

TOP AGGREGATE PRODUCING MUNICIPALITIES OF ONTARIO [TAPMO]

ANNUAL GENERAL MEETING AGENDA

Sunday August 15th , 2021 1:00 pm
Virtual Meeting – Online Registration Required

Due to the COVID-19 pandemic and the recommendations of the Province of Ontario to exercise physical distancing / public gathering thresholds, the 2021 Annual General Meeting (AGM) of TAPMO is being held by video conference / teleconference. Member municipalities of TAPMO may watch and/or participate in this open meeting electronically as follows:

1. **Please register** and submit the request in writing to the Township of North Dumfries **before 12 noon on Thursday August 12th**. Please contact Denise Donald at ddonald@northdumfries.ca. A link and/or telephone number will be provided to those who register before the registration deadline so that you can participate in the AGM.

Presiding Official: Chair Sue Foxtton,
Mayor of the Township of North Dumfries

1. **Call to Order – Welcome & Introductions**
2. **Business Items**
 - 2.1 **Delegations / Presentations**
 - 2.1.1 **Michael Diamond, Principal
Upstream Strategy Group**

Upstream Strategy Group, lead by Michael Diamond, was retained by the TAPMO Executive to provide public relations / registered lobbyist to gain access into the Provincial Government. The purpose of this endeavour was to raise the profile of TAPMO with the Provincial Government, and, to secure meetings with key Provincial Ministers, MPPs and senior levels of the Government so that key issues or matters of concern to TAPMO could be discussed.

Michael Diamond will be present to share his overview of the workplan and highlight key deliverables and outcomes during his term working on behalf of TAPMO.

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2.1.2 Update: TAPMO Workplan

Chair Sue Foxtan will provide an update and overview of the 2020/21 workplan. A copy of the current Workplan (as presented at the August 2020 AGM) is attached for reference purposes.

2.1.3 2020 Year End Financial Accounts

The Township of North Dumfries Treasurer, Christina Brox, will present the 2020 Year End Financial Accounts and the status of Accounts to July 1st, 2021. The Document is attached to this Agenda.

Following the presentation and any questions, a Resolution will be put to the membership to received the 2020 Year End Financial Accounts and the status of Accounts to July 1st, 2021.

The draft Resolution is:

That the 2020 Year End Financial Accounts and the status of Accounts to July 1st, 2021 as presented be received.

**2.1.4 April to August 2021 – Financial Account Expenditures / Revenue Overview
Public Relations / Lobbyist Professional Services**

The Township of North Dumfries Treasurer, Christina Brox, will present the 2021 Account Expenditure / Revenue Financial Accounts to retain the services of Upstream Strategy Group for the period of April to August 2021. A copy of the Document is attached to this Agenda. The revenue stream was a voluntary payment made by member municipalities to offset the cost associated with this new venture to retain outside professional services. The duration of Upstream's professional services aligned to the revenues received from the voluntary payment.

The draft Resolution is:

That the 2021 Financial Accounts Expenditures / Revenue Overview for Public Relations / Lobbyist Professional Services for the period extending from April to August 2021 as presented be received.

2.2 Discussion: Continuation of Public Relations / Lobbying Initiative

The TAPMO Executive is seeking support to add as a new expenditure a retainer to hire a Public Relations / Lobbyist to represent TAPMO in liaison with the Provincial Government. The objective is provide a consistent presence to ensure that the issues and concerns of TAPMO remain front and centre with the Government.

The draft Resolution is as follows:

Whereas TAPMO has had success accessing MPPs to advocate on behalf of member municipalities for increased aggregate property taxes;

Therefore be it resolved that TAPMO adopt a new sustainable fee structure for members to cover the ongoing costs of lobbying the provincial government on behalf of municipal members.

The professional services fee paid to Upstream Strategy Group was the equivalent of \$8,000 per month plus HST. It is assumed that a minimum 5 month campaign would be required annually with an estimated budget of \$45,200

The Draft 2021/22 Budget for TAPMO as set out in Section 3.2 of the Agenda **does not** account for the Public Relations / Lobbying initiative as discussed in this Section.

2.3 Temporary Change to Sections 5.3, 5.4 & 7.5 Terms of Reference of TAPMO Voting Procedures for Chair, Vice-Chair & Executive Members

Please refer to Sections 5.3, 5.4 & 7.5 of the Terms of Reference for TAPMO which is attached to this Agenda.

Sections 5.3, 5.4 and 7.5 refer to a “ballot” to elect the Chair, Vice Chair & Executive Members. As this is a virtual meeting it is problematic to vote for these positions with a ballot. It is requested that for the purposes of electing a new Chair, Vice-Chair and Executive Members for the next Term of Office for TAPMO that an open vote of one representative for each member municipality be permitted at the August 15, 2021 AGM. 2/3 of the member municipalities present at the AGM are required to endorse this temporary change to the Terms of Reference for it to be placed into effect.

