

## Minutes - Finance and Administration Committee



**MEETING DATE:** May 5, 2009, 2:00 pm  
**LOCATION:** The Blue Mountains Committee Room  
**PREPARED BY:** Stephen Keast, Clerk

### A. Call to Order

Chair Gamble called the meeting to order with all members in attendance.

Also in attendance was Director of Financial and Information Services Rob Cummings, Deputy Treasurer Elizabeth Thompson, Manager of Revenue Ruth Prince and Communications and Economic Development Coordinator Lisa Kidd and.

The Committee then dealt with the following Resolution:

Moved by: John McGee                      Seconded by: John McKean

THAT the Agenda of May 5, 2009 be approved as circulated, including any items added to the Agenda, unanimous, unanimously Carried.

No member present declared a potential pecuniary Interest with any matter as listed on the Agenda

The Committee then dealt with the following Resolution:

Moved by: John McKean                      Seconded by: John McGee

THAT the minutes of March 17, 2009 be approved as circulated, including any revisions to be made, unanimous, unanimously Carried.

### B. Deputations / Presentations

1. Eric James, Beaver Valley Concert Society, Reconsideration of grant funding request

Eric James and Roland Gosselin of the Beaver Valley Concert Society, were then in attendance with a request the Committee reconsider a previous application for grant funding that was not recommended by the Committee.

Eric noted the Society's mandate was to bring classical music to the area and this is the 20<sup>th</sup> year of operation, the Society relying on subscriptions and donations as a charitable foundation.

Roland then noted the Society organizes four concerts a year and each event attracts 70 to 100 people.

Eric then noted the Society is attempting to attract a younger group to support their efforts, noting all concerts are held in the Grace United Church in Thornbury.

Eric further noted as a twentieth anniversary celebration the Society is proposing to stage an opera company in concert with an estimated cost of \$5,000.00, including talent, travel and accommodation fees, close to double the cost of an average concert, which is the reason for seeking grant funding for support.

Councillor McGee then clarified the Society held events in the Thornbury-Clarksburg area only, Roland replying yes.

Chair Gamble then noted the Committee considers all requests for grant and donation funding and this year there was simply less funds available but the Committee would consider the Society's funding request further.

Communications and Economic Development Coordinator Lisa Kidd then noted there were 30 Grant and Donations Program applications totalling \$173,307.50 in 2009, with the 2009 Budget set at \$85,000.00.

Councillor McGee noted the total requested amount was \$5,000.00 and there is not a lot of money around and questioned if there was a lesser amount that would be acceptable, Eric noting any amount would be greatly appreciated and the Society is always seeking new members and donations.

John asked Lisa if the Society could be highlighted on the new Town web portal, Lisa replying Society functions could be added to the portal.

Eric then noted Linda Wykes has also added Society events on Chamber of Commerce flyers, adding any support would be appreciated.

Eric and Roland then thanked the Committee and retired from the meeting.

## **C. Staff Reports**

### **C.1 Monthly Financial Reports – March, 2009, FIS.09.23**

Deputy Treasurer Liz Thompson then reviewed the Flash Reports, noting there would be no revenue shown from supplemental taxes until June or July given the late MPAC run in 2008.

Liz then noted interest income is up at present with some general funds in a cashable GIC at 3%, due in December 2010.



Moved by: John McGee

Seconded by: Michael Martin

THAT Council receive Staff Report FIS.09.25, "2009 Final Property Tax Due Dates" for information purposes;

AND THAT Council enact the 2009 Tax Rate By-law with final tax instalment due dates of August 26, 2009 and October 28, 2009.

In speaking to the Motion, Chair Gamble questioned if a penalty would apply for payment one day after the due date with an additional penalty if payment was not received on the first day of the next month, Ruth clarifying a single penalty only would apply if payment was not received by the first day of the next month.

The Committee then voted on the Recommendation, unanimously Carried.

Capital Accountant Darcy Chapman then attended the meeting.

### **C.3 2009 Tax Policy – County of Grey, FIS.09.19**

Ruth then reviewed the Report, noting the County is utilizing new capping tools that exclude certain properties from capping once Current Value Assessment is reached or exceeded.

Councillor McGee then requested clarification on tax relief for low income seniors and disabled persons, Liz noting it is a Grey County program of tax deferral until sale.

Chair Gamble then requested a summary sheet of the County Budget showing levy amounts assessed to member municipalities, Rob to provide the summary to the Committee.

The Committee then dealt with the following Recommendation:

Moved by: John McKean

Seconded by: John McGee

THAT Council receive Staff Report FIS.09.19 "2009 Tax Policy – County of Grey" for information purposes, unanimously Carried.

