

RESTRUCTURED

ALMONTE, PAKENHAM AND RAMSAY

PROPOSAL

February, 1997

RESTRUCTURING PROPOSAL FOR THE TOWN OF ALMONTE AND TOWNSHIPS OF PAKENHAM AND RAMSAY

Throughout this restructuring proposal, information notes are included in italics. These notes will not constitute a part of the Minister's Order but are included to assist in understanding the intent and expectations of the proposal.

1. EFFECTIVE DATE

The effective date of the proposal is January 1, 1998. The regular municipal election to be held in November, 1997, will be conducted on the basis of representation for the restructured municipality. The term of the previous councils, committees and boards will be extended until December 31, 1997.

2. DESCRIPTION OF THE PROPOSAL

The restructuring proposal amalgamates the Town of Almonte, the Townships of Pakenham and Ramsay into one lower tier municipality within the County of Lanark.

However, a review must be conducted and completed within the next 1997-2000 term of county council as to the services provided by and the feasibility of continuing the county tier of government. This review must be initiated by county council immediately and any recommendations acted upon expeditiously.

3. NAME AND STATUS

The restructured municipality will be called on an interim basis the Town of Almonte, Pakenham and Ramsay.

A new name for the newly restructured municipality shall be determined by the transition board prior to June 30, 1997 after public consultation. The Transition Board shall, by resolution, advise the Minister of Municipal Affairs and Housing regarding the new name of the municipality, to allow the Minister to amend the order.

The Town of Almonte, Townships of Pakenham and Ramsay will be a Town and will form part of the County of Lanark.

4. BOUNDARY DESCRIPTION

The boundary of the new Town of Almonte, Pakenham and Ramsay is the external boundaries of the former Town of Almonte and former Townships of Pakenham and Ramsay.

See Appendix 1

5. **REPRESENTATION**

a) **Local Council**

The Council of the new municipality will have eleven (11) members.

The head of Council will be the Mayor and will be elected at large from within the boundaries of the former Town of Almonte and the former Townships of Pakenham and Ramsay.

The remaining ten (10) members will be referred to as Councillors and will be elected by ward on the following basis: four (4) members from Almonte ward, two (2) members from Pakenham ward and four (4) members from Ramsay ward.

Each member of Council will have one vote.

County Councillors will be chosen from within the newly elected Council by its members.

b) **County Council**

The Town of Almonte, Pakenham and Ramsay will have 2 members on the Council of the County of Lanark who will have 2 votes each for a total of 4 votes, or such other proposals agreed to under the County Restructuring Plan.

c) **Wards**

There shall be three wards which will be comprised of and named as follows:

1. The ward of Almonte shall be comprised of the former Town of Almonte;
2. The ward of Pakenham shall be comprised of the former Township of Pakenham;
3. The ward of Ramsay shall be comprised of the former Township of Ramsay.

A map indicating ward boundaries shall be attached as Appendix 2.

d) **Election**

The 1997 municipal elections will be conducted as though the municipalities were already restructured.

The regular term of office of the councils of the Town of Almonte and Townships of Pakenham and Ramsay shall be extended to December 31, 1997. Similarly, the

term of County Council representatives from the Town of Almonte and Townships of Pakenham and Ramsay shall be extended until December 31, 1997.

The members elected in the 1997 municipal election shall take office on January 1, 1998, as prescribed by the Municipal Act in force at that time. The date of the first meeting of the new municipality shall be on or before January 15, 1998.

The returning officer for the November 1997 election shall be deemed to be the Clerk of the former Town of Almonte.

6. LOCAL BOARDS

All committees and local boards under the control of the councils of the former municipalities are dissolved on December 31, 1997. The Transition Board will review and make recommendations regarding all local boards and committees for reorganization within the framework of the new municipality.

Almonte Public Library Board
Board of Management for the Almonte-Ramsay Fire Department
Board of Management for the Almonte Business Improvement Area
Township of Pakenham Library Board

That the above noted boards be continued under the new municipal council.