The draft Resolution is as follows:

That for the purposes of the 2021 AGM and the election of the next Term of Office for the positions of Chair, Vice-Chair and Executive Members, that Sections 5.3, 5.4 and 7.5 of the Terms of Reference for TAPMO be modified in so far as “ballot” be modified

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to allow for a show of hands in open through the virtual meeting by one representative of each member municipality present at the meeting.

2.4 Election of the Chair, Vice-Chair and Executive Members

The Secretary-Treasurer, Andrew McNeely, Chief Administrative Officer, Township of North Dumfries, will call upon nominations for the following positions:

Chair
Vice-Chair
Executive Committee Members:

At-Large (up to 2 to be elected)
Eastern District
Greater Toronto Hamilton Area / Niagara District
Southwest District
Central District
Northern District

The geographic boundaries for the districts across Ontario are included in this Agenda package.

Each nominee will be provided the opportunity to speak to the membership at the AGM prior to the vote.

On the assumption that the Resolution encompassed in Agenda Item 2.3 is adopted, the Secretary Treasurer will then call for an open vote by the showing of hands with one member from each member municipality eligible to participate in the vote.

If there are no nominees for a category the position will remain vacant until the TAPMO Winter Meeting at ROMA.

If there is only one nominee for a category then the position will be acclaimed.

At the conclusion of the voting process the meeting will be turned over to the newly elected Chair.

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3. New and Other Business

3.1 Revisit the 2020/21 Workplan

Discussion: Are there any new items or changes required to the current workplan? Is there a consensus that the workplan continue forward as presented through to the January 2022 Winter Meeting of TAPMO at the ROMA Conference?

3.2 Consideration of the Draft TAPMO Budget - 2021/22

The draft 2021/22 Budget is attached for reference purposes. The Draft Budget proposes a fee from member municipalities of \$250 for the 2021 / 22 time period. If adopted, invoices would be sent out in September 2021.

The draft Budget does not account for the Public Relations / Lobbyist expenditure or program discussed as part of Agenda Item 2.2

A Resolution will be required to approved the draft Budget for the 2021 / 22 time period, and, the membership fee for the 2021 / 22 time period.

4. Adjourn

Next Meeting: TAPMO Winter Meeting [to be confirmed]
2022 ROMA Conference
Sunday January 23rd , 2022

TAPMO

MEMORANDUM

To: Member Municipalities

Re: **Item 3.1 TAPMO AGM Agenda**
Establishing a Workplan August 2021 to January 2022

Date: August 15th, 2021

The workplan laid out below was adopted at the TAPMO AGM in August 2020. The intent of the workplan was to focus the time, effort and accountability of reporting back to the Member Municipalities of TAPMO.

The suggested Workplan for TAPMO through to January 2022 is as follows:

A. Provincial

1. Continued meetings and liaison with the Ministry of Natural Resources & Forestry, and specifically the Minister's Office, with the objective of raising the profile of TAPMO and advocating for programs, policies and/or regulations that are responsive to the needs and perspective of area Municipalities. Where applicable, other Provincial Ministries would be included in the meetings / liaison.
2. Support the work underway in Wellington County as it pertains to the methodology to be deployed for the assessment valuation of aggregate sites. A fair and equitable assessment program to be developed.

B. OSSGA

1. Continued meetings and liaison with the Ontario Stone, Sand & Gravel Association (OSSGA), with the objective of raising the profile of TAPMO and advocating for programs, policies and/or regulations that are responsive to the needs and perspective of area Municipalities. Where possible, promote opportunities for joint submissions, programs, case studies,

C. Initiatives / Programs

1. MNRF representation at the Planning stage of aggregate applications and more effectively interface the parallel processes of the review / approval of Licenses under the *Aggregate Resources Act* and the *Planning Act* applications

**Proposed TAPMO 2021 /2022 Workplan
August 15th, 2021**

associated with Official Plan Amendments / Zoning By-law Amendments.
Seamless integration of Provincial and Local Municipal functions is the intent.

2. Working in consultation with the OSSGA and the Ministry, develop streamlined process for the approval / expansion of aggregate applications occurring above the water table.
3. Develop a mutually (TAPMO, OSSGA and Municipality) agreed upon set of 'experts' to prepare technical studies (ie: traffic, noise & dust, environmental, hydrogeology & hydrology, etc) and avoid the need for duplicating 'peer' review studies. The objective is to focus time and effort on the preparation of complete studies and avoid additional costs and time delays. The Municipality and the aggregate applicant would agree on Terms of Reference for the studies which would then establish the work plan / scope of work and analysis to be completed by the selected consultant.
4. Establish a more robust process that provides a consistent interpretation of:
 - i) what triggers an amendment to an approved License / Site Plan;
 - ii) clarification of what constitutes a major vs minor amendment to a License / Site Plan and associated Notice provisions;
 - iii) how to identify and regulate haul routes; capital road improvements to haul routes; and, the issue of haul routes on or adjacent to Municipal boundaries that may affect two or more Municipalities
5. A review and analysis of any further adjustments to the aggregate levy that are transferred to Municipalities on a per tonne basis from aggregate operators.
6. The ability for Local Municipal by-law enforcement officers to regulate/enforce Provincial laws or conditions on Licenses with respect to aggregate operations, haul routes, etc. Identify Municipalities that may be interested in participating in this pilot project and then make a submission to the Minister of Natural Resources & Forestry.
7. A review, utilizing municipal staff resources, to assess land use policy options for end of use aggregate sites where extraction below the water table operations were permitted. The objective of this review and analysis is to identify broader land use opportunities to grow the assessment base in recognition that agricultural opportunities are likely not practical on properties where below the water table extraction occurred.

