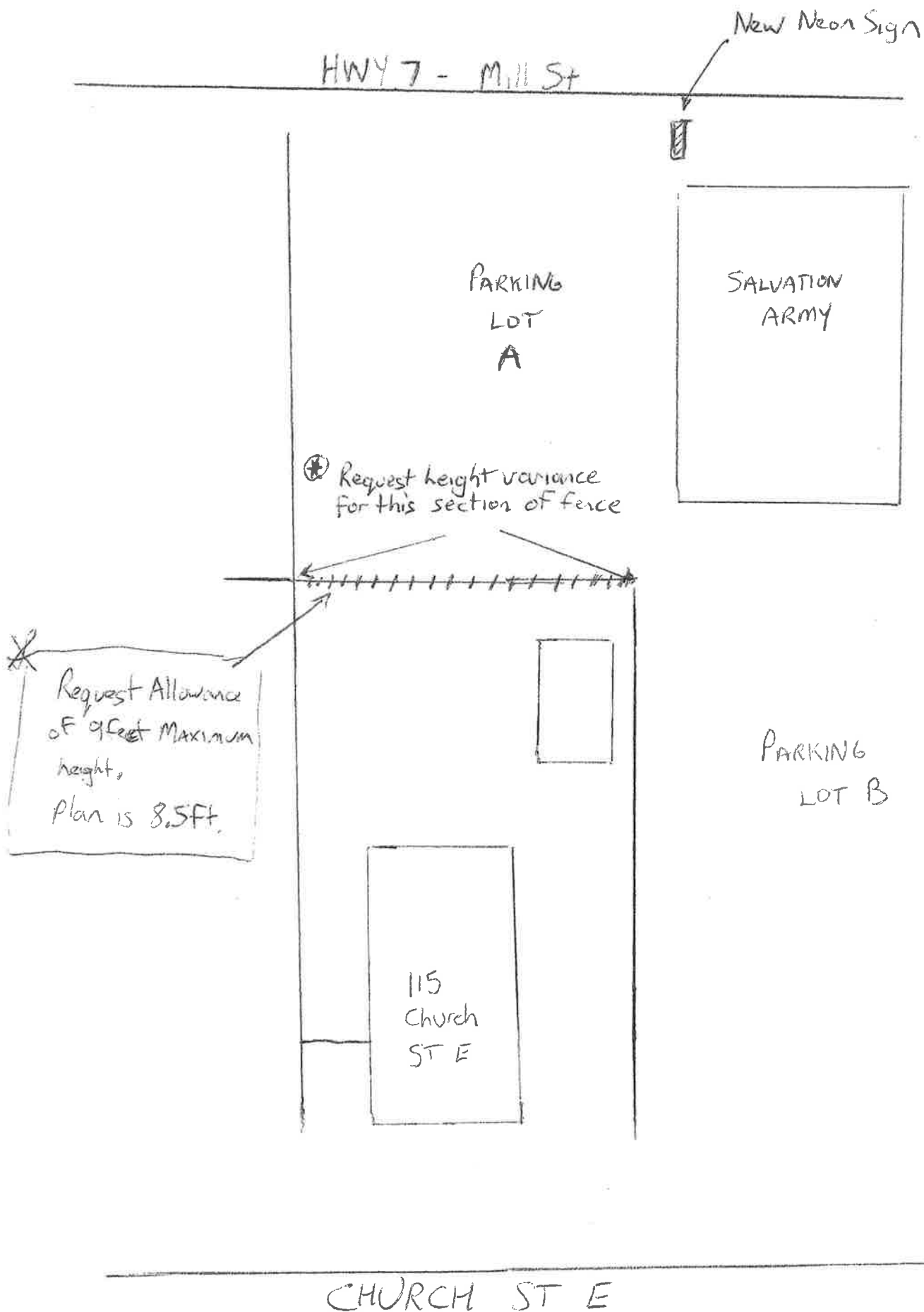
Owner or authorized agent

PRINT NAME: _____

ROBERT VANDERVECHT

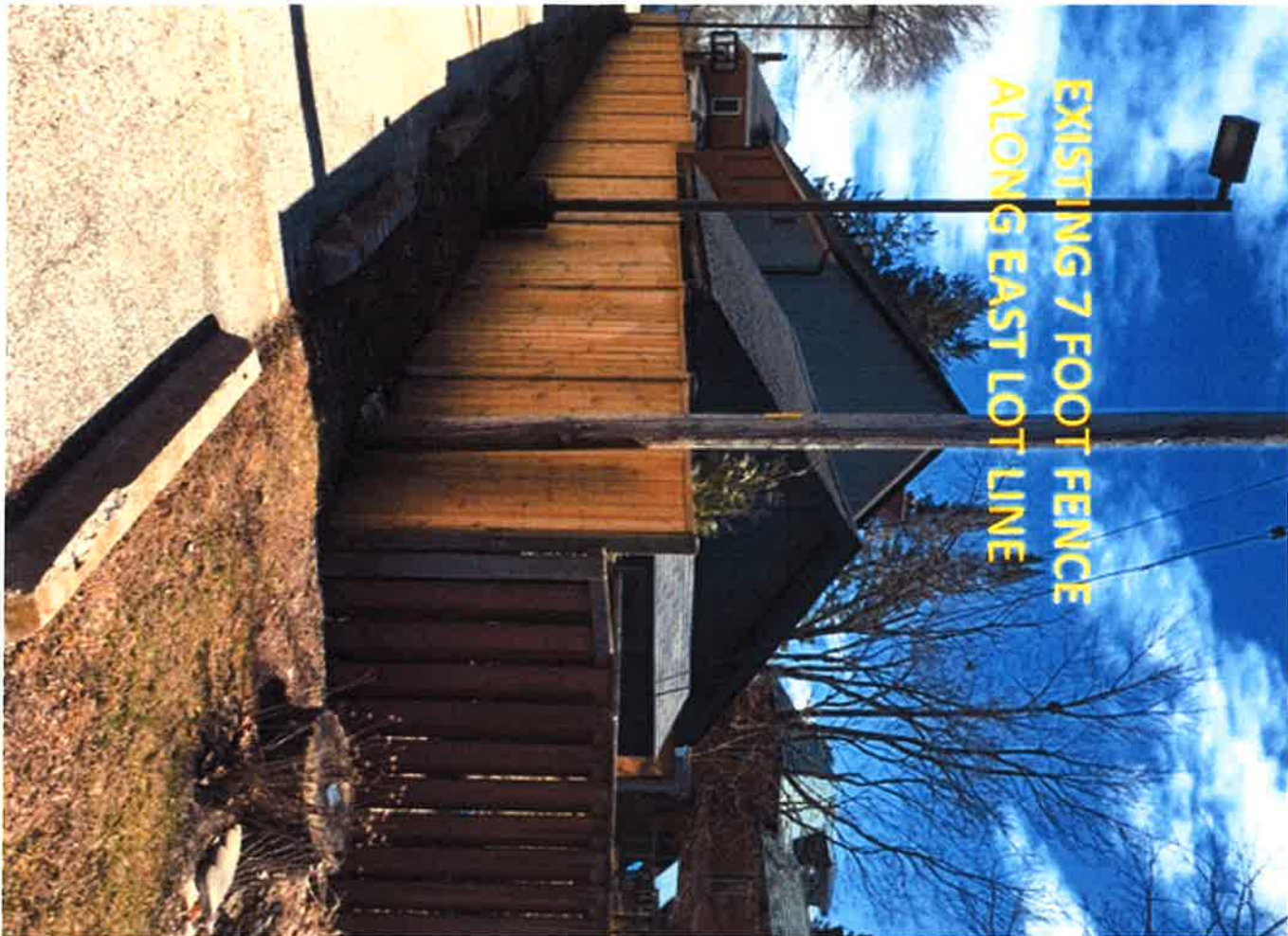
DATE: _____

Sept 4, 2018





EXISTING 7 FOOT FENCE
ALONG EAST LOT LINE



NORTH EAST CORNER OF
PROPERTY - VISIBLE
SLOPE OF APPROX 2
FEET



REPORT

REPORT TO: The Chair and Members of Community and Corporate Affairs Committee

REPORT FROM: Wendy O'Donnell, CPA, CGA, Deputy Treasurer/Manager of Revenue and Taxation

DATE: March 29, 2019

REPORT NO.: CORPSERV-2019-0024

RE: 2019 Final Property Tax Rates
File No.: F22/TA

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0024 dated March 29, 2019, regarding the 2019 Final Property Tax Rates, be received;

AND FURTHER THAT staff bring forward a by-law at the May 6, 2019 Council meeting authorizing Council to provide for Final Property Tax Rates for the 2019 taxation year;

AND FURTHER THAT installment due dates for the Final Property Tax Rate be set as June 26, 2019 and September 26, 2019;

AND FURTHER THAT installment due dates for those on the Monthly Pre-Authorized Tax Payment Plan for 2019 be set as June 26, July 29, August 28, September 26, October 29, 2019 and for 2020 be set as January 29, February 26, March 27, April 28 and May 27, 2020;

AND FURTHER THAT the payment of property taxes for (portions of) properties classed as farmland (FT) shall be due in full on September 26, 2019.