Representation on Conservation Authorities

The new municipality shall continue to appoint a member to the Conservation Authority.

7. MUNICIPAL SERVICES

a) General

All current municipal services will become the responsibility of the new municipality. A Transition Committee will review the method of delivery of each current municipal service and make recommendations to the Transition Board concerning the appropriate organizational structure and service delivery model to be employed by the new municipality. The Committee will also make recommendations to the Transition Board concerning the appropriate mechanism to be employed to allow for efficient and effective operational reporting for each municipal service being delivered.

b) Policing

Currently the Town of Almonte is the only local municipality paying directly for

policing services. Costs for the provision of policing services will continue to be levied only upon the ratepayers of this area. The Ontario Provincial Police will continue to police the balance of the restructured municipality without contract or charge until such time as otherwise required. At such time as the province provides additional information and details regarding policing services in Ontario, the issue will be reviewed by the Transition Committee.

c) Fire

All existing fire agreements with other municipalities not party to this proposal, will be continued.

Mutual Aid Fire Agreement with the Township of West Carleton
Mutual Aid Fire Agreement with the Town of Arnprior

d) Waste Management

The new municipality shall continue to provide waste management services as are presently being provided.

8. **FINANCIAL SERVICES**

a) Taxes

Any unpaid realty and business taxes, charges, or rates levied by the former municipalities under any legislation prior to restructuring shall be payable to the new municipality and may be collected in the same manner as if they had been imposed by the new municipality.

Tax sales currently in process in the former municipalities and not completed by the effective date of restructuring, will be deemed to be tax sales in process of the new municipality.

Tax Increase Phase-ins - Any municipal tax increase that would occur solely as a result of the incorporation of the new municipality and its boards shall be limited to a maximum of three percent per year of the real property tax bill in each year from 1998 to 2002 inclusive.

If the full increase in the amount of municipal taxes referred to above has not been fully implemented in 2002 any outstanding amount will be added to the tax bill in 2003.

Financing the Tax Phase-Ins - The three percent limitation on municipal tax increases referred to above will be financed by reducing tax decreases that would

occur solely as a result of the restructuring in order to finance the limitation. Additional funds if required will be from the General Revenue fund.

b) Reserve and Reserve Funds

The Transition Board shall deal with the contributions of the former municipalities to reserves for working funds and reserves for capital of the new municipality. the contributions will be made on a pro-rata basis of taxable assessment.

c) Area Rating

Tax impacts due to differences in excess reserves and reserve funds, municipal fund balances and debt, will be rated back to the ratepayers of the former municipalities. This will result in a special mill rate in the municipality that originally incurred the debt until it is retired and until the differences outlined above are eliminated.

Differences in the provision of water and sewer, policing and waste management services area will be rated back to the area of the new municipality receiving the service.

Surpluses/deficits as of December 31, 1997 of the former municipalities will be adjusted to the reserves of the three former municipalities.

Each municipality agrees to continue to operate in a responsible manner, ensuring that services are provided within the framework of its annual operating budget and that the disposal of assets and/or the incurrence of liabilities will adhere to the municipality's annual capital program in order to ensure that the municipality's net financial position is not jeopardized. Municipalities further agree to communicate openly with each other regarding all financial matters as they work toward the implementation of restructuring.

9. **MUNICIPAL BY-LAWS**

Zoning By-laws that were adopted under the Planning Act and any official plan of the former municipalities approved under the Planning Act, shall remain in force until amended or repealed.

By-laws or resolutions of the former municipalities that cannot be lawfully repealed by a former municipality prior to restructuring remain in force (i.e. by-laws to authorize payment of debt).

All by-laws of the former municipalities and their local boards will become by-laws of the new municipality and its local boards, and remain in effect for five (5) years or until

they are repealed, amended or confirmed by the Council of the new municipality.

If a former municipality commenced procedures to enact a by-law under the Planning Act, or adopt an Official Plan or amendment, the Council of the new municipality will continue the process.