**TAPMO (TOP AGGREGATE PRODUCING MUNICIPALITIES OF ONTARIO
2019/ 2020 BUDGET (Two Year Budget)**

	BUDGET 2019/2020	Financials 2019 To December 31, 2020	Interim Financials January 1, 2021 To July 1 2021
REVENUES			
Membership Fees - Member Municipalities	(\$3,900.00)	(\$6,500.00)	(\$750.00)
2019 / 2020 Joint OSSGA / TAPMO Summit Registration Fee	(\$3,000.00)		
OSSGA Contribution to 2019 / 2020 Joint OSSGA / TAPMO Summit	(\$250.00)		
Interest Earned on Bank Account	\$0.00	(\$273.44)	(\$58.71)
Total Revenues	<u>(\$7,150.00)</u>	<u>(\$6,773.44)</u>	<u>(\$808.71)</u>
EXPENDITURES			
Office Supplies/ Printing/ Postage/ Courier/ Photocopying	\$405.00	\$ 82.43	
Mileage / Transportation Reimbursement- Chair, Vice-Chair & Executive	\$1,000.00	\$ 143.65	
Public Relations	\$150.00		
Advertising / Promotion	\$100.00		
Conference / Workshop Registration Fees - Chair, Vice-Chair, Executive	\$700.00		
Video Conference Calls	\$325.00		
Email Account Reimbursement	\$100.00		
Winter TAPMO Meeting @ ROMA - Audio Visual, Room & Logistics	\$2,200.00	\$ 1,837.27	
TAPMO AGM @ AMO - Audio Visual, Room & Logistics	\$1,450.00	\$ 291.87	
OSSGA / TAPMO Working Group Meetings - Logistics	\$750.00		
2019 / 2020 Joint OSSGA / TAPMO Summit	\$3,500.00		
Total Expenditures	<u>\$10,680.00</u>	<u>\$2,355.22</u>	<u>\$0.00</u>
NET BUDGET (SURPLUS)/ DEFICIT	<u>\$3,530.00</u>	<u>(\$4,418.22)</u>	<u>(\$808.71)</u>
TAPMO			
BANK BALANCE			
January 1, 2019 Opening Balance		\$8,022.75	
Transactions to Dec 31, 2020		<u>\$4,418.22</u>	
Year End Bank Account Balance		<u>\$12,440.97</u>	\$12,440.97
Transactions to July 1, 2021			<u>\$808.71</u>
BANK BALANCE, July 1, 2021			<u>\$13,249.68</u>

**TAPMO (TOP AGGREGATE PRODUCING MUNICIPALITIES OF ONTARIO)
2021 - Statement of Public Relations Project**

2021

REVENUES

Membership Contributions (\$36,700.00)

Total Revenues **(\$36,700.00)**

EXPENDITURES

Professional Fees \$36,160.00

Total Expenditures **\$36,160.00**

NET BUDGET (SURPLUS)/ DEFICIT **(\$540.00)**

TAPMO (TOP AGGREGATE PRODUCING MUNICIPALITIES OF ONTARIO)
2021 / 2022 BUDGET (Two Year Budget)

DRAFT BUDGET
2021/2022

REVENUES

Membership Fees - Member Municipalities	(\$4,500.00)
Interest Earned on Bank Account	\$0.00
Total Revenues	<u>(\$4,500.00)</u>

EXPENDITURES

Office Supplies/ Printing/ Postage/ Courier/ Photocopying	\$350.00
Mileage / Transportation Reimbursement- Chair, Vice-Chair & Executive	\$750.00
Public Relations	\$300.00
Advertising / Promotion	\$100.00
Conference / Workshop Registration Fees - Chair, Vice-Chair, Executive	\$700.00
Video Conference Calls	\$325.00
Email Account Reimbursement	\$100.00
Winter TAPMO Meeting @ ROMA - Audio Visual, Room & Logistics	\$2,200.00
TAPMO AGM @ AMO - Audio Visual, Room & Logistics	\$2,200.00
OSSGA / TAPMO Working Group Meetings - Logistics	\$750.00
Total Expenditures	<u>\$7,775.00</u>

NET BUDGET (SURPLUS)/ DEFICIT **\$3,275.00**

TAPMO
BANK BALANCE

2020 Year End Bank Account Balance	\$12,440.97
Transactions to July 1, 2021	<u>(\$808.71)</u>
2021 Year To Date Bank Account Balance (July 1, 2021)	<u><u>\$13,249.68</u></u>