BACKGROUND:

On January 15, 2019 Council approved Report CORPSERV-2019-0002 dated December 10, 2018 (as amended) which established the Town's 2019 operating budget net for levy requirements as \$50,689,500.

Staff will bring forward a by-law at the May 6 Council meeting that provides for the levy of taxes for the 2019 taxation year as required under the authority of Section 312 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended (Municipal Act).

COMMENTS:

The final tax levy is calculated by multiplying the Town tax rates by the assessments for each of the respective property classes. The assessments used are those found in the December 2018 returned assessment roll as provided by the Municipal Property Assessment Corporation (MPAC) for the 2019 taxation year. The final tax bill amounts are then adjusted for any applicable:

- Credits or amounts outstanding
- Phase-in amounts calculated according to Bill 140 and the Municipal Act
- Capping and clawback adjustments based on the Region's program
- Amounts paid as part of the interim bills
- Other charges such as Business Improvement Area (BIA) levies

The final property tax bill due dates are the third last business day of the months of:

- June and September for those paying by cash, cheque, debit, through a mortgage company, on-line through a banking institution, on-line third party credit card provider or on the installment-based pre-authorized payment plan;
- June, July, August, September and October for those registered in the monthly pre-authorized payment plan.

At Council's direction, property taxes for properties classed as farmland (FT) were deferred until the final installment in September. These taxes will be due in full on the third last business day of that month being September 26, 2019. As far as can be determined, Halton Hills is the only Ontario municipality that supports their farming community in this significant way.

Establishing these due dates assists the Town in securing sufficient tax revenues to meet its payment obligations to the Region of Halton and the Boards of Education and to adequately provide services and fund the operation of Town facilities.

The Town provides a number of payment options to assist property tax payers to meet the Council-approved due dates:

- Pre-Authorized Payment - 10 installment monthly plan, due date plan
- Payments through mortgage companies
- Internet and telephone payment through banks
- Third party credit card on-line payment services
- Cash, debit and cheque/post-dated cheques

Under the provisions of the Municipal Act, tax bills must be issued no later than 21 days prior to the first installment due date. To meet this requirement, tax bills will have to be mailed no later than June 5, 2019. Also, legislation requires 10 days notification of withdrawal dates and amount for those on a pre-authorized payment plan.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following strategic objective:
Effective, efficient and economical delivery of the Town's existing services.

The establishment of the final tax rates allows for the collection of revenue to implement Council's budget decisions.

FINANCIAL IMPACT:

All recommendations are administrative in nature and do not have a financial impact.

CONSULTATION:

The 2019 final tax rates are a result of a considerable amount of work undertaken by staff from each of the area municipalities (Halton Hills, Oakville, Burlington, and Milton) in conjunction with Halton Region staff. Recommended changes to property tax policies are considered by the Area Treasurers and ultimately approved by Halton Regional Council.

PUBLIC ENGAGEMENT:

Not applicable

SUSTAINABILITY IMPLICATIONS:

The Sustainability Implications of the recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

COMMUNICATIONS:

Final property tax information is communicated to property owners in the following ways:

- A tax brochure is included with the final tax bill mailed out to property owners in June
- Property tax information is posted on the Town's website

CONCLUSION:

Through this report, staff recommends bringing forward a by-law at the May 6, 2019 Council meeting, authorizing Council to provide for Final Property Tax Rates for the 2019 taxation year.

The establishment of tax rates and due dates ensures the timely collection of revenues so that the Town may meet its payment obligations to the Region of Halton and the Boards of Education and deliver needed services to the community as per Council's budget decisions.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti". The signature is fluid and cursive, with the first name "Jane" and last name "Diamanti" clearly distinguishable.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is fluid and cursive, with the first name "Brent" and last name "Marshall" clearly distinguishable.

Brent Marshall, Chief Administrative Officer