10. **TRANSITION BOARD**

No later than thirty (30) days after the Minister of Municipal Affairs and Housing acknowledges receipt of a complete restructuring proposal in writing, a Transition Board will be struck.

a) **Transition Board**

Transition Board will be comprised of all members of the participating municipal councils and will be the Authoritative Body to process recommendations put forward by the Transition Committee. The heads of Council will be the designated signing authority for the Transition Board.

b) **Transition Committee**

All heads of Council and one member from each of the participating municipalities shall be appointed as members of the Transition Committee and it will play an advisory role to the Transition Board. (6 members total)

The Transition Committee will work on a consensus basis and if not possible, by a majority vote.

The Transition Board will establish a transition protocol providing for procedures for the placement of existing employees in identified available positions in the municipality and establishing entitlements for lay off, severance and displaced employees.

The protocol will recognize the service of all existing employees, recognize that all employees are qualified and capable of performing the duties and responsibilities of the position which they currently hold, provide for an appropriate selection process for available positions, establish early exit or early retirement inducements and establish a termination package for displaced employees. As a guiding principle to negotiations, all employees in all municipalities should be treated as consistently as possible.

There will be no external hiring until January 1st., 1998. Thus allowing all existing employees to have had the opportunity for placement.

The Transition Board will decide:

- The name of the new municipality;
- Establish organizational structures, administrative and management systems, positions, preliminary job definitions, job descriptions, policies, by-laws, budgets and other documents for the new municipality;
- Establish and implement ongoing communications for employees and the public;
- Determine the location of the public works and administrative work sites for the interim operation of the new municipality;
- Review and make decisions regarding contributions to the new municipality's reserve for working funds and the capital reserve by the former municipalities;
- Offer employees of the former municipalities employment with the new municipality and this may include appointments to the new municipality, inducements to terminate employment, severance allowances, training assistance, or such other benefits as are necessary to fill the positions in the new municipality or to meet the requirements of the budget of the new municipality for 1998;
- May give notices of layoffs or provide for severance or compensation in lieu of notice or both notice and compensation as required;
- Establish mechanisms for identifying, selecting and appointing employees to the new municipality;
- Ensure that employees of the former municipalities have the opportunity for appointments to positions with the new municipality and its local boards;
- Establish uniform policies relating to offers of employment or termination of employment, and ensure their fair application.
- Ability to spend money for purposes related to transitional matters. The costs will be prorated back to each individual municipality on the basis of taxable assessment.
- The approval of all agreements on behalf of the participating municipalities that extend beyond December 31, 1997.

11. **TRANSITIONAL ISSUES**

All assets, liabilities, debts and obligations including employees, of the former municipalities and local boards become the assets, liabilities, rights and obligations of the new municipality and its local boards.

If any dispute arises, the municipalities agree that, where they are unable to reach an agreement with respect to matters set out in this proposal or with respect to the interpretation of any part of this proposal, the parties will contract for a mediator to assist them in resolving such matters.

If the municipalities are unable to reach an agreement with respect to matters set out herein through the mediation process, any one of the parties may:

- a) refer the matter in dispute to an arbitrator, whose decision shall be final. The appointment of the arbitrator and the conduct of the arbitration will be governed by the Arbitration Act, or
- b) defer the matter to the new council of the new municipality for resolution.

Costs related to mediation and/or arbitration will be paid for equally among the three former municipalities.