### **C.4 Recommended 2008 Year-end Transfers, FIS.09.27**

Darcy then reviewed the Report, noting it is an annual Report prepared for the auditors following year-end, showing budgeted transfers to and from reserves for certain projects.

Councillor McGee then requested clarification of projects and transfers, Darcy noting funds are recommended for transfer from development charge reserves for DC eligible projects, tax-related reserves for tax based projects and user fee



Rob then noted the cash balance has reduced approximately \$2,000,000.00 since 2007 with temporary investments up \$4,000,000.00 due to short term investments and grants.

Rob then noted tax receivables were up \$1,200,000.00 although the MPAC supplementary taxes were not booked until December 2008, tax receivables still at 90% which is considered acceptable, with total Town financial assets of \$37,1432,824.00. Rob then reviewed Town liabilities, resulting in net assets of \$15,473,523.00.

Rob then reviewed 2008 Revenue, Expenditures and Transfers, resulting in a deficit amount at present of \$273,472.00 for the year.

Councillor McGee then questioned Current Funds at the beginning and end of year, Rob noting the year-end situation is carried over to the next year as a form of running score card.

Councillor Martin then questioned if the Town has a firm handle on development charges and which parties owe payments to others in terms of up-fronting the cost of works, Rob noting the capital accountant tracks the charges and projects and funding releases for pay-back of up-fronted costs are based on works completed.

Chair Gamble then questioned Capital Fund Operations, Rob noting the 2008 Actual expenditures are lower than Budget because the Town just did not complete some projects that were approved.

Councillor McGee then noted it was determined in 2009 that we would track project management to ensure timelines, Rob noting the Senior Management Team now tracks project management and reviews status each month.

Michael then noted if a 2009 project was scheduled in May or June and if not initiated until July or August, Council should be informed, Councillor McKean concurring that would be an effective tool to keep the public informed.

Rob then noted the gap between capital budgeting and expenditure is reducing versus past years.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive the 2008 Unaudited Financial Statements for information purposes, unanimously Carried.

Chair Gamble then noted the Statements were a great benefit to Council and a tribute to Financial and Information Services Staff and questioned if they could be

put on the Town website, Councillor Martin cautioning they should be clearly marked as unaudited documents.

#### **D. Correspondence**

##### 1. Karen Naish, Harmony North Chorus – Reconsideration of grant funding request

Chair Gamble then noted this correspondence and the earlier deputation referred to the same matter and questioned if the Committee wished to consider additional funding or if the previous decision would stand, Councillor McGee noting the Grants and Donations Budget was over-spent at present.

Bob then noted perhaps Communications and Economic Development Coordinator Lisa Kidd could advise the parties that we have reviewed the requests and there are no funds available, noting the Harmony North correspondence refers to \$35,000.00 funding for the BVAA and this funding is not cash but rather a subsidized facility rental rate, the Committee concurring.

Councillor McGee then questioned through Lisa if the Committee was considering any changes to future Grants and Donations consideration, for example the BVAA and BVO deliver community services and perhaps these organizations could be built into a Departmental budget with Grants and Donations divided into three or four categories such as Youth and Arts and Culture.

Lisa then noted she could propose new categories and reconsider criteria at the request of the Committee.

Chair Gamble then noted it is standard practice to offer discounted rental rates for youth sports programs separate from Grants and Donations and perhaps the subsidy should be considered through the Recreation Department as a reflection of subsidized operations of facilities.

Michael then noted the Concert Society have never requested assistance before and this request was based on a one-time anniversary event, the Society organizing their own regular events as well as supporting the Thanksgiving Dinner and Remembrance Day celebration and perhaps the Committee could consider some level of support, Bob noting perhaps \$500.00 could be considered.

Councillor McKean then noted the Society noted their advertising budget for the event would be \$500.00 and perhaps that could be offered for publicity to assist the group in their membership drive.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin

Seconded by: John McKean

THAT Council approve one-time grant funding in the amount of \$500.00 for the Beaver Valley Concert Society's twentieth anniversary presentation of an opera company concert, it being noted the grant would represent the public advertising and incidental expenses portion of the estimated concert budget, unanimously Carried.

## 2. Invitation to Mayor Anderson, Military Family Resource Centre Golf Tournament

Chair Gamble noted if an interested member of Council wished to represent the Town, the cost could be submitted as an expense account for reimbursement.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin

Seconded by: John McKean

THAT Council approve attendance of interested members of Council at the 2009 Military Family Resource Centre Golf Tournament, Meaford, with costs paid through Council's travel budget expenses, unanimously Carried.

## **E. New and Unfinished Business**

None

## **F. Adjournment**

Moved by: John McKean

Seconded by: Michael Martin

THAT this meeting does now adjourn to meet again on May 19, 2009 at 2:00 pm, or at the call of the Chair, unanimously Carried.