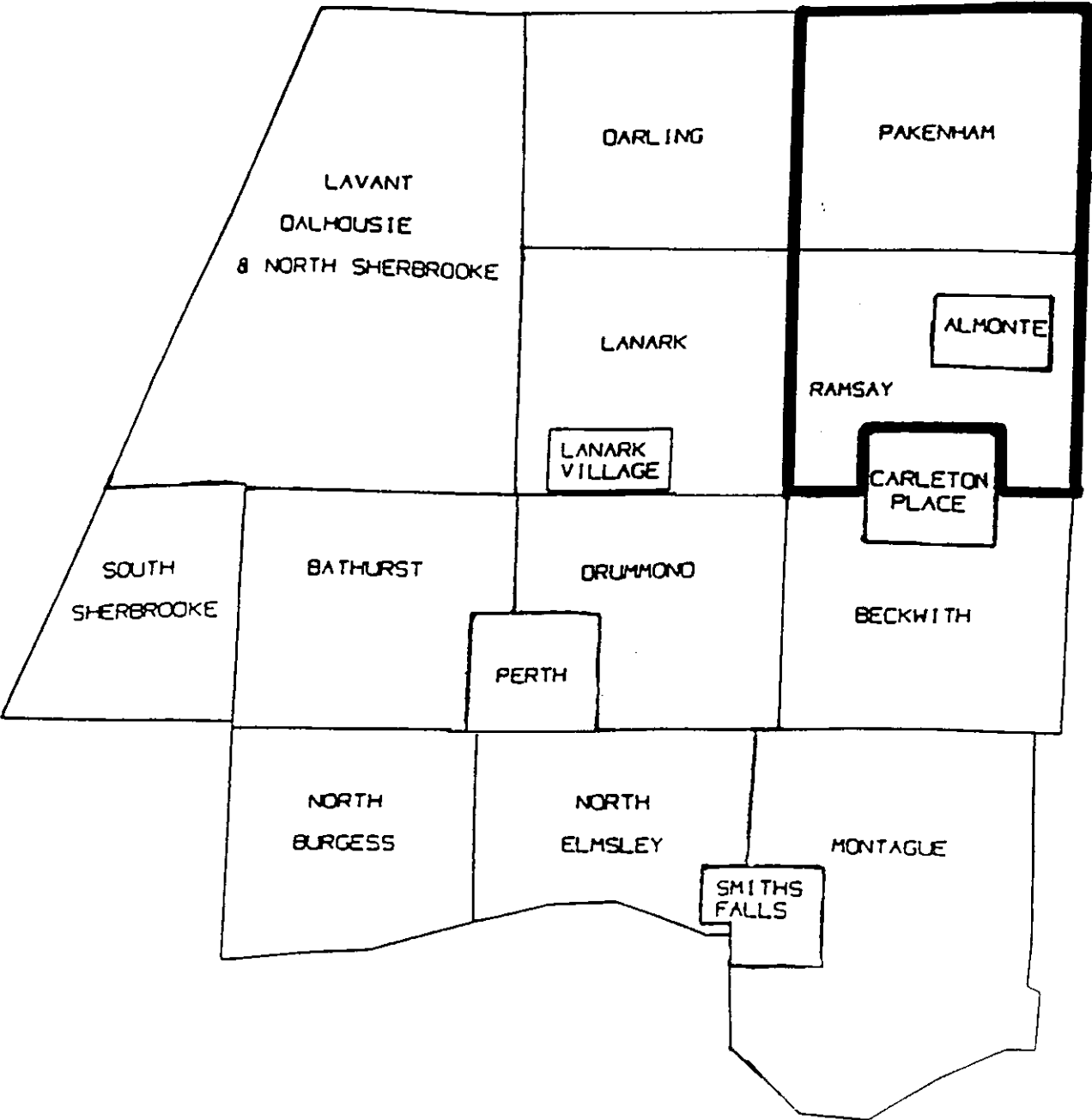
Appendices to this Restructuring Proposal

1. Map and description outlining the new Town of Almonte, Pakenham and Ramsay;
2. Map and description detailing new ward boundaries for the Town of Almonte, Pakenham and Ramsay.
3. Certified copies of resolutions/by-laws indicating support for the restructuring proposal.

RESTRUCTURED ALMONTE, PAKENHAM AND RAMSAY PROPOSAL

APPENDIX 1

EXTERNAL BOUNDARIES

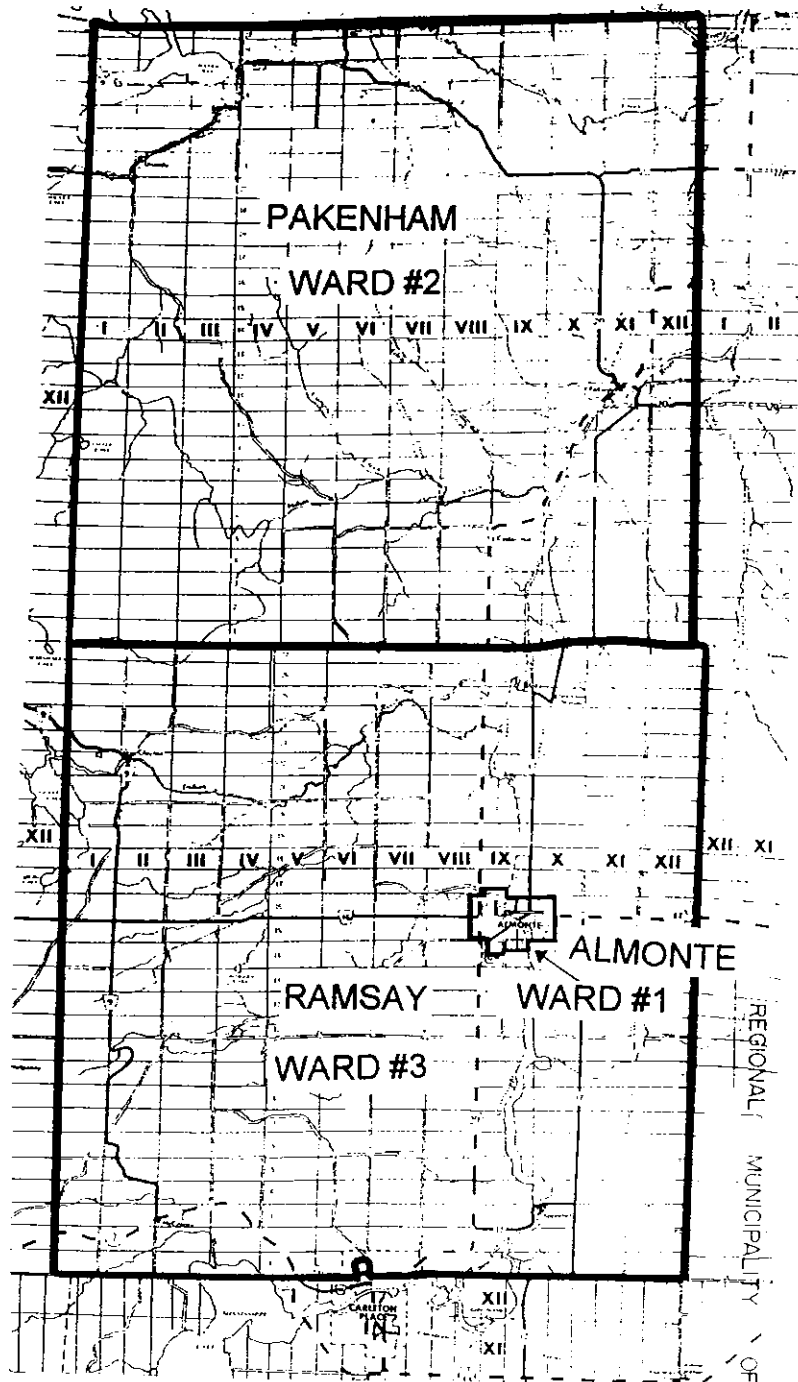


EXTERNAL BOUNDARIES

RESTRUCTURED ALMONTE, PAKENHAM AND RAMSAY PROPOSAL

APPENDIX 2

ELECTORAL BOUNDARIES



Ward #1 shall be comprised of the former Town of Almonte

Ward #2 shall be comprised of the former Township of Pakenham

Ward #3 shall be comprised of the former Township of Ramsay